



# Checkout Codes/Authorized Pick-Ups

To ensure the safe and authorized release of care, all campers are assigned a checkout code. This code is required every day at pick-up.

## Before Camp:

- Locate your registration confirmation.
- The checkout code is the last four digits of your registration number (R-12**3456**)
- Share the checkout code only with individuals authorized to pick up your child.
- Remind all authorized pick-up persons to bring and provide the code daily at sign-out.

## Daily Pick-Up Procedure:

- Parents and authorized pick-up persons should have their checkout code ready.
- Staff will ask for the campers checkout code at pick-up.
- Note that campers will not be released without verification of the correct code, even if staff recognize the individual.

## If the checkout code is not provided at pick-up:

- Staff will call the primary contact to authorize the individual picking up.
- Expect a possible delay while verification procedures are completed.

## Important Reminders:

- Keep your checkout code confidential to maintain camper safety.
- **Campers registered for multiple weeks:** Please identify your checkout code for each week based on your registration confirmation.



**Here's where you can find the registration number on your confirmation:**

## Carleton University Recreation & Athletics

| 1125 Colonel By Drive, Alumni Hall, Ottawa, Ontario, K1S 5B6

613-520-4480

## Registration Confirmation

Date of Birth:

### Program Registration Information

Order #:

Invoice #:

Registration #: R-12**3456**

Total Before Tax:

Date/Time Registered:

Program Name:



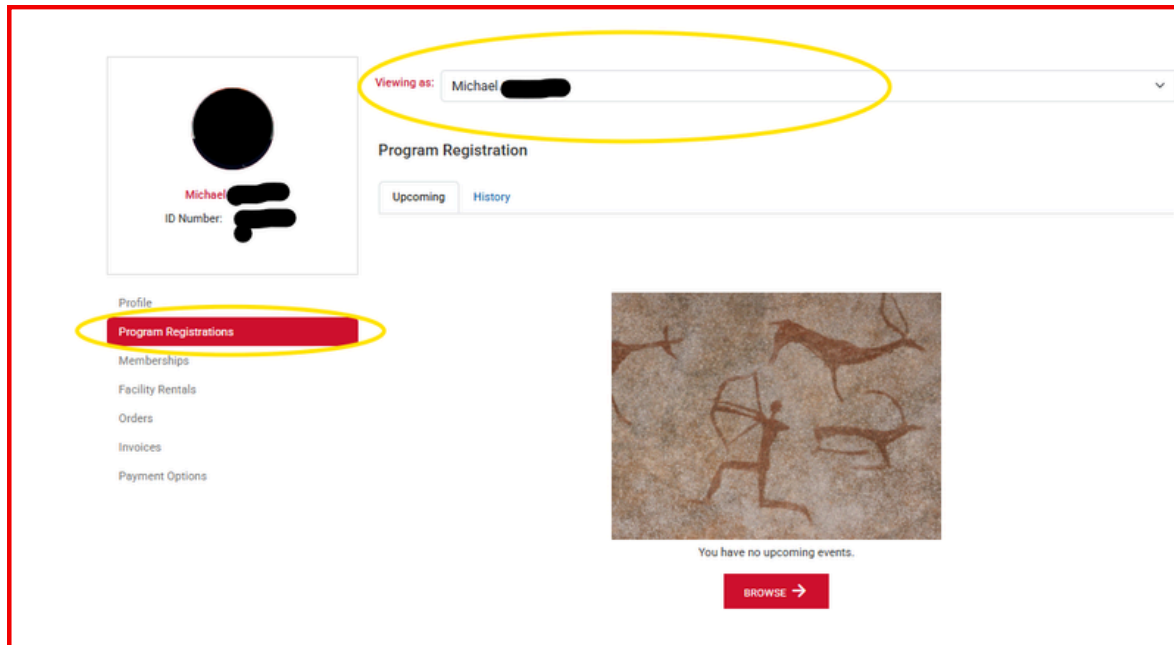
Checkout  
code: 3456

# Where Can I Find My Registration Confirmation?

**Step 1:** Sign in on: <https://rec.carleton.ca/> with the email you used to register for camps.

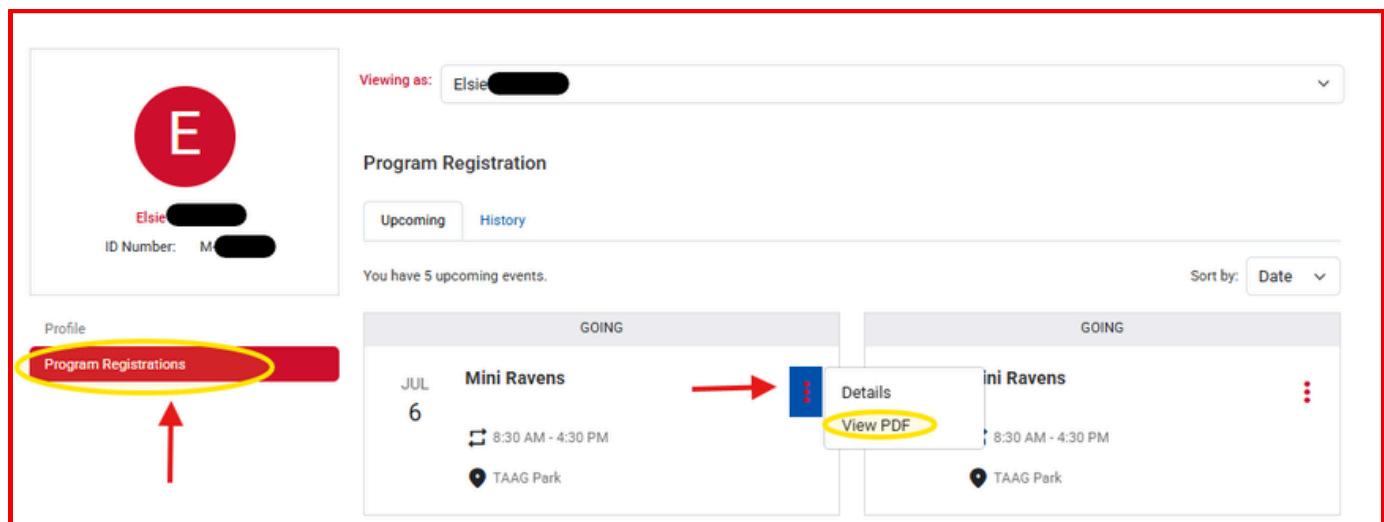
**Step 2:** Locate your profile in the right corner of your screen.

**Step 3:** Under 'Program Registrations', change the name to the camper you are looking for.



Use the drop-down menu to select the name of your camper.

**Step 4:** Download the PDF according to each week you are registered to view your registration #. The checkout code is the last 4 digits of the registration # (as shown on pg. 1).



If you cannot find your confirmation, please contact [sportscamps@carleton.ca](mailto:sportscamps@carleton.ca) and we will email you the confirmation. Your confirmation can also be found by logging into your account on [rec.carleton.ca](https://rec.carleton.ca/) and following the instructions above.