



The ArtsCenter
Always Inspiring.

ArtsCamp & Summer Youth Workshop Policies and Guidelines

Your participation in these programs indicates your willingness to abide by these guidelines.

Daily Schedule

7:30-8:45 AM – Early Arrival Extended Care Period (\$4 per day, for each camper*)

8:45 AM – Morning drop-off/sign-in begins for AM and full-day campers

9:00-Noon – AM camp period

Noon-1:00 PM – Lunch/Recreation Period (Half-day campers may stay late, or come early, to attend lunch period.)

12:45 PM – Afternoon drop-off/sign-in begins for PM campers not attending lunch period. AM only campers attending lunch period should be picked up by 12:50 p.m.

1:00-4:00 PM – PM camp period

4:00-4:15 PM – Regular Pick-up period

4:15-5:30 PM – Late Departure Extended Care (\$4 per day, for each camper*)

** Extended Care may be purchased at the Sign-In Desk for the week, or on a day-by-day basis.*

Snacks

Daily schedules include morning and afternoon snack breaks. Campers are encouraged to bring snacks from home. ArtsCamp will offer a selection of healthy snacks for sale, such as yogurt, cheese sticks, granola bars, crackers and pretzels. Either pack a snack or provide your child with money to purchase a snack (\$1 per snack period). You may leave money with the staff at the Sign-In Desk to pay for your camper's snacks for the day or the week.

Lunch

Each camper attending the supervised lunch period must bring a lunch or buy a boxed lunch. If you pack a lunch for your camper, please provide food that does not need to be re-heated or refrigerated. Please label lunch bags and water bottles with your camper's FULL NAME. (This allows us to return the many lunch boxes left behind each week.)

Boxed Lunch: The ArtsCenter offers a boxed lunch service to campers provided by Amante Pizza. The boxed lunch fee is \$30 a week, or \$6 per day. Parents may purchase lunch on a daily basis during the week by giving your order to Camp Staff by 9 AM each morning. Amante lunches will vary daily, and include items like cheese pizza, sandwiches, quesadillas, hot dogs, fruit, chips, and juice. Vegetarian options are available.

Pizza Friday: Each Friday, Amante pizza will be available for sale by the slice, in addition to the boxed lunch option. (Pizza, along with a drink and side are included in the boxed lunch for those who have paid for this option.) Campers may opt to purchase individual slices for Friday lunch. You must sign-up for pizza in advance at the Sign-In Desk. Family and friends attending Friday morning Family Sharing Events (see below) are invited to join campers for pizza lunch but must sign up in advance for their slices.

Summer Youth Workshop Lunch: Participants in these programs are permitted to leave the classroom in pairs to purchase lunch from vendors located inside the strip mall property, such as Amante Pizza and Hickory Tavern. For safety and time management reasons, we do not allow participants to leave the immediate vicinity. Please inform the instructor if you do not wish your child to leave the building during the lunch break. Staff and counselors will provide oversight during the lunch period.

Family Sharing & Open Classroom Events

The opportunity for campers to share their work with family members is an important aspect of our program. Camp staff will provide an exact schedule of Family Sharing & Open Classroom events during the first few days of each camp session. While attendance is optional for family members, we hope you will plan to attend. We understand that not all families have flexible schedules, and ask that you prepare your camper if that is your situation. We do our best to make Sharing events fun for campers whether they have family in attendance or not. ***In general, camps will either schedule Open Classroom or Family Sharing during the last 15-30 minutes of the final Friday.***

Extended Care

You may register for extended care each Monday for the week, or arrange for the service on a day-to-day basis. Parents may take advantage of the Early Arrival option by dropping off campers between 7:30 a.m. and 8:45 a.m. and paying at the Sign-In Desk. Please sign up for the Late Departure option at drop-off time, and pick up campers any time between 4:15 p.m. and 5:30 p.m. **If you do not pick up your camper by 5:30 PM, we will charge you for overtime supervision at the rate of \$1.00 a minute.** Your camper can return to camp only after you have paid this fee.

The ArtsCenter provides books, art supplies, and some toys for use during the supervised Extended Care periods. Campers may bring games, books or toys. Please do NOT let your camper bring any expensive or hazardous items to camp (such as, electronic games, iPods, toy guns, etc.) The ArtsCenter is not responsible for lost or stolen items. Campers (of all ages) should not bring cell phones into the classroom- they must remain in cubbies unless the camper has asked a staff member for permission to take it out in the event of an emergency.

Camper Pick-up Procedures

We take your child's safety seriously. For camper security, we ask for the name of the person who will be picking up your camper(s) at the end of each day. The sign-in sheet will have space for you to write in the pick-up person's name, and we ask you to provide this information daily, even if the pick-up person is YOU. If there is a last minute change in who will be picking up, please call (919) 929-2787 x 204 to let us know. **At pick-up, we will ask to see your photo ID.** Please be ready to show your ID to Camp Staff, until such time as we recognize you. Please do not pass the stanchions at the front desk after signing your child out. A staff member or counselor will find your child for you, help them gather their things, and walk them out to you. This helps to ensure the safety of all students in our care.

Dress

Our camps and workshops are active places and can be messy. We encourage campers to wear closed-toe shoes, but leave this decision to you and your camper. Campers may wish to wear shorts or leggings under skirts and dresses to increase comfort during movement classes. We use glue and paint and recommend campers wear clothing that can easily be laundered. Smocks will be provided, upon request, for those participating in visual arts classes.

Medications and Special Needs

If your child has specific needs that may impact them during the camp day PLEASE provide that information to staff in advance. You are encouraged to send an email a week prior to the start of your camper's session, so we have time to pass information along to instructors and counselors. If your child requires emergency medications such as asthma inhalers or Epi Pen you may leave them with the Camp Staff at the Sign-In desk on the first day of your camper's session. Please label such items with your child's full name, and speak with Camp Staff about any special instructions.

Camper Behavior

We do not expect discipline problems. However, if a camper does become seriously disruptive, we will remove him or her from class, and create a discipline plan. If disruptive behavior continues we'll ask the parent/guardian to retrieve the child. The ArtsCenter reserves the right to ask a camper not to return due to behavioral problems. If a camper is asked to leave our program, all fees will be forfeited and no refund will be given. A copy of the ArtsCamp/Summer Youth Workshops discipline policy is available upon request.

Photography

The ArtsCenter may photograph participants in our programs. Your camper's photograph might be taken and possibly used in ArtsCenter publications and approved media sources **unless you request otherwise in writing. Please remind staff on the first day of your camper's session if you do not want photographs taken.**

Cancellation

Only cancellations made **at least 14 days in advance** of the camp start date will receive a refund, minus a \$25 service fee per person, per program. Cancellations made less than 14 days prior to the camp start date will not receive a refund. In case of insufficient registration, The ArtsCenter reserves the right to cancel a program two weeks before the start of the session. In this instance, participants will receive a full refund.

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