

Main Line | ART CENTER



Summer Art Camp Info Guide for Parents and Guardians

Welcome to Main Line Art Center Summer Art Camp! Please read the following information regarding camp procedures, policies & FAQs. This packet contains the camp information guide, and 3 required forms: child emergency, personal conduct, and pick up forms. Feel free to contact us with any questions or concerns. We look forward to sharing art with your child this summer!

CAMP LOCATION

Art Camp takes place at Main Line Art Center, 746 Panmure Road, Haverford, PA 19041. Further instructions are outlined below under drop off and check in procedure.

2017 SUMMER CAMP The Art of Exploring: Nature, Myth and Magic SESSIONS & THEMES

- A. 6/11-6/15 Art of the Original People: Aboriginal to Navajo
- B. 6/18-6/22 Art of Empires and Dynasties: From Ming to the Mayans
- C. 6/25-29 Art of the Classical World: From Athens to Rome
- D. 7/2-7/6 (4 Days) Art of America: From Revolutions to Pop Art
- E. 7/9-7/13 Art of the Nomads: From the Vikings to the Bedouins
- F. 7/16-7/20 Art of the Middle Ages: From the Feudal to the Fantastic
- G. 7/23-7/27 Art of the Renaissance: From Michelangelo to Da Vinci
- H. 7/30-8/3 Art of Ancient Africa: From Egypt to the Kingdom of Nri
- I. 8/6-8/10 Art of Modern Times: From Picasso to Kahlo
- J. 8/13-8/17 Art in the Street: From Basquiat to Banksy
- K. 8/20-8/24 Art After the Internet: Craft is Back

SUMMER CAMP CONTACT:

Camp Director:
610-525-0272 x 110
mlac.camp@gmail.com

746 Panmure Road, Haverford, Pa 19041

| 610.525.0272

| www.mainlineart.org

GENERAL INFORMATION

Each week has a unique theme. Campers build their skills over multiple sessions and explore different topics without repeating projects. Campers are separated into age groups, so that each group works on projects designed specifically for their developmental level with age-appropriate materials. While we can't guarantee your child will work with a particular medium, we guarantee that they will have a ton of fun, expand their creativity and experience a variety of art materials. Each session is planned so returning campers will learn new techniques through new projects. We also change the daily schedule each session to provide variety and keep things fresh.

DAILY SCHEDULE

For the week, campers stay with their age group as they move between different art studios to experience a variety of art media and techniques. Full-day campers (ages 5-9) will work with four Teaching Artists throughout the day to explore the session theme through a variety of mediums such as drawing & painting, fibers, print & paper arts, mixed media sculpture, ceramics, and jewelry & metals. Half-day campers (ages 4-9) will experience two art periods, which vary between camp sessions and typically include a two and three-dimensional medium (i.e. drawing and sculpture). Each of the art periods is approximately 1 hr 15 min, with a 15-20 min break between periods to allow campers to go outside (weather permitting) to enjoy some physical activity and have a snack. Pre-teen campers (ages 10-12) have a similar schedule but concentrate on one selected medium in morning and then another in afternoon (depending on full or half day registration).

8:00-8:55 am: Before care – (pre-registration required. Details below.)

8:55-9 am: Morning half-day & full-day drop off

9:00 am: Morning gathering & welcome

9:00-10:15 am: First art period (i.e. drawing & painting)

10:15-10:30 am: Morning break and snack

10:30-11:45 am: Second art period (i.e. jewelry & metals)

11:45 am: Morning half-day pick up

11:45 am-12:45 pm: Lunch break & group activity

12:45 pm: Afternoon half-day drop off & welcome

12:45-2:00 pm: Third art period (i.e. ceramics & sculpture)

2:00-2:15 pm: Afternoon break

2:15-3:30 pm: Fourth art period (i.e. fibers or paper, print & book arts)

Visiting Artist and Friday Art Party

3:30 pm: Pick up

3:30-6:00 pm: After care (pre-registration required. Details below.)

FRIDAY VISITING ARTISTS & COLLABORATIVE PROJECTS:

Each Friday from 2:15-3:00 pm, campers will get to meet a special visiting artist or participate in a collaborative group project. These activities will enhance the session theme and deepen camper's appreciation of the visual arts. Please see "Food for Art Party" for approved list of foods to contribute.

FRIDAY EXHIBITIONS & ART PARTY:

Friends and family are invited to join us from 3:00-3:30 pm on Fridays to celebrate the talent of our campers and view the imaginative work created during the week. Family and friends are encouraged to attend this special reception. Guardians will receive a notice on Wednesday with details and requesting an RSVP. If your child will not be attending the Friday Art Party, return RSVP flyer indicating absence to ensure all art projects are sent home on Thursday.

