

DROP-OFF AND PICK-UP SUPPORT GUIDE

The intent of this document is to support Scouters in meeting or exceeding Scouts Canada's [Pandemic Program & Activity Modifications Standards](#), specifically regarding the management of drop-off and pick-up and procedures for all Scouting activities.

Communication

- Include drop-off and pick-up information in a pre-meeting email to parents/guardians.
- Provide the [Self-Assessment Screening Checklist](#) to each participant (all Scouters, parents or guardians and youth who maybe attending the meeting). Assessment must be done prior to attending the activity.
- Know exactly where drop-off and pick-up will take place. Is a suitable parking lot available or can curbside drop-off and pick-up occur?
- Consider having parents remain in parked cars with their child(ren) and wait for Scouters to complete attendance and screening procedure.
- Is there an opportunity to stagger the drop-off times?

Drop-off Procedure

- **Outdoor meeting spaces will vary—please consider the following:**
 - Ensure that youth can safely travel from their vehicle to the meeting space.
 - If parents/guardians **need** to exit their vehicles with their youth to safely travel to the meeting space, request that only one parent/guardian does so.
 - Use markers or people to indicate entrance/exit points and direction of flow.
- **Pre-organize duties by assigning tasks to specific Scouters to facilitate a smooth process:**
 - Greeter(s) to support directional flow/direct arrivals.
 - Attendance and screening confirmation person(s).
- **Do you have enough Scouters to complete screening while maintaining the ratio and Two-Scouter Rule as the drop-off procedure takes place? If not, you may consider asking parents to help with screening as part of the drop-off procedure.**
 - A Scouter to supervise each Patrol (maintaining the Two-Scouter Rule).
 - Consider the amount of set-up time required and plan to arrive accordingly.
- **Use [ScoutsTracker](#) or the [Attendance Log](#) template to gather participant information upon arrival, while maintaining physical distancing:**
 - Have one person physically handle the attendance log and record the information.

- Everyone taking part in the Scout meeting must be added to the Attendance Log, including youth, Scouters, parents, non-members, etc.
- Individuals dropping youth off do not need to have their information recorded for contact tracing purposes unless they are remaining on-site for more than 15 minutes.
- Confirm contact information to ensure someone can be reached and is available to pick-up the youth if the meeting needs to be called off, in case of an emergency or if symptoms develop during the meeting.
- Ask each participant if they have successfully completed the [Self-Assessment Screening Questions](#) prior to attending the activity. Simply check off the box on the [Attendance Log](#). If they have not, conduct the questionnaire with them while signing in.
- Ensure the youth have the proper clothing, snack and water bottle along with any other personal equipment required for the meeting **before** their parent/guardian leaves.
- Give youth instructions on where to join their Patrol. Remind them they must not mix with other friends and must stay with their assigned patrol.
- Have a physically-distanced gathering activity running while youth are arriving:
 - For great ideas: refer to “Physically-Distanced Gathering Activities” in the [play-by-play meeting scripts](#).

Pick-Up Procedure

It's now time to facilitate the safe return of youth to their parent/guardian:

- Ensure youth can safely travel to their parked vehicle (escorted or curbside).
- Entrance/Exit points to meeting pick-up area should be clearly indicated (weatherproof signage).
- Have direction of flow clearly indicated as well as 2m markers to maintain physical distancing while participants are waiting for their parents/guardians. (e.g. mini pylons from a local 'dollar store' work great!)

Review of Pick-Up/Drop-Off Procedure

During the Scouters' review of the meeting, discuss how the pick-up and drop-off process went and if there is anything that can be improved for the next Scouting activity.

Consider any provided feedback from parents/youth.

Make sure to share learnings with your Group Commissioner.