Parent / Guardian Guide to Camp  
Summer 2021

The following information is provided to answer questions you may have as you prepare your camper to attend PAFA Summer Art Camp. The Camp Coordinator and Assistant Director of Youth and Family Programs are always available to talk 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 also visit museum galleries for tours led by art educators.

**Daily Schedule**

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<th>Monday:</th>
<th>Tuesday – Thursday</th>
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<td>8:30-9:00 - Arrival and Check in</td>
<td>8:30 – 9:00 Drop Off</td>
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<td>9:00-9:30 - Orientation and Camp tour for campers</td>
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<td>9:30 – 10:15 Morning Session 1</td>
<td>9:00 – 10:15 Morning Session 1</td>
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<td>10:15 -10:30 Snack Break</td>
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<td>10:30 – 12:00 Morning Session 2</td>
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<td>10:30 – 12:00 Morning Session 2</td>
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<td>12:00 – 1:00 Lunch</td>
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<td>1:15 – 3:00 Afternoon Session</td>
<td>1:15 – 3:00 Afternoon Session</td>
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<td>3:00 – 3:15 Dismissal</td>
<td>3:00 – 3:15 Dismissal</td>
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**Contact Information**

Katerina Romanenko, Assistant Director of Youth and Family Programs: **215 972 2054**  
Email: [artcamp@pafa.org](mailto:artcamp@pafa.org)  
Historic Landmark Building Front Desk **215-972-2060;**  
Hamilton West Lobby **215-972-2100**

Summer Art Camp 2021 will take place in PAFA’s Historic Landmark Building again with new, recommended safety measures as part of PAFA’s safe reopening plan.

To learn more about current COVID-19 related plans and policies please refer to our [NEW DAY TO DAY POLICIES](#) and [COVID-19 HEALTH AND SAFETY PLANS](#)
Camp Information

Camper Information form

ALL campers must have a Camper Information and Release form filled out no later than 2 weeks before their camp starts! Without this form we won’t be able to admit your child into camp.
You can find the form by clicking or copy-pasting the link: https://form.jotform.com/202523878226155

Canvas
Canvas is the website where you will find the camp syllabus, art project descriptions, photos of the camp experiences, and art resources. You will be able to access it at any time during the camp.

Please provide an email we could use to register your camper for CANVAS. Attention Parents with siblings attending our camp: you must provide a unique email for each child.

Canvas registration information will be provided in a separate email at least a week before camp starts.

Monday
Campers check into their camps on Monday mornings between 8:30am and 9:00am. A brief introduction and orientation to the Pennsylvania Academy of the Fine Arts will take place and campers will take a tour of the buildings with their individual camps. Please note that due to COVID-19 safety protocols parents may not be present at the camper’s Monday orientation.

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 will be provided.
Lunch must be sent in with the camper every day; Please label your camper’s lunch bag with their name.
NOTE: we are not able to purchase, refrigerate or heat lunches.
PLEASE PROVIDE NUT-FREE LUNCHES!!!

Supplies
All supplies will be provided by PAFA for each camp.

Friday Exhibit
Every Friday campers will stage an End of Week Camp Exhibition. This year in person exhibitions will be held internally for fellow campers and staff (subject to change, please follow email announcements!). Campers can share and celebrate their art with friends and family with a virtual presentation that will be sent home for all to enjoy!

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! **
Camp Policies

**Camper Information and Releases Form** must be turned in **2 weeks** prior to camp start. Campers will not be permitted to attend without this completed form. You will receive the link to the form in your registration confirmation email.

**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.**

**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 may 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.
Drop off and Pick Up Procedures:
[Subject to change. Please follow any updates sent by email]

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, fun, or directions at the beginning of daily sessions.

Following COVID-19 guidelines, we ask that no parents enter the Historic Landmark Building during pick-up or drop off times, unless instructed otherwise by camp or security staff. Check your email for any changes in the guidelines that may be provided closer to the camp start date.

Monday Arrival and Check in:
- Escort your camper to the entrance of the Historic Landmark Building (HLB, 118 North Broad Street). Follow the signs to “Camp”.
- Check in with the camp staff. Make sure that your Camper Information, Authorized Pick Up Persons, and payment information are correct and up to date.

Tuesday – Friday Drop Off:
- Check in with the staff visibly stationed in front of the HLB building; who will then escort your camper(s) to their camp.

Late Drop Off: If dropping off after 9am, you will need to bring your camper(s) to the front desk staff; who will arrange an escort of your child to their designated camp.

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

- Campers 12 and older may leave camp on their own with parental consent ONLY (Consent must be given when filling out the Camper Information Form or by emailing artcamp@pafa.org at least 2 hours prior to the dismissal time.)
- Campers may leave only with people authorized by parents/legal guardian. Pick up authorization is provided in Camper Information form. All changes or additions to the pick up authorization must be provided in writing at least 2 hours prior to the dismissal time.
- 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. NO EXCEPTIONS

Walk up
- Staff stationed in front of the Historic Landmark Building will check your authorization to pick up the camper(s) and sign out the camper(s) to you. Please have the ID ready!!
- The camper(s) will be escorted out of the building to the person authorized to pick up.

Drive up
- Pull up to the curb in front of the Hamilton Building (128 North Broad Street). Place the PAFA Camp Parent Pick Up sign* on your car dashboard, and wait for a staff member to come to you.
- Staff will check your authorization to pick up and sign out the camper(s) to you.
- 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.

*Please do not enter the building during dismissal time.

*Late Pick Up: PLEASE NOTE THAT THERE WILL BE NO AFTER-CAMP CARE THIS YEAR
LATE CHARGES: Between 3:20 - 3:45 pm - $40 per camper. After 3:45 pm - ADD $5 per minute.

We recognize that this is a strict policy, but it is the best way for our staff to discourage non-compliance and compensate camp staff overtime.
MAP OF WALK-UP AND DRIVE UP LOCATIONS:

- **Vehicle** pick up will happen in front of the Hamilton Building.
- **Walk up** pick up will happen in front of the Historic Landmark Building.
Please print this out to use as a placard for your car during driving pick up on Broad Street. Staff will also have copies on Monday Drop-Off.