**IMPORTANT INFORMATION REGARDING DROP OFF AND PICKUP**

* The entrance/exit to the Farm is located on Lake George Road. This entrance/exit should be used in the morning and afternoon. Please **do not** use any other entrance or exit to the Farm, unless flagged to do so by camp staff. This is with the exception of the Latch Key drop off (for Latch Key only use Indian Lake Road).
* **Drop Off:** The **gate opens at 9:00am** to begin camper drop off and closes at 9:40am. Do not open the gate, if it is not open staff may be moving a cow, horse, sheep or donkey out of the driveway. Be prepared to follow the morning drop off line to the picnic shelter Monday – Friday. Please be sure your camper(s) are ready to exit the vehicle when your turn comes in the drop off line. This includes all items in a backpack, cinch bag or in hand. If you need extra time at drop off, please pull your vehicle into the grassy parking lot, park and walk your camper up to the check-in counselor in the picnic shelter.
* **Pick Up:** For the safety of your children, the front gate will **not** be opened until 3:15 p.m. Afternoon pickup begins at 3:30pm, please wait in your vehicle until camp is complete. In the afternoon, plan to park in the grassy parking lot and walk up to the picnic shelter to pick up your camper(s). Please ask your child before you leave each afternoon if he or she has properly checked out with their head counselor. **Bring your ID at check out** and be sure you have included all authorized pickups under your camper’s registration. You will be called if they are not listed.
* It is very important that you arrive on time for dropping off and picking up your child. If you arrive late (after 9:40am) in the morning, your child will miss important announcements of the days’ activities and feeding the animals. You must check in at the office if you are late (enter on Indian Lake Road entrance). If you arrive late in the afternoon, not only will your child worry, but also our staff will be kept from other duties that they are required to complete at the end of each day. If you are more than fifteen minutes late, your child will be placed in Latch Key, and you will be charged $15.00 for the afternoon.
* **Early Pickup:** It is most convenient for camp and your child to arrange any early pick-up times between 11:45 a.m. and 12:30 p.m. The office must be notified with a phone call or email if you plan to pick up your child early from camp.
* **DO NOT bring your dogs onto the Upland Hills Farm property**, including the parking lot or latch key area.
* **Latchkey**: If you need to use our latchkey program, please add to your account, or contact the office (248- 628-1611) if you need assistance. Latchkey begins at 7:00am and ends at 6:00pm daily. Latchkey is $15.00 for the AM session and $15.00 for the PM session. Snacks are provided. All latchkey balances are due by the end of the scheduled session. The latchkey entrance is located off Indian Lake Road.
* Please follow these procedures so that camp can run smoothly and safely for all campers.

Thank you,

Upland Hills Farm