



Pennsylvania Academy of the Fine Arts

## SUMMER ART CAMP

# PARENT/GUARDIAN GUIDE

The following guide provides important information you will need as you prepare your camper to attend PAFA's (Pennsylvania Academy of the Fine Arts) Summer Art Camp.

PLEASE READ IT CAREFULLY TILL THE END

<p><b><u>Contact Information</u></b></p> <p><b>Camp:</b></p> <p>Katerina Romanenko, Dir. of School and Family Prg.)</p> <p>Office phone: 215-972-2054 Email: artcamp@pafa.org</p> <p><b>General PAFA:</b></p> <p>Historic Landmark Building Front Desk: 215-972-2060 Hours: Thu-Fri, 10am-4pm   Sat-Sun 11am-5pm</p> <p>Hamilton West Lobby Desk: 215-972-2100 Hours: Mon-Sun, 9am-5pm</p>	<p><b><u>Location</u></b></p> <p>PAFA's Historic Landmark Building. 118 North Broad Street, Philadelphia, PA 19102</p> <p><b><u>Getting there:</u></b> <a href="https://www.pafa.org/museum/visit/directions-parking">https://www.pafa.org/museum/visit/directions-parking</a></p> <p>Note: You do not need to park for the regular drop off or pick up. See Drop Off/Pick Up sections of this guide.</p>
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**Camper Information and Release Form** must be filled out online at least 10 days prior to the camp start day!

Form Link: <https://form.jotform.com/202523878226155>

It was also provided in your registration confirmation email (check your spam folder!)

If you need to update the information on the form you've submitted, please email artcamp@pafa.org

**Without this form, we will not be able to admit your child into camp.**

## General Information

**Location:** Camp takes place in PAFA’s Historic Landmark Building (HLB) (118 North Broad Street)

**Drop-Off Time:** 8:30am – 9:00am **Earlier drop-offs are not available.**

**Camp studio sessions:** 9:00am-3:00pm

**Pick-Up Time:** 3:00pm - 3:15pm **Automatic transfer to After Camp after 3:30pm at \$35 per day rate.**

Monday and Friday are the only days parents or guardians are allowed to enter camp space with their camper(s). All other days, staff will be positioned outside to bring campers in and out of the building.

## Camp Daily Schedule, Drop Off and Pick Up Procedures

These times and procedures are subject to change. Check your email for any changes in the guidelines that may be provided closer to the camp start date or during camp.

Camp studio sessions incorporate art making activities such as painting, sculpting, printmaking, drawing, and more! Camp days include age-appropriate creative play, rest time, reading, storytelling, and socializing. Campers also visit museum galleries and PAFA’s archives for tours and activities led by art educators.

Monday:	Tuesday – Thursday:	Friday:
8:30 - 9:00 <b>Check In.</b>	8:30 - 9:00      Drop Off	8:30 - 9:00      Drop Off
9:00 - 9:15      Orientation	9:00 - 10:15    Session 1	9:00 - 10:15    Session 1
9:30 - 10:15    Session 1	10:15 - 10:30    Snack Break	10:15 - 10:30    Snack Break
10:15 - 10:30    Snack Break	10:30 - 12:00    Session 2	10:30 - 12:00    Session 2
10:30 - 12:00    Session 2	12:00 - 1:00      Lunch	12:00 - 1:00      Lunch
12:00 - 1:00      Lunch	1:15 - 3:00      Session 3	<b>1:15 - 2:15      Exhibition preparation</b>
1:15 - 3:00      Session 3	3:00 - 3:15      Dismissal	<b>2:15              Week in a glance (auditorium)</b>
3:00 - 3:15      Dismissal		<b>2:30 – 3:00      Exhibition. (Cast Hall)</b>
		<b>3:00              End of Camp (dismissal)</b>

After Camp is available **Monday – Friday 3:30-5:30**. Advanced registration is required. (There will be no after-camp care on the last day of camp) See **After Camp Club** Information in this guide

## Drop-Off Procedures:

**Drop Off Time 8:30am-9am.**

(We are not able to accept campers before 8:30am)

Camp starts promptly at 9am. It is important to be on time so your camper(s) participates in the full day of camp without missing fun morning activities, important information, or instructional directions that may take place at the beginning of the day. If your camper must be late for any reason, please let us know by emailing [artcamp@pafa.org](mailto:artcamp@pafa.org).

