Drop-off and Pick-up Procedures

Thank you for following the procedures listed below for pick-up and drop-off of your child.

1. No student should be dropped off earlier than 10 minutes before class. Students must be picked up promptly after their classes.

2. If your child is not picked up by 4:45 p.m., an emergency drop-in fee of $30 will be charged until 6:00 p.m.; after that it will be an additional $1.00 per minute. This fee must be paid prior to your child returning to camp. CSM reserves the right to request your child be removed from class, if parents are persistently late for pickup. We will ask you not to bring your child back, you will not receive a refund. If you are late, pick your child up at:
   • La Plata Campus - Room CC100
   • Prince Frederick Campus – Room 238
   • Leonardtown Campus – Room B102

3. To ensure the greatest possible safety of your child, parents must physically accompany children at drop off and sign their children in and, must physically pick their children up and sign them out.

4. If you wish to pick up your child up at an alternate time please provide a written note to the camp coordinator or extended care counselor that morning. You will also need to pickup your child at their classroom. Children will NOT be brought to alternate pickup locations.

5. To contact your child during the day:

   Leave your child’s name, your name, phone number, and message. We will locate your child and give him/her the message, as well as help him/her find a phone if he/she needs to call you back. PLEASE SPECIFY IF YOU HAVE AN EMERGENCY. (If you are unable to reach the administrative staff in case of emergency, please contact the Information Center number listed for the desired campus—they will locate your child.)

<table>
<thead>
<tr>
<th>Campus Camp</th>
<th>Type</th>
<th>Contact Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Plata</td>
<td>AAY – Academic Camps</td>
<td>Camp Coordinator, 301-934-7877, room B1220-C Sarah Massie</td>
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<tr>
<td></td>
<td></td>
<td>Program Coordinator, 301-934-7645, John Terlesky</td>
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<tr>
<td></td>
<td>SSC- Summer Sports Camps</td>
<td>Program Coordinator, 301-934-7645, John Terlesky</td>
</tr>
<tr>
<td></td>
<td>SYC – Summer Youth Camps</td>
<td>Camp Coordinator, 301-539-4840, Alyssa Robbins</td>
</tr>
<tr>
<td></td>
<td>All Kids’ and Teen Courses</td>
<td>Course Manager, 301-539-4734, Jenn Hamilton</td>
</tr>
</tbody>
</table>

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<th>Campus Camp</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Leonardtown</td>
<td>AAY – Academic Camps</td>
<td>Camp Coordinator, ext. 5378, room B206 Katelyn Bridgett</td>
</tr>
<tr>
<td></td>
<td>SYC- Summer Youth Camps</td>
<td>Camp Coordinator, ext. 5378, room B206 James Love</td>
</tr>
<tr>
<td>Prince Frederick</td>
<td>AAY – Academic Camps</td>
<td>Camp Coordinator, ext. 6078, room 238 Toni McDonald</td>
</tr>
</tbody>
</table>
Drop-off and Pick-up Locations

La Plata Campus

Academic Enrichment: (AY courses)
Please park in the parking lot closest to your child’s assigned building. You must escort your child to their assigned building and classroom to sign them in. At the end of the day, you or another authorized person must report to your child’s assigned building and classroom to sign them out for the day.

Warm-Up and Cool Down: (Before and After Care)
Please park in parking lot 2 at North Campus Drive and bring your child into the CC100.

Youth Camps and Sports Camps: (SYC and SSC courses)
Please park your car in the parking lot 3 or 5 at South Campus Drive and bring your child to the gym of the PE Building (Physical Education).

Leonardtown Campus

Academic Enrichment: (AY courses)
Please escort your child to their assigned building and classroom to sign them in. At the end of the day, you or another authorized person must report to your child’s assigned building and classroom to sign them out for the day.

Warm-Up and Cool Down: (Before and After Care)
Please bring your child into the B building, room 102.

Youth Camps and Sports Camps: (SYC and SSC courses)
Please escort your child to the D building to sign them in and pick them up.

Prince Frederick Campus

Academic Enrichment: (AY courses)
Please escort your child to their assigned classroom to sign them in. At the end of the day, you or another authorized person must report to your child’s assigned classroom to sign them out for the day.

Note: Academic enrichment camp course numbers begin AY and sports camps course numbers begin SYC or SSC.