

UNIVERSITY OF INDIANAPOLIS

Office of Summer Programs

Drivers and Pick-up/Drop-off Information

PICK-UP AND DROP INFORMATION (NON-DRIVERS)

AUTHORIZATION TO RELEASE GUIDELINES

This requirement is necessary to account for all students and keep them safe. In our ongoing efforts to streamline drop-off/pick-up while maintaining security, we ask families to carry identification with them as well as notify UIndy immediately if the registered vehicle(s) changes. Please keep this handy to show the Conference staff so we can call your student's name quickly.

Should an unidentified vehicle arrive for pick-up, the driver may be asked to park and come into the building while staff confirms the "Authorization To Release" information included in the camper's registration.

All students are to be dropped off and picked up at the designated camp location. You may also park and escort your child into the building. Faculty and/or staff will be present to assist students in and out of cars after the first day. Students may not wait outside of the building without a member of the staff.

On the first day of camp, each authorized driver will receive a colored, laminated piece of paper that they will place in the windshield of their car for the remainder of the camp session. This paper will indicate to the staff at the pick-up location that the car has been authorized to pick-up campers. Cars without the authorization paper will have to show identification that they are an authorized driver.

To increase the safety of students being dropped off, we are asking parents to observe the following:

- Drop-off students at the main door, or park in a designated lots and escort students into the main entrance doors.
- Once in the carpool line, please wait your turn until you are at the main door. If you wish to escort your child inside or need to talk to a staff member, please park in a designated lot. Also, if you arriving after the session starts, please park and escort the child inside.
- Please do not leave your car while you are in a drop-off line.

Please observe these guidelines to make drop-off and pick-up times safe for everyone:

- Enter the drop-off/pick-up lane at 5 miles per hour or less.
- Please have any arriving students exit the car on the side closest to the designated building.
- Wait until your student and the assisting staff has stepped five feet away from car before pulling away.
- Refrain from using your cell phone so that your full attention can be on your student, either wishing her/him well as they head to camp or warmly greeting your student at the end of a long day.
- If you do park in the lot, you must escort your student from your vehicle into the building or from the building to your vehicle.
- Watch for unattended students of all ages in the parking areas.
- Do not park in a handicap space unless you have a handicap permit or have been directed by staff. Park in the space then only if the permit holder will be exiting her or his vehicle to enter the school.
- Observe courtesy with other drivers. Danger: Please do not pass a stopped vehicle in the drop-off/pick-up lane, unless directed to do so by a person in charge.

Who Can Pick Up Your Child

Only adults 16 years of age and older listed on a child's registration form will be able to take students from the school's premises. Relatives other than parents/legal guardians and other designated adults must be listed on the student's registration from in order for us to allow the student to leave the premises with those persons. In case of a last-minute change or addition, please email the camp director (location on the confirmation emails) authorizing your child's release to the new person and including the dates for which permission is given. Email authorization is accepted from a parent/guardian's email address that we already have on record. The school will not release students to anyone, under any circumstance, other than those stated above. Anyone picking up students must carry a photo ID.

DRIVERS POLICY

Please Observe These Guidelines In Order To Safely Arrive On Campus

- All of the lots on campus are available for parking, even the lots that indicate "Permit Parking Only."
- Please observe the speed limit of the area.
- Do not park in a handicap space unless you have a handicap permit or have been directed by staff.
- Observe courtesy with other drivers.