LUNCH & SNACK BREAKS:

- Snack Breaks: There will be a 15-20 min supervised break in the morning and the afternoon between each art period.
- Lunch: 11:45 am-12:45 pm – Supervised lunch is for full-day campers, and morning half-day campers who pre-register for lunch care. Lunch care is not available to afternoon half-day campers.

Summer Art Camp is PEANUT/TREE-NUT FREE!!!

CAMPERS MUST BRING THEIR LUNCH / SNACK EVERY DAY (the Art Center does not provide lunch/snacks).

- Full-day campers should bring their own non-perishable lunch (PEANUT/TREE-NUT FREE), as well as two snacks every day (one for morning & one afternoon breaks).
- Half-day campers should to bring one non-perishable snack (PEANUT/TREE-NUT FREE) every day.

Children are supervised at all times by our Teaching Artist Apprentices during lunch and snack breaks. Lunch period will be outdoors, weather permitting. Games and organized group activities are provided after children have eaten. In case of rain or excessive heat, children will take breaks indoors where they can play games or work on an art project.

The Art Center provides water for campers (GO GREEN! – please pack a water bottle with your camper's name in their lunch bag).

Note: If you send your child to camp with sunflower butter, etc., please include a note in the lunchbox so we know it is not peanut butter!

CAMP ATTIRE:

Art can be messy! Please send your child in comfortable clothes. If you want, you can also send a smock labeled with your child's name. For safety reasons, sneakers or supportive footwear required (Crocs must have a back strap). **NO OPEN TOE SHOES OR FLIP FLOPS ALLOWED.**

MANDATORY FORMS:

These 3 forms are MANDATORY and must be completed and returned prior to the start of your camper's session or your child will NOT be permitted to attend camp.

1. CHILD EMERGENCY FORM:

This form ensures that your child experiences a safe and positive camp experience.

- Epi-Pens must be carried with camper at all times in a labeled bag/backpack.
- Medicine will not be administered without written permission from guardian.
- All campers are required to be fully potty-trained and able to use restroom without assistance.
- Please see the child emergency form for full health policies.

2. PICK UP FORM:

This form authorizes pick up arrangements. Campers will NOT be released to unauthorized persons and are not allowed to leave the grounds without written authorization. Be prepared to present valid photo ID if requested by staff. Changes to pick up procedures: written notice is required for any changes to the info listed on your child's pick up form. A signed note by guardian is sufficient for a temporary change; permanent changes require a new form. A pick up tag can be obtained at check in on first day of camp.

3. PERSONAL CONDUCT FORM:

This form acknowledges that you and your child reviewed camp expectations.

CAMP INFO GUIDE & FAQ PACKET

Two weeks prior to the start of your camper's session, this packet is **E-mailed** to the address on file. For campers attending more than one session, the packet will be emailed only once. Mandatory forms only need to be submitted once (unless there are changes or updates to this information).

**** IMPORTANT **** For registrations made less than two weeks prior to the start of a camp session: Parent/guardian is responsible for downloading the three mandatory forms (available as PDFs on our website or at the office) and returning them to the Art Center ASAP.

*Please contact us if you need this packet mailed to your address

FIRST DAY REMINDERS & CHECK LIST

- I have paid my tuition balance in full and registered for any extra care.
- I have submitted child emergency form, pick up form, and personal conduct form to camp office prior to 1st day of camp.
- I have read this **CAMP INFORMATION GUIDE** in its entirety.
- I packed my child a cup for water and peanut/tree-nut FREE snack(s).
- I have packed a **non-perishable peanut/tree-nut FREE** lunch for my full-day camper.
- My child's full name is written on their lunch box and any other personal belongings.
- All electronics, collector cards and cell phones are left at home or turned off and securely packed.
- For safety/comfort, my child is wearing clothes that can get messy.
- For safety/comfort, my child is wearing closed-toe shoes (Crocs must have back strap).
- If applicable, I have requested that my child be in same group as their friend at least one week before camp session begins (requests must be schedule and age-appropriate).
- For ages 4-5 yrs only: We suggest packing a labeled change of clothes in case of an accident.

PICK UP AND DROP OFF PROCEDURE

DROP OFF & CHECK IN on the first day of each camp session. (MONDAYS ONLY).

