



Winter & Spring 2018: PARENT/GUARDIAN HANDBOOK

Dear Parents and Guardians,

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 Parent Handbook has recently been updated. Please carefully read through the enclosed information, particularly our updated Refund & Transfer policy.**

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Check-In Process on Monday Morning

Monday morning, you will need to park in the Republic Parking lot accessible from Ashley Street and accompany your child up to the back of the Art Center building to check-in.

Medical/Release Form

The Medical/Release Form will be available two weeks before the start of the camp season on our webpage at www.annarborartcenter.org/medical-release It will also be sent to parents via e-mail.

To help ensure a quick and orderly check-in process for everyone, we strongly encourage parents to submit the Medical/Release Form by the following dates:

Winter Break Camp: Wednesday, December 20th

Spring Break Camp: Monday, March 19th

We require a new medical form for each season. We have two camp seasons: "winter/spring" (covers camps in both January & March) and summer.

The medical forms will be kept on file for the extent of the given season, so you need only fill it out once per season, unless any changes to your child's health status necessitate submitting a new one.

Camper Medications

All camper medications must be submitted in the original container, sealed inside a Ziploc bag with the child's first and last name on it.

If you would prefer for your child to self-carry and 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 Needs or Concerns

There is a section on the Medical Form where you may list any special needs or concerns. If there are any concerns that you would also like to discuss directly with us prior to the start of the week your child is attending, please contact the Camp Director at 734-926-4125.

What to Bring to Camp

- **Campers should wear old clothes & old shoes that can get dirty**- Creativity can be messy!
We may at times use art materials that do not wash out of clothes, such as acrylic paint, inks, etc.
- **A Water Bottle with their name on it**
- **2 Snacks** One for the morning and one for the afternoon
- **A Bagged Lunch** (Note: No microwave or refrigerator is available).
Please refrain from packing any nut products in your child's lunch or snacks.
- **Clay Campers** should wear closed-toed shoes, tie back long hair, and short sleeves are recommended

Items to Leave at Home

- **Electronics of any kind:** Cell phones, I-Pods, cameras, etc. may not be used during camp and we ask that campers not bring them

- **Valuables** like beloved stuffed animals, money, jewelry or other items that could get lost or damaged

Camper Drop-Off & Pick-Up: Location & Procedures

- Camper drop-off & pick-up by car takes place in the parking lot located behind the Art Center building.
- Enter the Republic Parking lot from Ashley St.
- If you are driving, you will see an “Art Camp” sign on the east side of the lot. Pull up to the sign and out of the way of traffic. A staff member will greet you and facilitate the drop-off or pick-up process.
- **NOTE: There is no charge to exit the Republic Parking Lot within the first 10 minutes. If you exceed the 10 minute grace period, the lot charges \$1.50/hr to exit.** *Please be kind to the parking lot attendants. They are not permitted to make exceptions.



Drop-off & Pick-Up Area: Wait Here



Camper Drop-Off is from 8:45am-9:00am

- **Please do not arrive earlier than 8:45am.** We will not begin check-in until that time.
- **If you are driving:** A staff member will greet your child at your car (at the designated drop-off area) and accompany them into the building. Have campers exit the vehicle from the shoulder side of the car only, away from traffic.
- **If you are walking your child to camp: For winter & spring camps, please enter through the back door to the Art Center** (adjacent to the Republic Parking Lot) to sign them in.
- **On Monday morning**, you will need to park in the Republic Parking lot and accompany your child inside to check-in. **For winter and spring camps, please enter through the back door of the Art Center.**

Camper Pick-Up is from 4:00pm-4:15pm

- If someone other than you will be picking up your child, that person must be listed on the Medical/Release Form
- **If you are driving:** Be sure to place the Art Camp vehicle sign with your child's name on it in your front window and pull up to the pick-up location. A staff member will greet you and walk your child out to your car. Campers should enter the vehicle from the shoulder side of the car only, away from traffic. When campers are fully loaded, you may carefully pull away and exit the parking lot.
- **If you are walking:** please check in with a staff member on the sidewalk outside of the purple door on the back of the Art Center building.
- **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.

