

SUMMER CAMP 2018 HANDBOOK

Registration Procedures:

Select and register for camp online at foothillsartcenter.org.

Registration Options:

Full Week classes for Ages 7-12

Half-Day (3 days) classes for Ages 4-6

Half-Day extension for Ages 4-6

Registration Packet:

Foothills Art Center will keep this information on file for each camp your child(ren) are enrolled in. Parents, who are looking for a full week option, please register early and pay close attention to the ages listed under each camp listing. ***Foothills Art Center cannot accommodate to pro-rates or drop-ins.***

Be Prepared: Daily Schedule & What to bring to camp

Daily schedule:

9:00-12:00 Camp in session - both age groups

12:00-1:00 Supervised lunch at Park – both age groups
(located at the School of Mines 15th St cul-de-sac)

1:00-3:00 Camp in session 7-12 year olds

3:00-4:30 Fun friendship and activity for 7-12 year olds

1:00-4:30 Half day extension for 4-6 year olds

What You Need to Bring to Camp

Most materials provided; however, some camps will ask students to bring in a personal item like photos or recycled items.

What fun is art without the mess?

All campers need to wear old comfortable clothes or an apron/smock, as well as comfortable shoes that can get dirty. Closed toe shoes are highly recommended.

Please make sure to check your daily weather forecast and prepare campers with layers accordingly. Please make sure sweatshirts and jackets are labeled with names.

ALL Campers: Please send your child with a lunch, two snacks and a water bottle!

Lunch is not provided. FAC cannot accommodate food that needs to be heated. NO NUTS due to student allergies.

Sunblock: We will be spending our lunch hour and breaks outside (weather permitting), so please make sure your child/children have appropriate sunblock on when they arrive in the morning. FAC teachers and staff cannot apply sunblock to your child.

Photo Release Consent Form:

We regularly take photos and videos of camps and the art making in process. The following policy is listed on the registration form:

FAC Policy: Foothills Art Center regularly uses images from exhibitions, programs and classes for publicity. Your signature on this form below gives Foothills Art Center permission to use photographs and other video or digital imagery taken during this art camp session of your child for educational and publicity purposes only. This includes, but is not limited to, print and electronic publications and materials such as newsletters, advertisements and our website. I hereby consent to Foothills Art Center and its employees, volunteers, and/or representatives taking photos, video, and/or other imagery of my child at events hosted by Foothills Art Center. Furthermore, I consent to the publication, exhibition, and/or reproduction of any such photographs and other video or digital imagery.

Check In/Out Procedures for Parents

Check in – When dropping children off at their camp, parents must escort children to the classroom and initial the enrollment sheet. After camp has ended for the day, parents or authorized adults need to pick up all children within five minutes of the end of camp with government issued ID every day. If a student is not picked up within 10 minutes, parents will be charged \$20 payable to FAC

ATTENTION PARENTS!

All students must be walked to the check in area the first day, and signed out every day by an adult. **This procedure MUST be followed EVERY DAY.**

Attendance: If your student will not be attending, please call Maura at **(720)299-8257** or leave a detailed voicemail if you know your child will be absent. Attendance is the responsibility of the parents. FAC is not responsible for any absences. Please see the refund policy regarding refunds if a student is absent.

ALL Campers: 9:00am (8:55-9:05)

Please make sure you drop your child off on time. Late campers disrupt the instructors and other students, so we ask that you arrive no sooner than five minutes before, and not later than five minutes after the start of class, to best keep to the instructor's schedule. Any parents and students who arrive 15 minutes before the class begins will be charged \$20 per student.

Pick-Up**Full Day Camps and Half Day Extension 4:20pm-4:30pm****Half Day Camps 12:55 pm - 1:05pm**

After camp has ended for the day, parents or supervised care providers need to pick up all children within five minutes of the end of camp. If a student is not picked up within 10 minutes, parents will be charged \$20 payable to FAC for "After Class." Charges paid at the time of pick-up. Parents picking up their children from either the studio or from supervised care will need to check-out their child by initialing the enrollment sheet **every day**.

Exceptions to these procedures. Any parent of a child over the age of 12 may elect any of the following by signing the Parent Waiver Form. Waiver available upon request. Please email: maura@foothillsartcenter.org.

Parents of Children over the age of 12 MUST submit in writing the following to be exempt from pick up/drop off policy:

- a. Allow their child to ride their bike to and from camp.
- b. Allow their child to ride the bus to and from camp.
- c. Allow their child to walk to and from camp.
- d. Allow their child to sign in/out for themselves.

V. Refund and Disciplinary Policy

All class registrations are final. There are NO REFUNDS, TRANSFERS, or CLASS CREDITS! Exceptions in the case of emergency or medical illness are at the discretion of the Foothills Art Center.

Disciplinary Policy

To ensure that everyone has an enjoyable camp and class experience, disruptive behavior or disciplinary problems is not tolerated. At the discretion of FAC, disruptive students are expelled without refund.

Injury Waiver

FAC is not liable for any injury during any of the above camps. Camp Foothills upholds and maintains a positive, safe learning environment for its students at all times. If at any point a child's behavior conflicts with this policy, it will result in a call to the parent for immediate pick-up.

The discipline procedures are:

Safety, Respect and Fun are the pillars of Foothills Art Center Summer Camp. Students are all responsible for themselves and their behavior.

1. Disruptive behavior re-directed by classroom teacher.
2. Chronic disruptive behavior documented and parent called for immediate pick-up. If parent is unable to be reached, the emergency contact will be notified--no exceptions.
3. Extreme disciplinary problems include fighting, bullying, and other disruptive behavior will result in immediate expulsion.