## Mondays Check in and Orientation:

**8:30-9:00am: Check in:** All campers must check into their camps in the Auditorium. Parent/guardian must accompany their camper(s) and confirm the **Camper Information and Release Form**. This is also the time to update the information, if needed.

**9:00-9:15am: Camp orientation.** Parents and guardians are encouraged to stay for the camp overview.

**9-15-9:45am: Camp tour** (only for campers). Parents proceed with their day, while Campers tour the camp spaces and arrive at their camp studio.

## Tuesday – Friday Drop Off:

8:30-9:00am - Staff visibly stationed in front of the HLB building will sign in and then escort your camper(s) to their camp.

NOTE: Other than Mondays, no parents may enter the HLB Camp area during drop-off and pick-up times, unless instructed otherwise by camp or security staff.

**Late Drop Off:** If dropping off after 9:00am, you must bring your camper(s) inside the museum and ask the security guard to contact camp staff. **You may not leave your child in the lobby without making sure that camp staff knows about your arrival and is coming to escort to your child to camp.**

## Pick-Up Procedures:

**Dismissal 3:00 – 3:15pm.**

- **Pick Up:** Campers may leave **only** with parents/legal guardians and people authorized by parents/legal guardian.
- **Photo-ID:** Every person (including parents) picking up camper(s) must present their Photo ID every day.
- **Authorized Pick Up Person(s):** Only those listed in the pick authorization section of the **Camper Information Form** may pick up camper(s).
  - Parents and legal guardians must be included on the authorization list.
  - **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.) that must be submitted with Camper Information Form.
  - All changes or additions to the pickup authorization must be provided in writing (by email or a note) at least 2 hours prior to the dismissal time.
- **Self-Dismissal:** ONLY Campers 12 and older may leave camp on their own,
  - ONLY after 3:00pm
  - ONLY with written parental consent provided in the **Camper Information Form** or by emailing [artcamp@pafa.org](mailto:artcamp@pafa.org) at least 2 hours prior to the dismissal time. Phone call is not sufficient.

**Early pick up** – Email [artcamp@pafa.org](mailto:artcamp@pafa.org) if you need to pick up your child earlier. We will do our best to have your child ready, but you might have to wait a few minutes. Enter the building and ask the security guard to contact camp staff. Wait in the HLB lobby. **DO NOT ENTER CAMP SPACES!**

## Standard Pick-up:

**Starts at 3:00pm**

***Every person must show their photo ID when signing out campers each day, including parents NO EXCEPTIONS!!!***

<p><b>Walk up:</b> In front of the Historic Landmark Building</p> <p>Please do not enter the building if you arrive before 3:00 pm.</p> <ul style="list-style-type: none"><li>● Approach the staff stationed in front of the Historic Landmark Building. They will check your pickup authorization and sign out the camper(s) to you. <b><i>Please have your ID ready!!!</i></b></li><li>● Wait outside till your camper(s) is escorted out of the building and brought to you.</li></ul>	<p><b>Drive up:</b> In front of the Hamilton building.</p> <p><b>Do not leave your car; a staff member will come to you.</b></p> <ul style="list-style-type: none"><li>● Pull up to the curb in front of the <b>Hamilton Building</b> (128 North Broad Street). Place the <u>PAFA Camp Pick Up</u> sign* on your car dashboard and wait for a staff member to come to you.</li><li>● Staff will check your pickup authorization and sign out the camper(s) to you. <b>Please have the ID ready!!!</b></li><li>● Your camper(s) will be escorted by another staff member out of the building and brought to your car. <b>It may take a few minutes for our staff to get to your car. Please be patient, stay in your car!</b></li><li>● <b>Make sure your placard is clearly visible. *Placards are available during orientation and attached to the end of this guide.</b></li></ul>
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**After 3:15pm** – All campers remaining will be transferred to the After Camp Club. Post 3:30pm After Camp Club rate will be charged. (\$35 per day), unless agreed otherwise, in advance.

**After Camp Club: Monday-Friday: 3:00 pm-5:30 pm. Cost: \$150 full week / \$35 single-day.**

While camp is over, adventures continue in the After Camp Club that includes creative play and art making, as well as plenty of rest time and socializing.

One-day registration is available upon request in advance by email. Same-day registration must be requested at least 2 hours before dismissal (before 3pm), otherwise space availability is not guaranteed.

**After Camp Pick Up:** Parents must enter the building and check out their camper(s) from the after camp. There is NO drive-up or walk-up pick-up for after camp!

