

# Travel Procedures Winona

## General Automobile Safety Procedures

- Enter camp off of Hio Ridge Road, onto Winona Road.
- Speed limit is 20 MPH except for 5 MPH zones at riding stables and Dining Hall area, as well as any area in which campers or staff are present.
- Directions to camp can be downloaded from our website at: [www.winonacamps.com](http://www.winonacamps.com)
- For GPS or mapping software, our street address is:  
35 Winona Road, Bridgton, Maine, 04009

### AUTOMOBILE ARRIVALS:

*June 26<sup>th</sup> after 9:00 AM, July 20<sup>th</sup> preferred after lunch.*

### OPENING AND CHANGEOVER DAY DROP-OFF PROCEDURES:

- A Winona Director will greet everyone at the Dining Hall upon arrival to check-in.
- The Winona Director will provide in camp directions, as parents will drive directly to each camper unit.
- Parents are asked to remain at camp until the camper(s) have been screened in at the Health Center.
- Exit will be on the same road as entry.

### LATE ARRIVALS

- *After 4:00 PM on opening day and midseason day, any unaccounted automobile arrivals will be contacted by phone by the Winona office.*

### AUTOMOBILE DEPARTURES:

*July 20<sup>th</sup> between 8:00 AM & 11:00 AM, August 13<sup>th</sup> between 8:00 AM & 11:00 AM.*

### CHANGEOVER AND CLOSING DAY PICK-UP PROCEDURES:

- Proceed directly to camper units for pick-up.
- Please make sure campers have checked out with the unit director, prior to departure.

## CHAPERONED BUS ARRIVALS AND DEPARTURES

- Campers and families should arrive at the established location 30 minutes before the bus departs or arrives.
- Winona chaperons will wear a camp shirt for easy identification.
- The meeting locations are public places so please be aware of your surroundings and keep your children in your sight and control.
- Winona staff chaperones carry cell phones. Cell phone numbers are not provided to parents in advance as we prefer to communicate with you through the camp office.
- Parents are encouraged to contact the camp office at 207-647-3721 if a bus is delayed more than 30 minutes past the designated pickup/drop-off time.

\*Protocol in the event a chaperone can project that a bus will be delayed more than 30 minutes:

- Chaperone contacts camp office.
- Camp office contacts the phone numbers provided by parent/guardian on the "Permission Form"

### Winona Vehicle Supervision / Bus Policies

- All Winona vehicles carry cell phones, contact information and first aid kits.
- All vehicles of 15-passengers or more will have a camp staff member (other than the driver) trained in supervising campers, managing behavior, and enforcing safety rules.
- Events using buses (or any vehicle carrying more than 15 people), at least 2 staff members in addition to the driver should be on board, and one of those staff members shall provide directions, orientation, and explanation of emergency evacuation to the passengers.
- A notable exception to the above rules is that the camp nurse or director may transport campers to the doctor or the ER, using a camp approved vehicle.
- Parents are responsible to ensure that their children understand the chaperons are in charge of the camper's safety and well-being,
- In case of mechanical issues, chaperons will contact the camp office as soon as possible. The camp administration will then make a decision to resolve the situation. Possible solutions will include:
  - Wait for onsite repair.
  - Contact the bus company and have them dispatch a replacement bus.
  - Dispatch camp vehicles to pick up campers.

The camp administration will use the above protocol\* to notify parents if the delay will be more than 30 minutes.

- In the event of distracting camper misbehavior, the second and subsequent staff members should immediately handle the situation so the driver is not distracted.
- If the distraction becomes acute, the driver should pull the vehicle off the road safely, and shut it down until the matter has been adequately handled.
- Camp should be contacted immediately to discuss the situation and possible options for resolution.

### Possible solutions:

- Holding of vehicle until parents arrive to remove offending camper(s)
- Removing offending camper(s) and place on public transportation with camp chaperone at parents expense
- Continuing trip while camp notifies parents of damages and disruption which has occurred and that the camper(s) will be held responsible.