



**SUMMER ART CAMP HANDBOOK**

**Summer Art Day Camp Schedule & Procedures**

**Schedule & Structure**

The Artfully Phi Summer Art Day Camp program consists of 10 weeks of art programming run non-consecutively throughout the summer. Each week includes a morning theme (activities from 9:30 AM – 12:00 PM) and an afternoon theme (activities from 1:00 PM – 2:00 PM). The sessions are separated by an hour break for lunch. We accept 36 campers per week and form three camp groups, designated by age.

**Monday – Friday**

- 8:30 AM – 9:00 AM.....AM Arrival / Check-in
- 9:00 AM – 9:15 AM.....Morning Welcome
- 9:15 AM – 10:05 AM.....AM Activity Session 1
- 10:05 AM – 10:15 AM.....AM Snack Break
- 10:15 AM – 11:55 AM.....AM Activity Sessions
- 11:55 AM – 1:15 PM..... Lunch
- 1:15 PM – 2:00 PM.....PM Activity Session
- 2:15.....Camper Pick up

**Arrival/Check-In**

The Education Director or Summer Art Camp Coordinator will oversee checking in campers. **All parents/guardians must sign-in campers, each day at the check-in table. Campers may not check-in before 8:30 AM.** Campers will receive a name tag that they will have throughout the week. As campers arrive, they will be paired with the other members of their group. This will be supervised activity time to play games, work on their own artwork, and get to know each other and the Summer Art Camp Assistants who accompany and supervise each group.



### **Morning Welcome**

After campers have arrived and before activity sessions begin, is an important time to greet campers and create and discuss our Camp Agreements. These are the guidelines designed to build camp unity and constructive expectations around behavior and consequences. The activity of creating Camp Agreements is based upon the Princeton University Outdoor Action Program Guide to the Full Value Contract. More information follows in the Camp Policies & Agreements section.

### **Lunch**

**Summer Art Camp is PEANUT AND TREE-NUT FREE.** \* Every camper should bring their own packed lunch and will eat indoors and arranged for socially distanced dining. Please pack lunches that do not require refrigeration or heat as campers will not have access to a refrigerator or microwave. \*Sunflower seed butter can be an excellent allergen free alternative to peanuts and tree-nut spreads.

### **Snack**

Snacks and snack time will be provided twice a day and will follow the peanut and tree-nut free requirement of camp. If your child has other allergies or is very particular, please pack extra food for snack in their lunch bags.

### **Pick-Up**

**All parents/guardians must sign out their camper at the end of each day. No child may leave the building or wait downstairs unattended.** A parent/guardian may send a note in the morning, giving permission for a child to be picked up by another parent or adult. (No phone calls please. Unless there is an extreme emergency, please plan these changes ahead.)

**Pick-up time is promptly at 2:00 PM.** It is understandable that a parent may occasionally run late for pick-up, but if it happens more than twice a **\$5 late fee for each occurrence will be assessed. After 3 instances of being charged \$5.00 the fee will increase to \$10**



**per late pick-up.** Fees will be assessed and invoiced to parents/guardians at the discretion of the Education Director.

#### **Absence/Illness**

**Please contact/message the Education Director each day before 8:30 AM if your child will not be coming to camp, for any reason.** If a child reports he/she/they do not feel well or shows signs of any symptoms that may be related to COVID-19 or other contagious illness, the child should be kept home from camp. If symptoms present themselves while the child is at Artfully Phi Gallery, they will be removed from the classroom and the Education Director will contact the parent/guardian or designated emergency contact. These symptoms include, fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, sore throat, shortness of breath or difficulty breathing, diarrhea, nausea or vomiting, tiredness, headache, muscle or body aches, poor appetite. **The Gallery will not be able to give refunds or credit for other programs for missed days due to illness or any other reason.**

#### **Medicine**

Prescription medication must be clearly labeled in its original container and accompanied by a statement signed and dated by the doctor explaining the dosages. Over the counter medication may be dispensed with signed permission and dosages from the parent/guardian. **Children are not allowed to be in possession of any prescription or non-prescription medication while at camp (except for an inhaler or epi-pen which will still require a note from the doctor stating the reason and directions for use.)** Medication dispensing and use will be supervised by the Education Director.

