

# A2AC

## ART CAMPS



# SUMMER 2023

# CAMP HANDBOOK

# CONTENTS

ABOUT THE A2AC SUMMER ART CAMPS.....	3
LOCATION .....	3
CREATIVITY CAMP & CLAY CAMP INFO.....	3
CAMP GROUPS & GROUP SIZES .....	3
CONTACT INFO .....	3
CHECK-IN PROCESS ON MONDAY MORNING .....	4
MEDICAL/RELEASE FORM .....	4
CAMPER MEDICATIONS.....	4
SPECIAL ACCOMMODATIONS OR CONCERNS .....	4
WHAT TO BRING TO CAMP.....	4
ITEMS TO LEAVE AT HOME .....	4
DROP-OFF & PICK-UP PROCEDURES.....	5
IF YOU ARE WALKING.....	5
IF YOU ARE DRIVING.....	5
AUTHORIZATION TO PICK-UP A CHILD.....	5
ANN ARBOR ART FAIR- MODIFICATION TO PROCEDURES .....	6
LATE ARRIVALS & EARLY PICK-UPS .....	6
ABSENCES .....	6
SNACK TIME.....	6
PLAY YARD TIME .....	6
LUNCH .....	6
CAN I TAKE MY CHILD OUT TO LUNCH?.....	6
CAN I VISIT MY CHILD IN THE CLASSROOM DURING LUNCH? .....	6
SPECIAL GUESTS & FIELD TRIPS.....	7
FRIDAY WRAP-UP (*NO ART SHOW).....	7
PROCESSING CLAY CAMP ARTWORK.....	7
BEHAVIOR EXPECTATIONS & POLICY.....	8
CAMPER HEALTH & WELLNESS.....	8
VISITORS .....	8
REFUNDS, CANCELLATIONS, & TRANSFERS.....	9
ART CLASSES & OTHER ART CAMPS.....	9

# Welcome to the A2AC Summer Art Camps!

Our camps are designed to cultivate cognitive development through hands-on art projects that leverage experimentation, critical thinking, and problem-solving. To prepare for your child's camp experience, please be sure to read through the Camp Handbook. We look forward to a week of FUN, creativity, and learning!

## ABOUT THE A2AC SUMMER ART CAMPS

The A2AC runs two different Art Camps- Clay Camp & Creativity Camp.

### LOCATION

The Ann Arbor Art Center is located in downtown Ann Arbor at 117 W. Liberty Street.

### CREATIVITY CAMP: AGES 5-12

Each day, our Creativity Camps are packed with fun and challenging activities that balance learning and play. Campers may experiment with a variety of mediums such as graphite, paint, pastels, charcoal, watercolor, sculptural materials, and more. Although we provide a lot of traditional art instruction, we also encourage campers to take what they've learned and apply it to outside-the-box projects.

### CLAY CAMP- AGES 9-12

Our Clay Camp curriculum is designed to teach pottery skills and to encourage the exploration of clay as a material for design, sculpture, and expression. Each week, campers learn to throw on the wheel in the mornings. In the afternoons, campers use handbuilding techniques to create sculptures, tiles, or functional items.

### CAMP GROUPS & GROUP SIZES

Children are divided into the following groups, with a 6:1 or lower camper-to-instructor ratio:

Creativity Camp | Ages 5-7      12 Students

Creativity Camp | Ages 8-9      12 Students

Creativity Camp | Ages 10-12    10 Students

Clay Camp | Ages 9-12            10 Students

**\*Please note: we do not make exceptions to the minimum age required to be in a given group.**

## CONTACT INFO

### IN CASE OF AN EMERGENCY DURING CAMP HOURS

Contact the Front Desk at 734-926-4128. They will immediately notify the Camp Director.

### CONTACT THE FRONT DESK | 734-926-4128

- If you have general questions about camp.
- If you have questions regarding registration, cancellation, or refunds.
- If your child will be absent or arrive to camp more than 1 hour late.
- If you need to coordinate an early pick-up.

