Art Camps Handbook: Winter & Spring 2020

Welcome to the Ann Arbor Art Center Art Camps! We’re excited that you have enrolled your camper(s) in the program and look forward to a week of FUN, creativity, and learning. The Art Camps Handbook has recently been updated. Please read through the enclosed information, particularly the bolded orange notes relating to our Winter or Spring Camps.

CHECK-IN PROCESS ON MONDAY MORNING
Monday morning, park in the Republic Parking lot accessible from Ashley Street and accompany your child INSIDE the back of the Art Center building.

Medical/Release Form
The Medical/Release Form will be e-mailed to families two weeks before the start of the camp season and will also be available on our webpage at: annarborartcenter.org/medical-release.

Medical/Release Forms for Winter Break Camps are due by December 16
Medical /Release Forms for Spring Break Camp are due by March 23

You need only fill the Medical/Release Form out once per season, unless there are any changes to your child’s health during the season. We have two camp seasons: “winter/spring” and “summer”.

Camper Medications
Camper medications must be in the original container, inside a Ziploc bag with the child’s first and last name on it.

If you would prefer that your child self-carry/self-administer emergency medications such as EpiPens or Inhalers, you must request a form from the Camp Director. The form requires the signature of your child’s physician.

SPECIAL ACCOMMODATIONS OR CONCERNS
If your child may require any special accommodations or support to participate in our camps or if you have any other concerns, please contact the Camp Director at least one week prior to the start of the camp week your child is attending at 734-926-4125. The Art Center will make every effort to provide reasonable accommodations to meet the needs of your child and provide a safe and fun environment for everyone.

WHAT TO BRING TO CAMP
• Wear OLD CLOTHES & OLD SHOES that can get dirty. Many art materials do not wash out of clothes.
• Shoes must be closed-toed. No flip-flops, sandals, etc.
• A Water Bottle with your child’s name on it
• 2 Snacks- one for the morning and one for the afternoon
• A Bagged Lunch PLEASE DO NOT BRING ANY NUT PRODUCTS (Note: No microwave or refrigerator is available).
• Sunscreen in the summer season
• Clay Campers should tie back long hair and short sleeves are recommended

ITEMS TO LEAVE AT HOME
The Art Center is not responsible for lost, damaged, or stolen property. Please do not bring to camp:
• Electronics of any kind: Cell phones, I-Pods, smart watches, cameras, etc. may not be used during camp.
• Valuables like beloved stuffed animals, toys, money, jewelry, rings, bracelets, or other items
• Your child’s favorite clothes and shoes- Art materials can be messy and may not wash out of clothes.
CAMPER DROP-OFF IS FROM 8:45AM-9:00AM | CAMPER PICK-UP IS FROM 4:00PM-4:15PM

- **If you are walking:** During the winter & spring camps, sign-in will take place INSIDE the Art Center. Sign-out will take place outside the back of the Art Center.
- **If you are driving:** Please read the next section for more details on the drive-thru drop-off and pick-up system.
- **If your child is in Pre or Post Camp Care:** walk with your child into the Art Center to sign them in or out.
- **For Monday Morning Drop-Off:** During winter and spring camps, ALL parents/guardians, must park (if driving) and walk their child INSIDE the Art Center to sign-in.
- **On Friday afternoon** we have a student art exhibition from 3:30pm-4:00pm. You will need to park and come inside the Art Center to pick-up your child that day. *There will not be an Art Show during the 2-Day Winter Camps.*

**DRIVE-THRU DROP-OFF & PICK-UP SYSTEM**

- **Place your vehicle sign (sent via e-mail) in the passenger side of your windshield.** It helps us identify camp traffic.
- **Enter the parking lot from Ashley St.** Push the button and take a ticket from the machine. The bar will go up.
- **Pull around to the Drop-Off and Pick-up Area on the other side of the parking lot.** Keep to the right, out of traffic. Stop at the Drop-Off/Pick-Up Area Sign. A staff member will greet you and facilitate the drop-off or pick-up process.

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**PLEASE READ:** INFORMATION ABOUT THE REPUBLIC PARKING LOT

Please communicate the following information to anyone dropping-off or picking-up your child by car:

**The Republic Parking Lot has a 10 minute grace period for everyone- No exceptions are ever made.**
In most cases, families are able to get in and out of the lot within the 10-minute grace period. If you’re in the lot for more than 10 minutes for any reason, even if traffic was just slow, the lot charges $1.70/hr to exit.

**The Republic Parking Lot’s rules are the same for everyone- there are no exceptions for camp families.**
The Art Center does not own the parking lot and we are subject to their rules.

**The vehicle sign we send via e-mail is not a parking pass or validation.**
It helps us identify camp traffic and facilitate the drop-off/pick-up system.

**LATE ARRIVALS & EARLY PICK-UPS**

If you are dropping off a child late or picking up a child up early, please go to the front desk to sign them in or out. If you need to schedule an early pick-up for your child, please notify us in advance. We request that wherever possible, early departures take place before 3:30pm.