NO Parking or Stopping Here



Late Arrivals & Early Pick-Ups

- **If you are dropping a camper off late**, accompany your child into the building and sign-in at the front desk.
- **If you need to schedule an early pick-up** for your child, please notify us in advance, so we can make sure he/she is ready to go at that time. **We request that wherever possible, early departures take place before 3:30pm.** This helps us maintain a smooth pick-up process, as it takes a few minutes to put away art projects, and get staff and campers downstairs, lined up, and ready-to-go.

When picking your camper up early, go to the front desk first and sign your child out



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 the Front Desk at 734-926-4128.

This information is helpful for instructors in terms of planning, particularly for children enrolled in Clay Camp.

Please note that we do not pro-rate for days missed under any circumstance.

Pre-Camp Care & Post-Camp Care

Pre & Post-Camp Care options are available to families who need it. Please register for Pre-Camp and/or Post-Camp Care before the beginning of the camp week at www.annarborartcenter.org/pre-and-post-camp or call the Front Desk at 734-926-4128.

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.

If your child is registered for either Pre-Camp or Post-Camp Care, you will need to park in the Republic Parking Lot and come inside. Please enter through the white door on the side of the Art Center that faces Ashley Street to sign your child in or out.



Snack Time

Campers should bring with them both a morning and afternoon nut-free snack.

During the winter and spring camp season, snack breaks are taken indoors in the Art Center.

During the summer camp season, we have access to the Doughty Montessori School playground during specific times of the day. The playground is the next block over and we try to go there at least once a day for snack time, unless the weather is bad or it is extremely hot outside during the timeframes we have access to it.

***We do not have access to the playground during the winter and spring camps.**

Field Trips & Special Guests

Each week, both Creativity Camp & Clay Camp will have either a field trip or a special guest. We will notify parents via e-mail regarding any field trips or special guests planned for the week.

Friday Camper Art Show

Each week on Friday from 3:30-4:00pm, both Creativity & Clay Campers will hold an art exhibition and reception showcasing all of the artwork they've created.

Creativity Camp artwork will be collected and taken home at that time. **Clay Camp artwork will be glazed with a clear, food-safe glaze. It will then be fired and ready for pick-up approximately 2-3 weeks from the end of camp. You will receive an e-mail notification when work is ready to be picked up.**

Camp Philosophy

We consider our camps a way to introduce the elements and principles of art and design in a fun, engaging, often outside-the-box way that encourages self-expression and creative problem-solving. It is our mission to "light the spark" and help children explore and experiment with different art mediums and methods of making in a positive, stress-free environment before they reach an age where they become more self-conscious of their artwork.

We believe that helping kids stretch their creativity and grow their love for art sets the foundation for continuing more serious art study as they grow older.



Age Groups

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

Below is a list of the following age groups that campers will be divided into:

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 for many reasons-- above-average artistic skills, to be with a friend, mature for their age, birthday is soon, etc.

Please understand that we make no exceptions to the minimum age required to be in each group.

Our Art Camps serve a diverse group of children. Some children have had previous instruction in art while others have not. Some attend our camps to stretch their creativity and find a fun outlet for self-expression, while others attend to continue developing their artistic skills. **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.**

If your child is a very serious art student looking for more scholastic opportunities, please contact us. Some of our instructors do offer private lessons and we would be happy to help connect you with the sort of instruction your child may be seeking.

Behavior Policy

At Creativity Camp, 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. Any form of harassment, physical violence, bigotry, or behavior that is inappropriate, unsafe, or disruptive will not be tolerated and may result in dismissal from camp at the discretion of the Camp Coordinator. In the event of a dismissal from camp, no refund will be issued.

Refunds

10% of camp tuition is considered a non-refundable deposit

Parents must contact the Education Registrar by phone or 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

Camp tuition is a flat rate for the entire week. We do not prorate for days missed for any circumstance. This includes pre and post-camp care.

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. Camp will always remain open during snowstorms in the winter and inclement weather in the summer. Consistent with our proration policy, we do not prorate for days missed.

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.

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 Coordinator

jspindler@annarborartcenter.org

734-926-4125

