

## Kennolyn Day Camp Bus Procedures

Text line 831-308-8344(best number)  
Office 831-479-6714 ext.450, [daycamp@kennolyn.com](mailto:daycamp@kennolyn.com)  
8205 Hacienda Lane, Soquel, CA 95073

### Communication

- If the bus is running very late or we have any changes to the route, we will text you.
- If you are running late, text us and we will contact the bus driver or onboard counselors. The counselors are often busy managing campers and taking a phone call can be one thing too many.

### Morning Drop Off

- Camper cell phones should be left at home. Tablets for reading without cell service are ok.
- Stay with your camper until they board the bus. Stay at the stop until the bus departs
- Staff will be at some stops in advance to allow families to check in. They are identifiable by their camp shirt.
- Once the bus has stopped and the counselor has disembarked, walk with camper to check in with the counselor. DO NOT allow camper to run toward the bus. Please line up in an orderly manner.
- Counselors will hand out “pick up slip” which may be used by any family member or friend without showing their ID to pick up camper in afternoon.
- Anyone without a “pick up slip” is required to show ID.
- If someone other than the adults listed on the application will be picking your camper up, please [access your online account](#) and complete the Authorized Adult form or contact the office.
- We wait 5 minutes before heading to the next stop. We do not call or text if your camper is not there.
- Every Camper must wear a bus seat belt.
- Passengers in wheel chairs who cannot transfer to a bus seat must be seat-belted into wheelchairs that are in locked positions and secured.

### Bus Safety Orientation – read to campers after last morning stop on Opening Day

1. Be kind to all campers and staff.
2. Masks are recommended for campers and staff but not required.
3. Sit facing forward with the seat belt fastened properly.
4. Remain seated until the bus is completely stopped. Do not change seats unless instructed to do so by the bus driver or the bus counselor.
5. Do not throw anything or put anything out of the bus windows.
6. No eating on the bus – please eat at home or at Closing Circle
7. Keep aisles clear –bags and backpacks are tripping hazards and can block the way in an emergency.
8. Keep your hands to yourself.
9. Use an inside voice when talking to friends on the bus. No yelling or screaming.
10. Use the handrail when entering or exiting the bus.
11. Review emergency & safety procedures:
  - a. Where, when and how to use emergency exits on the bus.
  - b. Where the emergency equipment is and how to use it.
  - c. What to do in case of an emergency or evacuation.

### Afternoon Pick Up

- Only cross the street at a traffic signal or under the protection of the red signal lights from the bus.
- Only cross in front of the bus after the driver has signaled that it is safe to do so.
- Campers are never left alone on the bus or at a stop
- If camper is not picked up, the family will receive a call or text and camper stays on bus.
- If camper is picked up late at the last stop a \$20 fee will be charged.
- If camper is not picked up at the last stop, they will be driven back to camp. A \$200 fee applies.
- Unloading – this process is slow but the best way we’ve found to keep track of your precious kids
  - Campers stand in line while on the bus.
  - Counselor stands at door, calls out camper name, and checks out each camper
  - Family gathers outside and step to the door when their camper is next. Family shows “pick up slip” (given first day) or ID to check out child.