Please note: We are unable to provide care after 5:30 pm. Late Pick-Up fee is \$5.00 per minute. Payment should be made at the time of pick-up. We recognize that this is a strict policy, but it is the best way to discourage non-compliance and compensate camp staff for overtime.

### Wacky Wednesdays:

Fun “wacky” days dedicated to a pre-selected theme. The Wacky Theme is announced at the beginning of each camp, during Monday orientation. The camp with the highest level of participation wins the Wackiest Camp Friendly Competition Award and small prizes. The winner will be announced on Friday.

### Friday End of Week Exhibition:

Families and Friends are invited to the End of Week Exhibition staged by the campers to showcase their work!

**Friday Exhibition schedule:** 2:15–2:30pm – Week-at-a-Glance camp highlights slideshow at the Auditorium.  
2:30–3:00pm – Camp exhibition in the Cast Hall studios.  
2:55–3:15pm – Artwork pick up and dismissal (we ask not to remove your camper’s artwork before 2:55pm so all families can enjoy the show)

**IMPORTANT: NO DRIVE-UP OR WALK-UP PICK-UP ON FRIDAY! Campers must be checked out at the dismissal desk in the front lobby before leaving the building. PHOTO ID is required.**

### Important Camp Information

Food - Make sure to indicate any food restrictions and allergies on **Camper Information Form.**

<b><u>Snack – PROVIDED</u></b> We provide nut-free light snacks. Campers may bring their own snack, if desired.	<b><u>Lunch - NOT PROVIDED.</u></b> Pack your camper’s lunch every day, labeling their lunch bag. Note, we are not able to buy, refrigerate or heat lunches.,
<b>PLEASE ENSURE ALL SNACKS AND/OR LUNCHESES ARE NUT-FREE INCLUDING PEANUTS’ PRODUCTS!</b>	

Water bottle: Campers should bring a reusable water bottle with them EVERYDAY. Water refills will be available in every camp. We will also provide plastic cups if needed, yet we strive to reduce waste and encourage you to join us in this effort.

Clothing: Camp may get messy! Campers should wear clothing knowing that they may get paint, glue, and other art materials on them. Please dress appropriately. **Bring a sweater or sweatshirt!** Areas of our museum can be very chilly in the summer. (Airconditioning is set up this way to ensure the long-term preservation of our art collection.)

## LABEL YOUR CHILD'S BELONGINGS WITH THEIR NAME!

**Lost and Found:** We will keep misplaced or left behind belongings in Camp's Lost and Found Box, located in the After-Camp Club (Community Education Center). Please email [artcamp@pafa.org](mailto:artcamp@pafa.org) or call 215-972-2054 if you need assistance in locating a lost item and/or to arrange pickup.

All items must be picked up before September 1 during museum operation hours (<https://www.pafa.org/museum/visit/planning-your-visit>). After September 1, they will be discarded as we do not have the capacity to store anything beyond September.

**Supplies:** All art supplies are provided by PAFA.

**Camp Policies:** If you have any questions regarding our Policies, please contact us at [artcamp@pafa.org](mailto:artcamp@pafa.org)

### Discipline/Behavior Policy

To ensure a positive, productive, and enjoyable experience for all participants, it is important that all children and parents/guardians adhere to the Camp rules and expectations.

Participants must always be respectful and courteous to other participants and staff. Inappropriate, offensive, or threatening comments; misrepresentation of identity will not be tolerated.

PAFA staff are trained to model and enforce age-appropriate behavior and reflective communication. We encourage self-control, self-direction, responsibility, and cooperation. We will do our best to provide behavioral support to any participant demonstrating a need or disrupting a class. Open communication between guardians and PAFA staff is the key to effective behavior adjustments.

If the child's behavior is extremely disruptive and/or harmful to themselves or others, a guardian may be asked to remove the child from the program for the remainder of the day.

**The Pennsylvania Academy of the Fine Arts reserves the right to withdraw a disruptive child from the program. If such a situation occurs, a refund payment for the remaining days of the program will be issued.**

### Diversity and Inclusion

PAFA Youth and Family Programs support all creative expressions both artistic and personal. Children will be referred to by whatever name and pronouns they chose to put on their nametag whether that be Dragon or Alex.

Visit [Diversity, Equity, Inclusion, and Belonging at PAFA](https://www.oise-hr.pafa.org/deib) to learn more about PAFA's institutional vision. (<https://www.oise-hr.pafa.org/deib>)

### Photo and Image Policy

Program 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.

