

MANDATORY CARPOOL and PARKING PROCEDURES

Please read carefully, and then sign the indicated place on the signature form.
Your child's ability to attend Day Camp is contingent upon you following these procedures at all times.

Summer at St. Matthew's is a very busy time. Having so many quality programs at St. Matthew's at the same time requires that everyone involved work together and cooperate as a team. An example of this teamwork is the carpool system that was designed by the Day Camp, Summer School, Parish Day School and Parish. We would like to thank everyone for cooperating with the carpool system and parking restrictions.

Under no circumstances should a driver park on Bienvenida and walk in to pick up their children. It is dangerous to load a car on Bienvenida and it undermines the system that we have in place. If there is a need to rush a child to an appointment, please call the Day Camp office to arrange an earlier pick up.

During camp hours, the loop road will be closed to all traffic. **THE GATE WILL CLOSE AT 9:00 IN THE MORNING.** Please be sure your campers arrive by that time. **THE GATE WILL NOT OPEN UNTIL 2:40 IN THE AFTERNOON.** Please do not arrive for carpool until after that time. *It is essential that we do not block traffic on Bienvenida.*

If you need to pick up a camper early, or drop off a camper late (or if you need to visit camp during camp hours) please park in the lower church lot and walk to the camp office. The lot below the Parish Center is one of our program areas and will not be available.

Cars always enter the Loop Road at the upper driveway. In the morning, campers should be dropped off at the stop sign and head up the brick walkway to meet their groups. In the afternoon, campers get into their cars at the bottom of Big Field where it meets the church parking lot.

We share the Loop Road with the summer school carpool. Please be courteous as you drive by the school. Drivers must not be on cell phones while driving. The line will go faster if more families organize carpools. Carpool rosters will be available in the Day Camp office for pick up at the end of the first week of camp.

Do not park on Bienvenida below or above the St. Matthew's property.

We may have to alter the usual procedures from day to day due to unforeseen circumstances. Please pay careful attention to any changes that occur, and respectfully follow the directions of the sextons, school staff and Day Camp staff.

If you live near St. Matthew's and plan to walk your camper home during the summer, please send a note to the Day Camp office on the first day of camp. You will be asked to sign out with a Program Director at dismissal each day. Parents may not park at a friend's house and walk in to pick up children at any time.

Please be respectful of the staff in the parking lot. They are there to ensure campers' safety and that each person follows the carpool procedures correctly. **If the person dropping off or picking up your child does not follow these procedures, your child will not be allowed to attend the camp program.**

**We appreciate your patience and cooperation.
Thanks to all for helping carpool run smoothly and safely!**