For full-day & morning half-day campers check-in begins at 8:45 am

For afternoon half-day campers check-in begins at 12:35 pm

- Park your car in our lot. Escort your camper to the check-in table located in the garden (or inside on rainy days).
- Art Center staff will check-in your camper and direct them to their teacher and group.
- If any forms have not been received, they must be completed at this time.
- Each group will receive a tour of the building on the first day.

DAY DROP PROCEDURE (TUESDAY-FRIDAY)

- Only campers registered for before care will be admitted before 8:55 am.
- Full-day & morning half-day campers: You may escort your camper to the morning meeting area each day.
- Drop off car line: For parents who would prefer to stay in their car, there will be a drop off car line. Follow the car line loop. Camp staff will greet your child and escort him/her to group.
- Afternoon half-day drop off: All afternoon half-day campers should be escorted inside and checked-in at the front desk with the Camp Director. No drop off before 12:40 pm (unless registered for lunch care).

PICK UP

- Morning half-day pick up: 11:45 am
- Full-day & afternoon half-day pick up: 3:30 pm

PICK UP TAGS

Pick up tags are available at first day check in of each session. The pick-up tag should list each child being picked up (write camper's full name in BIG, BOLD LETTERS). Extra pick up tags are available on the first day of each session. If additional pick up tags are needed, please ask the Camp Director.

How does pick up work? Place PICK UP TAG on the driver's side of dashboard. Please turn off cell phones when entering car line to ensure safety and to expedite process. Authorized guardians (pre-approved persons listed on pick up form) arriving at regular times must clearly display pick up tag on the dashboard of their car when entering the car line. Stay in your car and follow the pick up line loop. Camp staff will escort your child to your car – do not park and leave your car to get your child. This will minimize foot traffic in the parking lot for safety and will make the line go much quicker! Full-day car line is suspended on Fridays due to the Art Party.

What do I do if I forget my pick up tag? Park your car, come inside to Camp Office with a valid ID and sign out the camper (person must be on pick up form).

What if I need to pick up my child early? For security reasons, written notification must be submitted to the front desk no later than at time of drop off on the day of the early dismissal. Please come in to the Camp Office to sign your child out in the case of early pick up.

What if my child needs to leave for an appointment but will return later in the day? For security reasons, if you are planning on taking your child out of camp for any reason and any length of time, written notification must be submitted to the Art Center by the morning of appointment date.

LATE PICK UP FEE: A late fee of \$15 per child for every 15 minutes will be charged when campers are not picked up at their scheduled pick up time.

ALL THE EXTRAS! BEFORE, LUNCH AND AFTER-CARE OPTIONS

Additional care options are flexible to meet your needs! Choose to pay by day, or for the entire week. Advance registration is required to ensure supervision and safety. Registration deadline is one day prior to date care is needed (for Monday options, registration deadline is 3:00 pm on the Friday prior).

- **BEFORE CAMP CARE:** Rolling drop off available from 8:00-9:00 am. Only campers registered for before care will be admitted before 8:55 am. Park car and bring child inside building.
- **LUNCH CARE:** 11:45 am-12:45 pm: This add-on is optional for morning/AM Half-day campers (full-day campers are automatically enrolled in lunch care). It extends a half-day camper's day by providing another hour of supervision. LUNCH IS NOT PROVIDED. Pre-registration is required. Send your camper with a tree-nut/peanut free lunch. (Please include a note in lunchbox if you send sunflower butter, etc., so we know it is not peanut butter!)
- **AFTER CAMP CARE:** (3:30-6:00 pm): The cost for after camp care (by week or by day) is a flat fee for rolling pick up time and cannot be prorated. This is to ensure supervision, safety, entertainment, etc. is reserved for your child's attendance and covers administration costs. A light snack (tree-nut/peanut-free) is provided. A typical snack is goldfish crackers, pretzels, popcorn or a similar option served with water. Please send a snack if provided options are not agreeable. Park car and pick up child inside building.

WITHDRAWAL POLICY:

Withdrawals made more than two weeks prior to the start of a session will result in a full refund less a \$50 fee. Refunds will not be given for withdrawals made less than two weeks prior to session.

Transfer Policy: Based on availability, you may be able to switch from one session to another for a fee of \$25. Deadline to submit request is one week prior to the session you're currently registered for.

DEPOSIT AND BALANCE PAYMENTS

- Camp balance for Session A-F must be paid in full by May 14, 2018.
- Camp balance for Sessions G-K must be paid in full by June 25, 2018.
- Failure to pay in full by the deadline will result in a \$25 fee, and may result in your child not being able to attend camp. If we do not have your payment when your child comes for camp on the first day, he/she will not be able to stay until the balance has been paid.

