



Art Summer Camp 2020

Parent/Guardian Guide to Camp Schedule, Procedures and Policies

Welcome to PAFA’s Art Camp

The following information is provided to answer most of the questions you may have as you prepare your camper to attend PAFA Art Camp. The leading counselor and Assistant Director of Youth and Family Programs are always available to talk to you and answer specific questions about your child’s day at camp.

Camp Studio sessions incorporate innovative and interactive art making activities such as, painting, sculpting, printmaking, and drawing. Sessions also include age appropriate creative play and rest times, reading and storytelling, and socializing. Campers visit museum galleries for tours led by art educators, and occasionally take walks to the nearby park (weather permitting). Longer field trips and visits of external presenters may also take place throughout the week depending on camp themes and relevance. Every Friday, campers prepare for an Art Exhibition where their work from throughout the week is on view. Family and friends of the campers are invited to the exhibition. Come and see the amazing and imaginative work the campers has created.

Daily Schedule

Monday:

8:30-9:00- Arrival and Check in*
 9:00-9:15 - Orientation presentation
 9:15 – 9:30 - Camp tour for campers
 9:30 – 10:15 Morning Session 1
 10:15 -10:30 Snack Break
 10:30 – 11:15 Morning Session 2
 11:45 – 1:15 Lunch
 1:15 – 3:00 Afternoon Session
 3:00 – 3:15 Dismissal
 3:00 – 5:30 After Camp

Tuesday – Thursday

8:30 – 9:00 Drop Off
 9:00 – 10:15 Morning Session 1
 10:15 -10:30 Snack Break
 10:30 – 11:15 Morning Session 2
 11:45 – 1:15 Lunch
 1:15 – 3:00 Afternoon Session
 3:00 – 3:15 Dismissal
 3:00 – 5:30 After Camp

Friday

8:30 – 9:00 Drop Off
 9:00 – 10:15 Morning Session 1
 10:15 -10:30 Snack Break
 10:30 – 11:15 Morning Session 2
 11:45 – 1:15 Lunch
12:30-2:00 Exhibition preparation
2:00 – 3:00 Exhibition/Dismissal
 3:00-5:30- After camp

*There is no drop off on Monday. [All children need to be escorted inside and checked in. Please see below for more detailed information.](#)

*There is no walk-up or driver dismissal on Fridays. [All children need to be picked up inside. Please see below for more detailed information.](#)

After-camp

Time: 3:00 pm-5:30 pm.

After-camp cannot be guaranteed on the day of camp. Please call or email ahead to secure placement and be prepared to pay at the pick up.

Campers will have a snack, play games, read, draw, create additional art etc.

Camp Information

Monday Orientation

Campers check into their camps on Monday mornings between 8:30 and 9am. A brief introduction and orientation to the Pennsylvania Academy of the Fine Arts will take place in the auditorium between 9am and 9:15. Campers will take a tour of the buildings with their individual camps.

Clothing

Art camp may get messy! Please dress appropriately. Staff will make every effort to keep campers neat and clean, but campers should wear clothing that can get dirty. Also, campers may want to bring a sweater or sweatshirt in case they feel cold in the museum. Please label your child's clothing with their name.

Lunch and Snacks

A mid-morning nut-free snack is provided. If you would rather send a snack with your camper, please feel free to do so. Send in a lunch every day; nut-free would be appreciated. Please note, we are not able to refrigerate or heat lunches. Please label your camper's lunch bag with their name. **Communicate with camp staff and director about any food allergies. ****

Supplies

All supplies are provided for each camp. Occasionally a lead counselor may ask you to send in something from home if you have it.

Friday Exhibit

Each Friday at 2pm, family members are invited to an exhibition of work created by campers during that week. Announcements will be sent out prior to the show, so please check email and look for notes coming home with your camper(s).

It is very helpful to send your camper with a box or bag to bring home their artwork. **All** projects must be taken that day. You can receive a discount on parking fees by parking in a Parkway Corporation parking lot and having your ticket validated at the front desk of the museum.

Lost and Found

There will be a Lost and Found kept in the Camp Office. Please call 215-972-2054 if you need assistance in locating a lost item. **Unclaimed items will be discarded one week after the end of camp. PLEASE LABEL YOUR CHILD'S BELONGINGS WITH THEIR NAME! ****

Contact Information

Katerina Romanenko, Assistant Director of Youth and Family Programs: **215 972 2054**

Email: artcamp@pafa.org

Historic Landmark Building Front Desk **215-972-2060**;

Hamilton West Lobby **215-972-2100**

Drop off and Pick Up Procedures:

Drop Off _____ **Time: 8:30am-9am.** (We are not able to check in campers before 8:30 am.)

Camp starts promptly at 9am. Please be on time so your camper(s) can participate in the full day of camp and don't miss out on important information, field trips, or directions at the beginning of daily sessions.

