



Address: 802 Ponus Ridge, New Canaan, CT 06840

Email: info@campplayland.com

CAMP CELL PHONE – 203-999-4966

CAMP OFFICE LANDLINE – 203-966-2937

VAN / BUS COUNSELOR INSTRUCTIONS

REMEMBER YOU ARE THE FACE OF CAMP PLAYLAND!

- ❖ You are the first person on and the last person off the bus. The driver is responsible for the route. You should learn the route too, in case there is a substitute driver. In the afternoon the route runs backwards, the last child who was picked up is the first person dropped off.
- ❖ When you get to a stop, the lead bus counselor must get *off the bus* and welcome the camper. If there are multiple lead bus counselors decide who will get off the bus. Help the child cross the street if necessary and help the child onto the bus. There are seat belts on the bus. ***All passengers must use their seat belts.*** On some buses there will be a car seat for a small camper. This is noted on your roster.
- ❖ Be cordial to parents, but you must keep to the schedule. Parents should be directed to call/text/email the camp with questions or concerns. It is helpful if you have a watch or a cell phone.
- ❖ If a camper is not at the stop, wait a few minutes past the scheduled time and continue on the route. Text or call camp with concerns.
- ❖ At the end of the day if a parent is not there to receive a camper, wait 5 minutes and keep the child on the bus. ***Never leave a child unattended.*** Some campers meet at a stop. Be certain to match the child with the proper parent. Do not leave the child with someone else's parent unless you have been given permission from the parent. You should call or text the camp with any questions.
- ❖ Eating on the bus is prohibited for everyone. This is a safety issue, especially for small children who might choke and for children with food allergies.
- ❖ Do not stop the bus for a child to use the bathroom. The child must wait until you are at your destination.

ARRIVAL

The bus will first stop at the Pre-K Area where the Bears, Cheetahs, Grizzlies, Bengals and Tigers will be received. Continue on to the pavilion where all other campers get off the bus. *The lead bus counselor should walk from the back of the bus forward to be certain that all campers and belongings are off the bus.* The bus will leave camp and return at Flag Lowering.

DISMISSAL

After Flag Lowering, bus counselors will be called to a cone labeled with your bus number, placed along the perimeter of the ball field. You will line up in descending order (Bus 42, 41, 40,.....1).

Campers will be called to you, one group at a time. By the third day this process will speed up.

You will be given an attendance list for the way home. When you think you have an accurate count of your campers, walk them onto the van/bus and take attendance on the bus. **Bears, Bengals, Grizzlies, Cheetahs and Tigers will be brought to your bus.** Short Day campers will have left campus at 2:00 pm. Help campers buckle up. When you are certain you have 100% attendance we will dismiss your bus for the ride home. No buses/vans will be released until we know attendance is accurate on every bus/van.

GPS TRACKERS

Lead bus counselors on yellow school buses will be responsible for GPS trackers. Please put these in the bucket in the pavilion upon arrival each morning. The tracker will be handed to you at your cone at the end of the day. Please remember the tracker each morning as you leave your home.

SPECIAL NOTES

- ❖ *If a parent gives you a note, read it and then give it to a Division Leader. At Flag Lowering you will be notified of dismissal changes via the attendance list we give you for the ride home.*
- ❖ *At orientation on Friday, June 23rd you will be given a bus folder with your route and camper name tags for the first day. Please help campers with placing their nametag on before arriving at camp.*
- ❖ *The Bears, Cheetahs, Grizzlies, Bengals and Tigers are our youngest campers and require special attention.*
- ❖ *The first morning, make sure the campers know your name and what bus number they ride on. Be emphatic. The faster campers learn this the easier dismissal is.*