### CONTACT THE CAMP DIRECTOR: RACHEL DEROCHE

**734-926-4129 (OFFICE) OR [RDEROCHE@ANNARBORARTCENTER.ORG](mailto:RDEROCHE@ANNARBORARTCENTER.ORG)**

- For all other questions or concerns.
- To report that your child may have a suspected or positive Covid-19 diagnosis.

## CHECK-IN PROCESS ON MONDAY MORNING

On Monday morning, park in the Republic Parking lot accessible from Ashley Street and accompany your child to the check-in area **outside the back of the Art Center building**. Be sure to bring any camper medications with you.

## MEDICAL/RELEASE FORM

The Medical/Release Form will be e-mailed to families two weeks before the start of the camp week and will also be available on our webpage at: [annarborartcenter.org/medical-release](http://annarborartcenter.org/medical-release), beginning June 12th.

**\*FORMS ARE DUE ONE WEEK BEFORE THE START OF THE CAMP YOUR CHILD IS ATTENDING.**

You need only fill the Medical/Release Form out once per season, unless any changes to your child's health or medications occur.

## CAMPER MEDICATIONS

**Medications must be in the original container, inside a Ziploc bag and labeled with the child's full name.**

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, which must be signed by their physician. Medications will be returned to parents at the end of the camp week when they pick-up their child.

## SPECIAL ACCOMMODATIONS OR CONCERNS

If your child requires any special accommodations or support to successfully participate in our camps or if you have any other concerns, please contact the Camp Director at least two weeks prior to the start of the camp week your child is attending at 734-926-4129 or [rderocher@annarborartcenter.org](mailto:rderocher@annarborartcenter.org), in addition to listing it in writing on the medical/release form.

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. If a child's disability poses a risk to the safety of staff or students and/or reasonable accommodations are not possible, the Art Center may, in compliance with the American Disabilities Act, restrict or deny attendance.

## WHAT TO BRING TO CAMP

- **Wear OLD CLOTHES & OLD SHOES.** Many art materials do not wash out.
- Shoes must be **closed-toed and close-heeled**. 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 Lunch | **NO TREE NUT OR PEANUT PRODUCTS PLEASE** | No microwave or refrigerator is available.
- Sunscreen- We also encourage applying sunscreen before arriving to camp.
- Clay Campers should tie back long hair and short sleeves are recommended.
- Masks are optional.

## 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, bracelets, or other items.
- Your child's favorite clothes and shoes- Art materials can be messy and may not wash out of clothes.

## DROP-OFF & PICK-UP PROCEDURES

**DROP-OFF IS FROM 8:45AM-9:00AM | PICK-UP IS FROM 4:00PM-4:15PM**

**\*AT MONDAY MORNING CHECK-IN, ALL FAMILIES MUST PARK & WALK-UP TO THE BACK OF THE ART CENTER.**

### IF YOU ARE WALKING

- Sign your child in or out at the table located outside the back of the Art Center.
- If you are picking-up a child, you may be asked for photo ID. Please have it out and ready to present.

### IF YOU ARE DRIVING

- Place your vehicle sign (sent via e-mail) in the passenger side windshield. It helps us identify camp traffic.
- Enter the parking lot from Ashley St., then push the button on the machine, take a ticket, & the bar will go up. (Note: If the Ashley St. entrance is ever closed, the lot would be accessible from William St.)
- Pull all the way around to the other side of the lot, then drive towards the drop-off/pick-up sign.
- Pull over to the right, out of traffic. A staff member will assist you.
- If you are picking-up a child, you may be asked for photo ID. Please have it out and ready to present.

### AUTHORIZATION TO PICK-UP A CHILD

- A child shall only be released to parents/guardians and additional persons authorized by the child's parent or guardian on the Medical/Release Form.
- If after completing the form you need to add someone to the list of authorized persons, please contact either the Front Desk or the Camp Director.
- Anyone picking-up a child may be asked to show photo ID, even if the child has attended camp before.