To pay your balance, please call 610.525.0272 x110 to pay with a credit card, or mail a check payable to Main Line Art Center. Mailed payments must be received by the deadline.

FAQs & ADDITIONAL POLICIES

Can I request my child be in the same group as their friend? Yes! We are happy to make arrangements (these requests must be schedule and age-appropriate). Requests must be submitted to the front office in writing at least one week prior to the start of camp session. Include the first name and last name of each child. The child requested to be with must do the same.

What is the student to teacher ratio? The ratio is 6:1. There are a maximum of 12 students per group (or less depending on age). Each group is led by a professional Teaching Artist and at least one Teaching Artist Apprentice.

Is the building air-conditioned? Yes, the facilities have air-conditioning. Campers will stay inside on extremely hot days.

What do I do if my child has to miss a day of camp? Please notify the Camp Director or office with as much notice as possible if your child will miss a day of camp. The Art Center is unable to prorate the tuition or provide a make-up, however, with proper notification of an absence, the camp staff will make every effort to assist your child in completing their projects if time allows, and will also ensure their projects created over the course of the week go home.

What if I need to pick up my child early? For security reasons, written notification must be submitted to the office no later than at time of drop off on the day of the early dismissal. Please come in to the camp office to sign your child out in the case of early pick up.

What if my child needs to leave for an appointment but will return later in the day? For security reasons, if you are planning on taking your child out of camp for any reason and any length of time, written notification must be submitted to the office by the morning of appointment date.

Who are the Summer Camp Teaching Artists? Many of our summer camp instructors will be familiar faces because they also teach year-round at MLAC and/or at schools in the community. Our summer camp instructors are professional Teaching Artists with extensive experience in their fields. Teachers are assisted by exceptional high school and college students in our Teaching Artist Apprentice program who have a proven interest and skill with children and the arts.

Can parents attend class? In order to help all of our campers maintain focus on their art projects and build their independence, we do not allow parents to attend class. Guardians are asked to not disrupt classes with unannounced visits. If you would like to make any special arrangements, please contact the Camp Director.

How do you discipline children? We address issues when they happen and on a case-by-case. If an issue escalates, time-outs are used to give the child an opportunity to calm down and prepare to return to group. Issues are always dealt with one-on-one and guardian will be notified at time of pick up.

My camper is attending more than one session. Do I need to submit the three required forms each session? You only need to submit the three mandatory forms once (must be submitted prior to the start of your camper's first session). However it is critical and required that you notify Camp Office of any changes to either form.

PERSONAL PROPERTY POLICY

Due to lack of storage space, all camp projects & property that are not picked-up will be discarded on September 3, 2018. If you cannot make this date, please call us to make arrangements for pick-up of projects or personal property. The Art Center is not responsible for personal property left on the premises and has no liability if such property is lost, stolen or damaged. **IMPORTANT: VIDEO GAMES and CELL PHONES must be kept in camper's bag at all times.**

PHOTO & VIDEO POLICY:

From time to time the Art Center takes photographs or video of our programs for use in promotional materials. If you would like to opt out, please contact our Camp Director.

ACCESSABILITY ACCOMMODATIONS

Main Line Art Center is committed to making our programs accessible for people of all ages, all abilities and all levels. Facilities are wheelchair accessible and we will do our best to provide special accommodations within reason for patrons with special needs. We do ask that guardians of children with special needs contact the Camp Director at least two weeks before camp if special accommodations or considerations are needed to make sure camp is a successful and enjoyable experience for everyone.

Foods for the Art Party

At Main Line Art Center we are very aware of food allergies and health concerns. We want to ensure healthy treat options for all campers at our Friday art parties. It is for this reason that we ask that any provisions you so generously bring to camp for the art party NOT contain any kind of nuts. Please do not provide home baked goods of any kind. If you would like to provide a festive snack for the art party, please do on Friday morning, rather than when the art party begins at 3:00pm. As part of our consideration for all campers, we recommend the following type of snacks for the art party:

- Fruit of any kind
- Vegetables of any kind
- Cheeses should not contain nuts of any kind. No cheese spreads.
- Hummus
- Guacamole
- Salsa
- Tortilla chips (with no nut content)
- Graham crackers (not produced with nuts)
- Saltine or whole grain crackers (not produced with nuts)
- Pretzels (not produced with nuts)

Any snacks must be packaged to provide food content. Thank you for your cooperation.

