

# **POLICY FOR THE RELEASE OF CAMPERS**

*Camp Crystal at Crystal Conference Center*

Our policy is designed to ensure campers are released only to those who have authorization from a custodial parent. It applies to licensed children's camps at Camp Crystal and minors attending Family Camp without their parent(s).

Prior to camp, parent(s)/guardian(s) must sign the **Camper Release Form** to indicate those who have authorization to pick up their camper. This form also provides space to indicate anyone who does not have permission to pick up their camper.

Since camps are planned with the whole camp and staff in mind, removing campers prior to the end of camp is discouraged. Even brief removals interrupt their participation in the camp program. However, if early release is necessary, you **MUST** contact the dean ahead of time.

## Procedure for Releasing Camper:

1. Camp Dean will be present when campers are released from camp. The dean will check the camper's **Camper Release Form** and **photo ID** of the adult picking up the camper to ensure they match.
2. If someone who has not been authorized to pick up a camper comes to camp, the Dean will contact the parent/guardian, or emergency contacts to verify release plan. Two camp staff will verify authorization over the phone.
3. If someone does not have permission to pick up the camper, the camper will not be released to that person.
4. If required, Camp Crystal will contact local law enforcement for assistance.
5. If a camper is removed from camp with an unauthorized adult, Camp Crystal will contact law enforcement to report the incident.