

## Check In & Check Out Procedure:

**Implement a staggering check-in and check-out system:** Please arrive for your staggered check in time. **Arriving at your assigned time will ensure a faster, safer and more organized check out.**

## Check in:

- Please follow your assigned Check-In times.
- Staff will direct you to park in the parking lot and start the check- in process.
- All caregivers that are **NOT** vaccinated, must wear a protective mask while at a Stepping Stones facilities.
- Only one (1) caregiver will be allowed at check-in and check-out per camper.
- The dining hall back porch will have the three check-in stations; Station 1 is Sign in station, Station 2 is Dietary review and Station 3 is MARS review/Nursing number assignment.
- A Caregiver will then take their loved one back to the cabin assigned and help them settle into their cabin space.
- After they get them situated in the cabin, they will come back to Dining Hall to be called on to check their loved one's medication in with the nurses.
- Nursing Waiting Area will be spread out the appropriate distance between chairs in the waiting area.

## Check Out:

Check out for the overnight staycations will begin at **4:00PM** in the designated area. We will be staggering the check-out times during the assigned times frames.

- Please pull in & have your **"Dashboard card"** displayed on your dashboard. Make sure it is visible to all staff members.
- A staff member will inform other staff via walkie talkie to let them know you are here.
- Follow signs into circle driveway. Staff will also be there to direct you on where to go.
- Staff will bring you your participant(s), luggage, medication, craft bag & anything else.
- You will then sign your participant(s) out.
- Please stay in your vehicle at all times for safety.
- Please follow exit signs on departure from Camp Allyn.