### **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 9 minute grace period for everyone- No exceptions are ever made.**

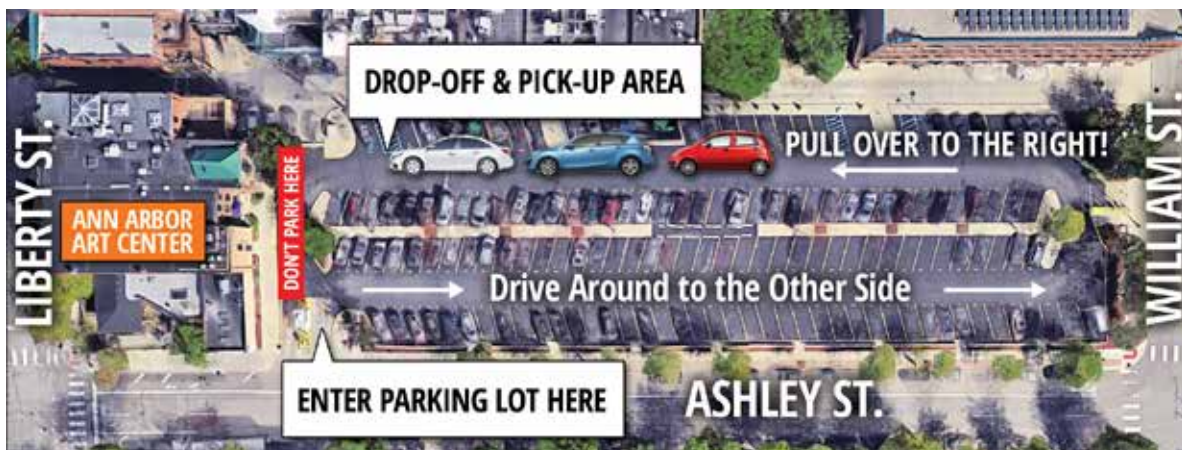
In most cases, families are able to get in and out of the lot within the 9-minute grace period. If you're in the lot for more than 9 minutes for any reason, even if traffic was slow, the lot charges \$1.80/hr to exit.

**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.





## **ANN ARBOR ART FAIR-RELATED MODIFICATIONS TO DROP-OFF & PICK-UP PROCEDURES**

The Ann Arbor Art Fair will be running July 20 - July 22. Our drop-off and pick-up instructions will likely be modified mid-week, when set-up for the fair begins. Communication about modifications to drop-off and pick-up procedures will be sent via e-mail to parents shortly before camp begins.

## **LATE ARRIVALS & EARLY PICK-UPS**

If you are dropping off a child late or picking up early, please enter through the door on Liberty St. and 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. This helps us make sure your child is cleaned up and ready to go, particularly as a group may otherwise be off-site at the play yard. 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 30 minutes), 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.

If your child is or will be absent because they have been diagnosed with Covid-19 or they are exhibiting symptoms of Covid-19, please contact the Camp Director, Rachel Derocher, directly.

## **SNACK TIME**

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

## **PLAY YARD TIME & OUTDOOR ACTIVITIES**

During the summer camp season, we have permission to use the Doughty Montessori School play yard, which is one block away. We try to go there at least once a day, as long as the weather permits during the specific timeframes that the school allows us to use their play yard.

Using the off-site play yard is a privilege and campers are expected to follow instructions and behave in a safe and respectful manner while in transit to and while using the play yard. Individual campers that do not meet those expectations may spend snack time at the Art Center at the discretion of the Camp Director until their safety or behavior issues are addressed and are no longer a concern. At the discretion of the Camp Director and Lead Instructor, groups may also engage in outdoor activities within the nearby area, such as outdoor sketching, chalk drawing, collecting natural objects for a project, etc.

## **LUNCH**

Lunchtime is from 12:00pm-1:00pm. Students will need to bring a nut-free/peanut-free lunch. No refrigerator or microwave is available. During the lunch period, each group will be assigned time to eat, as well as free time to socialize, play games, read, and relax. Students will eat lunch in their individual classrooms.

### **CAN I TAKE MY CHILD OUT TO LUNCH?**

Many parents work in the downtown area and ask this question. Yes- you are welcome to stop by the front desk and sign your child out to go to lunch. You must then sign your child back in upon returning to camp.

### **CAN I VISIT MY CHILD IN THE CLASSROOM DURING LUNCH?**

Visitors are not permitted in the classroom during lunchtime.

