

6/7/2021



Friends Community School
5901 Westchester Park Drive
College Park, MD 20740
301.441.2100

Dear <Primary Contact>,

This message was sent to the primary and secondary contacts of all camp attendees.

We are excited to share with you our guide to Arrivals, Dismissals, and Ex-Day using our Procure App.

Please check out our guide located in our Document Center under the **Read & Retain** category. Please read through the guide carefully as it contains important information about the daily logistics of drop-off and pickup for all in-person camps.

If your child is only attending Virtual @Home Camps, you can disregard this guide,

[Link to Procure and Arrivals/Dismissal/Ex-Day Guide](#)

You will be sent an invitation to the app shortly after this message. If you've recently registered in the past few days, we will add you soon! Car hang tags will be sent out in the mail on a weekly basis starting with the first week of camp.

Quick Summary of the Document

- The Procure app is a PIN-based identification attendance system used in many daycare centers and schools.
- The app has several functions that are not used at our camp. We are only utilizing the GPS Pickup and PIN options for caregivers and authorized pickups.
- We will be asking families to do Daily Health Screenings at home via a Google Form that will be sent each morning via Ultracamp.

Dropoff (8:30-9:00)

- Fill out Daily Health Screening Form sent daily via Ultracamp.
- Arrive at the designated time slot.
- Show the staff member the email receipt of the Daily Health Screening Form for each child being dropped off.
- No Procure App is needed for the morning dropoff.
- Attendance will be taken during camp.

Pickup (3:00)

- Sign out via the Procure App while waiting in line.
- If there are connectivity issues, staff can sign out children with PIN verification.
- Use hang tags for quick identification by staff. It is not a substitute for proper verification via the app.
- Authorized Pickup Persons who do not have access to the app can sign out children with PIN verification with staff.
- Families planning to carpool can set up ahead of time the connection with other existing parents/caregivers via the website.

Ex-Day (3:00-5:00)

- All pickup persons can park in the circle.
- Must sign out either with the Procure App or via their PIN.
- Buzz the front door and verify by showing the screen to the camera.

Warmly,



Van Nguyen

they/them/their

Director of Auxiliary Programs

- *Extended Day Director*
- *Summer Camp Director*

FCS FRIENDS
COMMUNITY
SCHOOL
Summer Camp!

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