

# 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 the required form capturing: child emergency, personal conduct, and pick up information. 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.

### SUMMER CAMP CONTACT:

Camp Director:  
610-525-0272 x 124  
mlac.camp@gmail.com

### TIME WARP: ART THROUGH THE AGES

#### GENERAL CAMP INFORMATION 2018

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

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

**10:30-11:45 am:** Second art period

**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

**2:00-2:15 pm:** Afternoon break

**2:15-3:30 pm:** Fourth art period

Fridays Only: Visiting Artist and 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.





**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 the registrar's desk 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 registrar's desk to sign out your child early.

**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 [mlac.camp@gmail.com](mailto:mlac.camp@gmail.com) 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.

***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.

***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.

### **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