

CAMP WILDBROOK, LTD.  
(513)931-2196

**TRANSPORTATION PREFERENCE FORM**

**\*\*\*RETURN AS SOON AS POSSIBLE\*\*\***

**FIRST COME, FIRST SERVED (SEE PARAGRAPH #3 BELOW)**

We are returning to Rockwern Academy for our Kenwood Location.  
Also note the new Montgomery location, Ascension Lutheran  
Church (replacing Church of the Saviour stop).

March, 2019

Dear Parents,

**EVERY FAMILY MUST RETURN THIS SLIP** as to **YOUR PREFERRED** form of TRANSPORTATION whether Bus or Parent Driver. (Note Pick-up/Drop-off & Bus policies on back along with use of driveway procedures)

We are very pleased to use Queen City Transportation again this summer and have contracted for 6 buses. We will arrange bus stops to maintain comfortable accommodations with 2 children per seat. For adequate supervision, we will provide 1 to 3 counselors per regular bus stop, depending on the number of children at each stop. The Wyoming bus will stop at designated streets (possibly 12 pick-up points). If needed, a 2<sup>nd</sup> bus for Wyoming will stop at a single location for additional campers. Please keep in mind our transportation decisions have been made for the safety of our campers. Therefore, we strongly encourage you to use the bus stop in your area.

We would appreciate your response as soon as possible as to which bus stop you would prefer to use so we may start preparing our transportation shifts. ***We will make every effort to accommodate all families with their preferred bus stop however, they will be filled on a first come, first served basis.*** Therefore, later requests may be placed at an alternate stop if a particular stop is already filled. Please keep in mind the final deadline for transportation slips is April 1<sup>st</sup>. All these pick-up and drop-off times are tentative and **MAY CHANGE** if returned transportation slips indicate overcrowding at one or more bus stops (**especially Hyde Park, Ascension Lutheran Church (formerly Church of the Saviour), and Wyoming- we have used a 2<sup>nd</sup> bus for Wyoming overflow**). This will not be known until we receive everyone's transportation preference as our primary goal will be to keep seating accommodations at 2 children per seat. Because of this & other administrative requirements, **campers may not change buses to go to or from home with campers on other buses.**

<u>Area</u>	<u>Bus Stop</u>	<u>"Tentative" Pickup/Drop-off</u>
Amberley	Apath Israel Lot (Galbraith Rd. entrance/exit)	8:55/3:50
Blue Ash	Blue Ash Elementary (9541 Plainfield Rd.- Left side lot)	8:45/4:10
Hyde Park	Hyde Park Elementary (3401 Edwards Rd)	8:40/4:10
Kenwood	Rockwern Academy (8401 Montgomery Rd- Sturbridge lot)	8:40/4:10
Montgomery	Ascension Lutheran Church (7333 Pfeiffer Rd- back of lot)	8:50/3:55
	Good Shepherd Parish Parking Lot (Near Bridge)	8:45/4:05
Wyoming	Street Pick-up	8:40-9:10/3:40-4:10
Mason	Heritage Presbyterian Church (Tylersville Rd. entrance/exit only- near shelter on left side)	8:35/4:15

Please note **Parent Pick-up/Drop-off Policies** and bus **transportation policies/procedures** listed on back.

**TRANSPORTATION PREFERENCE FORM**

**First Come, First Served- Final Deadline April 1, 2019**

Preferred Transportation: Bus \_\_\_\_\_ \*\*Parent Car Pool \_\_\_\_\_ **IMPORTANT transportation guidelines on back**

Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Preferred Bus Stop: \_\_\_\_\_

Second choice (if preferred bus is full): \_\_\_\_\_

**\*A form will be coming home in May to list authorized drivers who can pick up your child(ren) from camp and/or bus stops.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Camp Wildbrook is not responsible for any parent car pool arrangements made to transport campers to or from camp (including Friday afternoon meetings) or to or from bus stop locations. These parent car pools are solely the responsibility of the campers' parents/guardians.

## All Parent Drivers and Car Pool Policies

1. All parent drivers must follow the camp's procedure for using the driveway for the safety of all concerned, and should use caution at all times entering and exiting the single lane driveway.  
**A. Parent Car Pools may only drop off children between 9:10 AM – 9:30 AM.** Parent cars or buses are **to exit the driveway after 9:30 AM**, or when authorized by camp maintenance personnel.  
**B. No car may exit** between 3 PM and 3:20 PM as parent drivers and buses are arriving.  
**C. No car may enter** the camp driveway **between 3:15 PM and 3:40 PM** when all of the camp traffic is exiting. Use of Driveway information is distributed to all campers/parents in the May mailing.
2. The camp is not responsible for any parent car pool arrangements made to transport campers to or from camp (including Friday afternoon meetings) or to or from bus stop locations. These parent car pools are solely the responsibility of the campers' parents/guardians.

## Bus Transportation Policies

1. Campers enrolled in this program must participate for both pick-up and drop-off each day.
2. The bus is scheduled to arrive at the same location and same time each day. Unexpected traffic conditions may effect arrival times.
3. There will be a designated transportation counselor at each bus stop.
4. It is preferable that a parent contact his or her child's bus counselor directly to report a child's absence for the day or more extended period of time.
5. Camp Wildbrook reserves the right to change a bus stop due to unforeseen circumstances or unusual traffic problems.
6. The bus will stop only at the designated bus stop.
7. The bus will wait at each morning location for only 2 minutes or the amount of time it will take to have campers seated- whichever is greater.
8. The bus will wait at each afternoon location for only 2 minutes or the amount of time it will take to have campers exited- whichever is greater.
9. If the bus has left its bus stop in the morning, then it is the parent/designated driver's responsibility to get to the 2<sup>nd</sup> bus stop to meet the bus or drive camper(s) to camp and sign them in. Buses do not leave before their designated times and do not stop for any late campers..
10. Parent or designated person must wait with their child for the morning pick-up until the bus counselor arrives.
11. **Parent or designated driver must be available to meet their child in person (do not wait in car- please be visible) when dropped off.**
12. If the parent or designated driver is not at the drop-off point by the end of the 5 minute grace period (5 minutes after scheduled arrival, the transportation counselor and camper are to go to designated telephone to call parents. If unable to reach parents, counselor then calls camp to report the situation and check for messages and further instruction. If there are no messages, counselor will wait another ten minutes and then call camp again or notify camp if parent arrives sooner, and will repeat the procedure every 10 minutes.
13. There will be a **Late Fee of \$5.00 for every five minutes** after the designated grace period (5 minutes after normal drop-off time)
14. Parents/authorized driver should plan to arrive at their designated bus stops at least five minutes prior to the scheduled time.
15. Should the parent assign someone else to meet the child in the afternoon, then a phone call and/or note must come to the camp office that day. The child must be able to recognize the individual meeting him or her.
16. Parents may elect to have their child walk to and from the designated bus stops.
17. **A child may not change from one bus to another for safety and logistical purposes.**
18. The camp is not responsible for any parent car pool arrangements made to transport campers to or from camp (including Friday afternoon meetings) or to or from bus stop locations. **We must receive a written note or phone call before we can release your child to another parent/person for last minute changes from the normal camp departure bus/car (i.e. Friday meetings, Kings Island trips, etc.).** These parent car pools are solely the responsibility of the campers' parents/guardians.