## SPECIAL GUESTS & FIELD TRIPS

Each week, 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. We walk to all field trip locations. In the case of inclement weather, we will re-schedule where possible.

## FRIDAY WRAP-UP (\*NO ART SHOW)

On Friday, each group will spend the end of the day celebrating their efforts and sharing their amazing artwork with each other. Pick-up will take place at the normal time (4:00pm-4:15pm). Creativity Camp students will bring home all of their artwork at that time and Clay Camp projects will stay to be processed- see more info below.

So that families can share in our students many great art accomplishments over the week, we will be posting photos from each camp week on our website by Tuesday of the following week. (Photos will include only those students with a signed photo waiver.) You may view them at [www.annarborartcenter.org/art-camp-photos](http://www.annarborartcenter.org/art-camp-photos)

## PROCESSING CLAY CAMP ARTWORK

During the week, Clay Camp students will create several handbuilt sculptures and will select five of their best wheel thrown pieces to trim and finish. They will then paint their projects with colorful slips. After the camp week ends, our studio techs will coat all of the projects with a clear, food-safe glaze, fire them and sort them into a bag for each student.

**You will receive an e-mail when projects are ready for pick-up, approximately 4 weeks or more from the last day of the camp week. Please plan to pick-up your child's work within two weeks of receiving the pick-up notification.** If you need additional time, please contact us with an alternate pick-up date. Storage space is limited. Any work that is not picked-up within a month may be discarded in order to make room to store projects from subsequent camps or classes.



## **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. Each camp group begins the week with icebreakers and a discussion about camp rules and expectations.

### **ALL CAMPERS ARE EXPECTED TO**

- Be kind, friendly, and respectful to each other campers and staff.
- 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.

### **PARENTS AS PARTNERS**

We are grateful for your support as we work to provide the best possible art experience for your child! To contribute to the success of your child at art camp, please be sure to list anything we need to know about your child on the medical form and/or contact the Camp Director directly, if needed. We invite you to reach out if there are strategies you recommend to best address your child's needs.

### **BEHAVIOR POLICY**

We work hard to support children and guide them towards making positive choices. We balance this with a concern for the camp experience and safety of other children in the classroom.

Any form of harassment, physical violence, bigotry, or behaviors that are inappropriate, unsafe, disruptive, or ongoing, affect our ability to provide a safe and positive art experience for all campers. Depending on the nature of the concern, this behavior may result in a break away from the group, a discussion with parents, early pick-up from camp, or dismissal from camp at the discretion of the Camp Director. In the event of a suspension or dismissal, no refund will be issued.

## **CAMPER HEALTH & WELLNESS**

Please keep your child at home if they are feeling ill, have a fever, or have vomited within the last 24 hours.

If a child is ill or is experiencing any Covid-related symptoms unrelated to a known health condition, the Director or Assistant Director will remove the child from the group and contact the the parent/guardian to come pick-up the child.

If a child displays any Covid-related symptoms, families must provide documentation of a negative COVID-19 test to the Camp Director before the child may return to camp. Children who test negative may not return until they have gone 24 hours without vomiting and been fever-free for 24 hours without the use of fever-reducing medications.

If a camper tests positive for Covid-19, their parents/guardian must contact the Camp Director immediately. The Camp Director will contact all parents in the group without revealing the name of the child.

## **VISITORS**

We are unable to accommodate visitors in the classrooms, with the exception of a guest artist or presenter.



## REFUNDS, CANCELLATIONS, & TRANSFERS

### **10% OF CAMP TUITION IS CONSIDERED A NON-REFUNDABLE DEPOSIT**

Please contact the Education Coordinator by phone or by e-mail to request a withdrawal or transfer from a camp week. Call 734-926-4128 or e-mail [education@annarborartcenter.org](mailto:education@annarborartcenter.org)

### **GENERAL 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 for any reason, including illness.

### **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 fee. We do not pro-rate for days missed for any reason, including illness.

## 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 look forward to providing your child with a fun and memorable camp experience!**



# **A2AC** **ART CAMPS**

**117 W. LIBERTY STREET, ANN ARBOR, MI 48169**

## **IN CASE OF AN EMERGENCY DURING CAMP HOURS**

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