### Health First Aid and Emergency Care

It is particularly 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. **Health and Emergency Care information given as part of the required *Camper Information & Release Form*** will be used only where 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.

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### MAP OF DISMISSAL LOCATIONS:

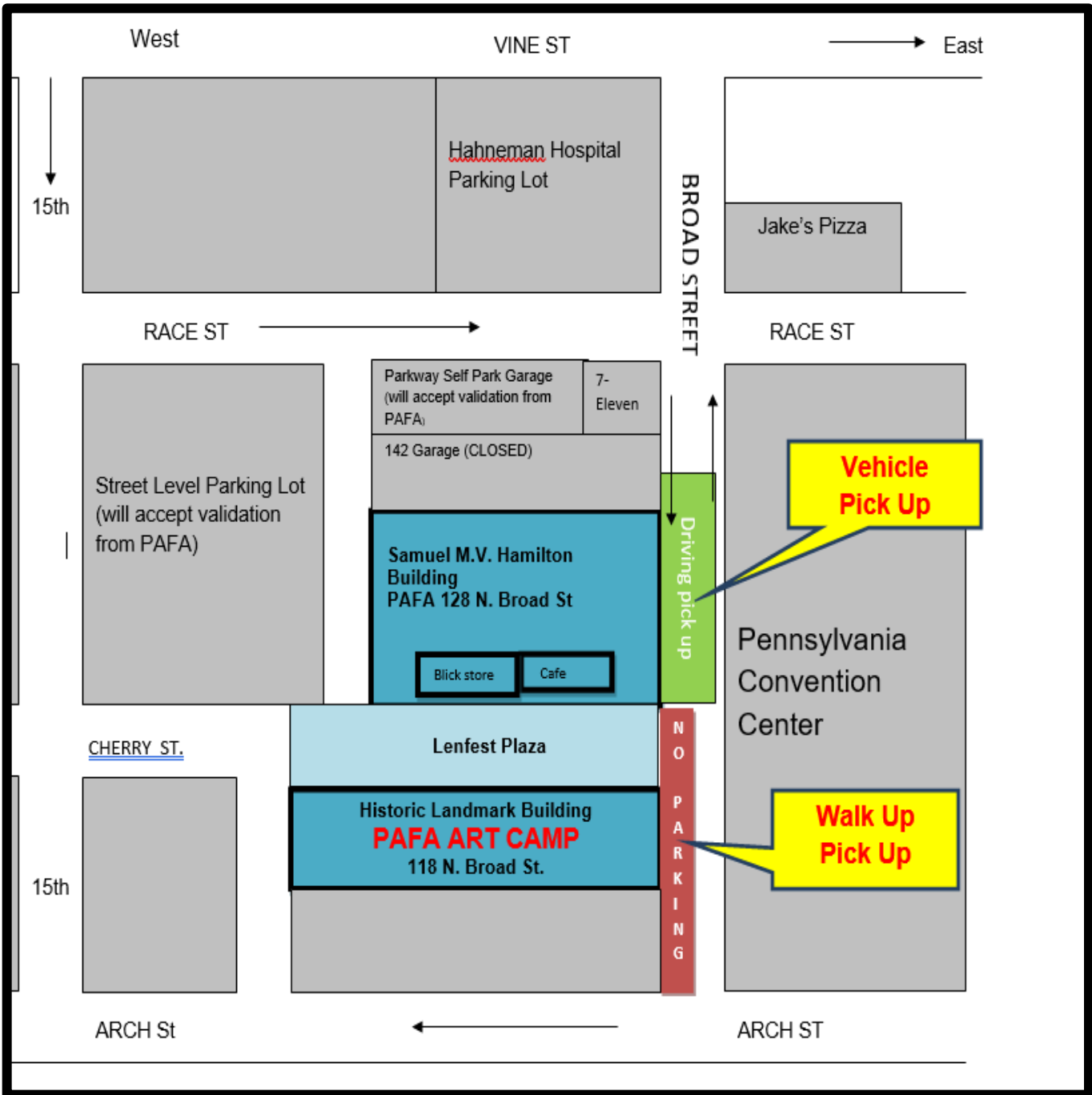


PAFA Buildings



PAFA Campus

- **Driving pick-up** will happen in front of the Hamilton Building
- **Walk-up** pick-up will happen in front of the Historic Landmark Building



**PAFEA**

**SUMMER ART CAMP**

**Drive Up Pick Up**

**Please print this out to use as a placard for your car during driving pick up on Broad Street. We will also have copies available on Mondays during orientation and Pick-**