



City of Oberlin Recreation Office Child Release Procedures

In an effort to increase the safety of the children participating in Recreation Programming, the Recreation Office is implementing new procedures for releasing campers to parents/guardians at the end of each program day. When registering your child for the program, parents/guardians will be required to register with the Procure program as well. Procure is a software system that simplifies child care management and family information. When registering with Procure, parents/guardians will indicate those individuals who are authorized to pick up their child/children from the program, as well as indicate if the child is permitted to walk/bike to and from the program on their own. Information on how to use the Procure App will be sent once your child is registered.

Camper Release Procedures

- When an individual authorized to pick up your child arrives at the program, they must use the Procure App to sign-in/out your child.
- If a person arrives to pick up a child that does not have the Procure App, the parent/guardian will be contacted before the release of the child.
- If a child is permitted to walk/bike to and from the program on their own, they will be released to do so at the end of the program day and will be signed out by a Recreation staff member through Procure.

Alternative Arrangements

If you need to make arrangements for your child to be picked up by someone other than those listed as being authorized to pick up your child, you must contact the Recreation Office at (440) 935-9054 or Recreation@cityofoberlin.com.

When calling or emailing, please provide the following information:

- Your name and relationship to the child
- Child's name
- Name of individual that will pick up your child that day

When the individual arrives to pick up your child, their identity will be verified using a photo ID and your child will be signed out by staff.

Changes to Pick-Up Authorization Form

If you need to make changes to the individuals authorized to pick up your child, you may do so through the Procure App or by contacting the Recreation Office at (440) 935-9054 or Recreation@cityofoberlin.com to update your authorization status.

If you have any questions, please contact Recreation Coordinator David Whitworth at (440) 776-4853.