#### **What to Bring & Not Bring to Camp**

##### **Hand Sanitizer**

We will have hand sanitizer on-site for everyone to share at key locations. We also



recommend that you send your child with hand sanitizer for their own use throughout the day.

### **Water Bottle**

Hydration is important! Each camper **must have a water bottle filled every day to bring with them to camp with their name clearly marked** on the bottle.

### **What to Wear at Camp**

Campers should be attired in clothing that matches the weather and for comfort, shorts and t-shirt for warm days and a light jacket if cool. **Campers should wear sturdy, close-toed shoes, as we do play physical games. No flip-flops are allowed at any time!** Some of our art-making materials may stain clothing permanently and The Gallery is not responsible for damage to clothing or shoes. Campers may not want to wear their newest or most favorite clothing to camp.

### **Paint Shirt**

Campers should pack an old, big, t-shirt or button-down shirt with their name clearly marked on the tag. Their paint shirt will be utilized for any particularly messy art activities.

### **Littlest Campers**

Accidents happen. If you think it's possible your camper might have an accident at camp, please pack extra clothes and undergarments and a gallon sized zip lock bag to put soiled clothes in. If your camper has trouble dressing themselves to get into dry clothes, let the Education Director know, so together we can plan for what to do in case of an accident that you and your camper are comfortable with.

### **Personal Items**

**The Gallery does NOT allow the following items to be brought to camp...**

– Digital devices. Campers may not bring cell phones or other personal media devices to



Summer Art Camp.

- Card games such as Pokémon or Magic.
- Make-up. If a camper chooses to wear makeup in the morning and their parent approves, that is fine, but no camper may bring and/or apply makeup during camp time.
- Toy weapons of any kind.
- Pocket knives

Campers may bring a book to camp for reading time only during lunch, recess or aftercare. Campers may bring one stuffed companion animal, if necessary. The Dairy Barn and Employees are not responsible for any lost, stolen or damaged items. If you have any questions regarding this policy, please contact the Education Director: [artfullyphi@gmail.com](mailto:artfullyphi@gmail.com) If campers do bring books or a stuffed animal, please talk with your child about the rules for toys: 1). They can only play with them during free times, not during activity sessions. 2). During activities they will be asked to put them away for safekeeping. 3). Items can get damaged or lost.

## **Camp Policies & Agreements**

### **Calling Home**

A camper may be sent home due to illness or severe behavioral disturbance. If a camper **requests** to call home/parents/guardian due to feeling ill or emotional upset, we **will** call home. Calling home doesn't necessarily mean that the camper will go home, as that will be decided by the parent/guardian and/or Education Director, but we will call and check in.

### **Camp Behavior Policy**

Camp Instructors and Gallery Staff are committed to creating and maintaining a safe and respectful environment that fosters fun and creativity through art-making for all campers. The Education Director provides oversight and training to Instructors and Camp Assistants concerning behavior policies at Summer Art Camp. At the forefront of camp policy is good



structure, consistency, teamwork and mutual respect. Disrespectful behavior, violent behavior, or actions disruptive to others enacted by campers, teachers, or assistants will result in intervention. If a peaceful, lasting solution cannot be achieved through intervention, there may be grounds for excusal from camp. If a camper is dismissed from camp, a refund will not be issued.

### **Camp Agreements**

Camp structure, guidelines and consequences are based upon the principles of a Full Value Contract. At camp we believe in Valuing of Self, Valuing of Each Other, Valuing of the Learning Community and Valuing of the Learning Experience. At the start of camp on Monday, Camp Agreements will be decided on collaboratively and campers will review them periodically through the week. Campers are encouraged to participate actively in the teamwork of camp agreements and help create the list. Here are some examples...

- We agree to be creative and have fun!
- We agree to be peacemakers.
- We agree to use our eyes and ears before using our body, or our voice.
- We agree to be good listeners.
- We agree it's always okay to make a mess, it's never okay to leave one.
- We agree that it's always okay to ask for help.
- We agree that teamwork makes the dream work!
- We agree that safety comes first.

### **ESSENTIAL CONTACT INFORMATION**

**Phylicia Allen , Education Director**

– Email: [kelly@dairybarn.org](mailto:kelly@dairybarn.org)

– The Gallery Office Number (M-F 8:00 AM – 5:00 PM) 216.990.3571