**ABSENCES**

If your child will not be attending camp on a given day due to illness or other reasons- or if they will be arriving very late in the day (more than 1 hour), please call and leave a message with the Front Desk at 734-926-4128. This information is helpful for instructors in terms of planning, particularly for children in Clay Camp. Please note, we do not pro-rate for days missed under any circumstance.
PRE-CAMP CARE IS 8AM-9AM | POST-CAMP CARE IS 4PM-6PM

You can register for Pre-Camp and/or Post-Camp Care at www.annarborartcenter.org/pre-and-post-camp or call the Front Desk at 734-926-4128. At Pre & Post-Camp, campers have the option of playing board games, card games, chess/checkers, free drawing, reading, and engaging in other activities or group games. There is a flat rate for Pre Camp Care and/or Post-Camp Care that covers the entire week and does not vary with the number of days your child actually attends. We do not prorate under any circumstance. Please park and walk into the Art Center to sign your child in or out for Pre & Post-Camp.

SNACK TIME

Campers should bring with them both a morning and afternoon snack. During the Winter & Spring Camps, snack breaks will be taken indoors. The Art Center has access to the Doughty Montessori School playground during the summer camps, but not the winter or spring camps.

SPECIAL GUESTS & FIELD TRIPS

During each 5-day camp, both Creativity Camp & Clay Camp will have either a special guest or a field trip. We will notify parents via e-mail regarding any special guests or field trips planned for the week. *To allow plenty of time to create and finish artwork, there will not be a special guest or field trip during the 2-Day Winter Camps.

FRIDAY CAMPER ART SHOW FROM 3:30PM-4:00PM

During our 5-day camps, both Creativity & Clay Campers will hold an art exhibition showcasing all of the wonderful artwork they created during the week. Family and friends are invited to attend. Creativity Camp artwork will be taken home at that time. Clay Camp artwork will be glazed with a clear, food-safe glaze, fired and sorted. You will receive an e-mail approximately 2-3 weeks from the last day of the camp week, when projects can be picked up.

*To allow plenty of time to create and finish artwork, there will not be an Art Show during the 2-Day Winter Camps.

AGE GROUPS

Campers are divided into groups based on the age they will be during the week of camp that they are attending. They are as follows:

Creativity Camp: 3 groups Ages 5-7 | Ages 8-9 | Ages 10-12
Clay Camp: 1 group Ages 9-12

We receive many questions from parents about the possibility of moving their child into an older age group. Our instructors teach to all skill levels with the expectation that each age group will be comprised of children with a wide range of abilities, talents, and experience. **Please understand, we make no exceptions to the minimum age required to be in each group.**

BEHAVIOR EXPECTATIONS & POLICY

We recognize that a welcoming, respectful environment where campers feel valued and at ease is vital to a strong program that focuses on self-expression and artistic growth. We begin each week with icebreakers and an All-Camp Meeting to welcome everyone and discuss camp rules and expectations.

All campers are expected to:

- Be kind, friendly, and respectful to each other and staff members
- Listen to and follow instructions
- Behave in a manner that is safe for themselves and others
- Conduct themselves in a manner that does not cause a disruption to their group or the camp program
- Stay with their group while in the Art Center, walking to and from the play yard, and while on field trips

Any form of harassment, physical violence, bigotry, or behavior that is inappropriate, unsafe, disruptive, or ongoing will not be tolerated and depending on the nature of the concern, may result in a discussion with parents, suspension, or dismissal from camp at the discretion of the Camp Director. In the event of a suspension or dismissal, no refund will be issued.
REFUNDS

10% of camp tuition is considered a non-refundable deposit
Please contact the Education Registrar by phone or by e-mail to request a withdrawal or transfer from a camp week. Call 734-926-4128 or e-mail info@annarborartcenter.org

Cancellations

Up to 7 days before the start of the camp week:
A full refund will be issued minus the 10% non-refundable deposit

Within 7 days before the start of the camp week:
No refunds will be issued under any circumstance

Transfers

Up to 7 days before the start of the camp week:
You may transfer your child to a different camp week at no cost, provided space is available

Within 7 days before the start of the camp week:
No transfers will be issued under any circumstance

Proration
Tuition is a flat rate for the week. We do not prorate for days missed for any circumstance, including Pre or Post Camp.

INCLEMENT WEATHER POLICY
We recognize that in addition to a wonderful art experience for children, camp is also a vital source of childcare to many parents. Winter and Spring Camps will always remain open during snowstorms and inclement weather as long as we have power, heat, and water. In the event of a loss of power, heat or water, all parents would be notified immediately of any closure. Consistent with our proration policy, we do not prorate for days missed when camp is open.

CONTACTING US
For questions regarding registration or to call-in absences, late arrivals (of more than an hour), or early pick-ups, please contact the Art Center’s front desk staff at 734-926-4128. For other matters, please contact the Camp Director at 734-926-4125 or jspindler@annarborartcenter.org.

ART CLASSES & OTHER ART CAMPS
Check out our website to learn more about upcoming art classes, workshops, and art parties for kids, teens, and adults. We offer camps during Winter, Spring, & Summer Vacation Breaks that align with the Ann Arbor Public Schools schedule. We look forward to providing your child with a fun and memorable camp experience!

Kindest Regards,

Jean Spindler
Camp Director
jspindler@annarborartcenter.org
734-926-4125