Monday Drop Off:

- Escort your camper into the **Historic Landmark Building** (HLB, 118 North Broad Street). Follow the signs to Camp
- Find your child's camp name on the wall and check in with the camp counselor. Make sure that your registration and payment information are correct and up to date.
- If possible, stay for the 10-15 minutes Orientation starting at 9am.
- At 9:15am Instructors will take their campers on the camp tour and then into the camp studio

Tuesday – Friday Drop Off:

- Check in your camper(s) with the staff visibly stationed in front of the HLB building; who will then escort your camper(s) to the auditorium to wait for camp to begin.
- At 9am Instructors will take their campers into the camp studio. I

Late Drop Off: If dropping off after 9am, you will need to bring your camper(s) to the front desk staff; who'll then escort your child to their designated studio

Pick Up _____ **Time: 3pm - 3:15pm.** See dismissal map at the end of this guide.

Campers may leave **only** with people authorized by written permission of the camper's legal guardian. Please note that PAFA staff cannot withhold a child from a biological or custodial parent without legal documentation (i.e. court orders, custody papers, etc.)

Standard Pick Up

Every person must show ID when signing out campers.

Walk up

- See the staff stationed in front of the Historic Landmark Building and sign out your camper(s) with them.
- Your camper(s) will then be escorted out of the building to you.

Please do not enter the building during dismissal time.

Drive up

- Pull up to the curb in front of the **Hamilton Building** (128 North Broad Street).
- Place the PAFA Parent Pick Up sign* on your car dashboard, and wait for a staff member to come to you and sign out your camper(s).
- Your camper(s) will be escorted by another staff member out of the building and to your car.
- **Please do not leave your car, we will come to you.**

*The pick up sign can be found on our website and at the end of this Guide.

Late Pick Up: Later than 3:20 pm, but before 4:00 p.m., the charge is \$15 per camper. After 4pm the child will join the after-camp group and you will be charged the after-camp fee of \$30 per camper.

After-camp Pick Up: The authorized pick up person must come into the HLB building to sign out their camper(s). Camp staff will not walk campers out to vehicles after 3:15p.m. **Photo ID is required to sign campers out. ****

Late After-camp pick up: Charged of \$1 per minute will be applied for every minute past 5:30pm. We recognize that this is a strict policy, but it is the best way for our staff to discourage non-compliance.

Camp Policies

All camper information and releases forms must be turned in 2 weeks prior to camp start. Campers will not be permitted to attend without these completed forms.

Discipline/Behavior Policy

Camp staff is trained to model and enforce age-appropriate behavior guidelines and reflective communication. We encourage self-control, self-direction, responsibility and cooperation. We will do our best to provide behavioral support to any camper demonstrating a need or disrupting a camp. Open communication between guardians and camp is considered key in terms of effective discipline.

Aggressive physical behavior such as fighting, hitting or biting will not be tolerated. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Parents will be informed if such an incident occurs. If the child's behavior is extremely disruptive and/or harmful to themselves or others, a parent may be asked to remove the child from camp for the remainder of the day.

The Pennsylvania Academy of the Fine Arts reserves the right to ask a disruptive camper to withdraw from camp and if such a situation occurs, will refund payment for the remaining days of the camp.

Withdrawals and Refund Policy

Withdrawals must be made in writing via letter or email (artcamp@pafa.org) to the Youth and Family Programs Office. Prior to May 15th, camp fees will be refunded minus a 20% processing fee of the total tuition payment. After May 15th, no refunds will be issued (see Exceptions below).

- Refunds **will not** be granted for scheduling conflicts or no-shows or to campers leaving by their own choice.
- Refunds will be made to the individual who made the original payment.

Exceptions:

- If your camper is in a camp with a waiting list and another camper can take their seat, a refund may be possible.
- Campers may transfer to an alternate camp session, if space permits, without penalty before the first day of camp.
- Campers who become ill for two or more consecutive days may request consideration for a prorated refund for that week of camp (a doctor's certification may be requested).
- Refunds may be granted for reasons of sudden death, illness or injury to a parent or guardian (a doctor's certification may be requested).
- In the event that a camp is under enrolled or cancelled for any other reason, you will be notified by phone and/ or email and may choose to transfer into another class or receive a full tuition and fee refund. Early registration helps prevent camp cancellation!

Health First Aid and Emergency Care

It is very important to provide camp staff with accurate health information about allergies as well as any emergency medications that allow your child to participate in trips or activities outside, i.e. epi-pen, asthma inhaler, etc.

First aid and Emergency Care will be used only where absolutely necessary and only after every attempt has been made first to contact the parent/guardian. In an emergency requiring immediate medical attention, your child will be taken to the nearest hospital emergency room. You will be responsible for the resulting treatment and payment.

Field Trips

Some camp sessions will be taking walking or bused trips to nearby sites under adequate supervision. By granting permission for your child to attend any scheduled field trips for his/her camp session, for and in consideration of arrangements and provisions made for the conduct of the activity, you agree to release the Pennsylvania Academy of the Fine Arts and its representatives from all liability resulting from injury sustained by your child.

Photo and Video Images Release

Camp images help us to tell the story of our organization and our mission. They may be used for non-commercial purposes only, such as print publications, PAFA websites, e-communications, presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional purposes. We appreciate your cooperation and consent in allowing us to photograph your child for use in various mediums without any personal identifiers. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which you are entitled.