



Check-In Procedure — Monday-Friday @ PSU Engineering Building

Please note that we cannot check-in your camper before 8:50 am under any circumstances.

- **Curbside Check-In: 8:50–9:15am in front of building** (see map on pg. 2 for curbside location).
- **Please stay in your car for drop off.** If you choose to park and walk your camper up, that is okay, but Saturday Academy cannot provide parking validation or reimbursement.
- **Staff will be available until 9:15am.** After 9:15am, call 503-389-3212 to be checked in.
- **Look for our check-in/out sign and Saturday Academy staff in BLUE shirts to help guide you.**
- **If we have not received all required registration forms by Monday,** families will be asked to complete them by noon. A follow-up email with the registration link will be sent that morning. If forms are still incomplete by checkout on Monday, the student will not be able to attend the remainder of the week.

Check-Out Procedure — Monday-Friday @ PSU Engineering Building

Please bring a photo ID with you every day to pick-up.

- **Curbside Check-out: 3:50pm** (same location as check-in)
- **Look for our check-in/out sign and Saturday Academy staff in BLUE shirts to help guide you.**
- Saturday Academy will not release campers to anyone not authorized on the camper information form or who lacks a photo ID.
- **There will be no Friday sharing.**



Key

■ **PSU Engineering Building, 1930 SW 4th Ave**

■ **Drop Off and Pick Up (8:50am and 3:50pm)**

Please stay in your car for drop-off—a Saturday Academy staff member will meet you outside to assist with check-in.

