

## Summer Art Camp 2019

### Parent and Guardian Orientation Guide



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 Museum Education are always available to talk to you and answer specific questions about your child's day at camp.

#### Drop Off

Drop off is between 8:30am-9am. **Camp starts at 9am**

Please drop your camper off no later than 9am so that they are able to participate in the full day of camp and don't miss out on important information. **Monday morning Parents/Guardians must escort their camper into the auditorium of the Historic Landmark Building (HLB)** Campers can be dropped off in front of the HLB steps Tuesday through Friday and check in with the staff that will be stationed in front of the building and inside to receive and direct campers to the auditorium. Lead counselors will take their group from the auditorium to the art studio at 9 am.

#### Pick Up

Pick-up is between 3pm and 3:15pm. **Camp ends at 3pm**

Please be on time! And bring a photo ID. Please do not enter the building during dismissal time, we are trying to dismiss your campers as quickly and painlessly as possible. A staff member will gladly answer questions or concerns after 3:15 p.m. If your camper is not picked up by 3:15 pm, they will join the after-camp group and you will be charged an after-camp fee. Campers should be picked up in front of the museum at 3pm. Guardians authorized for pick-up are required to show ID when signing out campers. **Campers will only be allowed to leave with people who are authorized by written permission of the camper's legal guardian.**

If you are **driving**, please pull your car up next to the curb in front of the Hamilton Building (128 North Broad Street) and wait for a staff member to come to you with the sign out sheet. 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. A Parent Pick Up sign is attached to this document for your car windshield. If you are **walking**, please see the staff that will be stationed in front of the Historic Landmark Building (118 North Broad Street) and sign out your camper(s) with them. Your camper(s) will then be escorted out of the building to you. A map is attached to this orientation guide.

#### After-camp

After-care is available from **3pm-5:30pm**. After-Camp cannot be guaranteed on the Monday morning of camp, please call ahead to secure placement. Campers will have a snack, play a game outside, play games inside, read, draw, etc. Campers must be picked up by 5:30. Parents/Guardians will be charged \$1 per minute for every minute past 5:30 that they are late. We recognize that this is a strict policy, but it is the best way for our staff to discourage non-compliance.

**After-camp Pick Up:** Parents and Guardians must come into the building to sign out their camper- we do not walk campers out to vehicles after 3:15 p.. Pick up before 4:00 p.m. is \$12 per camper.

#### Monday Orientation

Campers should 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 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. We are not able to refrigerate lunches 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.

## Discipline/Behavior

We try to keep disciplinary issues minimized and to help children monitor their own behavior. 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 student demonstrating a need or disrupting a camp. 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. Open communication between guardians and camp is considered key in terms of effective discipline. By signing the Behavior/Field Trip/Photo Release form you are agreeing to the terms listed above.

PAFA 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 camp.

## Camper Health and Information Forms

All camper information forms must be turned in by June 20<sup>th</sup>. Campers will not be permitted to attend without these completed forms.

**It is also 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.**

## Camp Trips

By signing the trip release form you are giving permission for your camper to go on field trips with their camp under the close supervision of lead and assistant counselors. Parents will be notified at least 1 day prior to the time and location of the trip. It is important that campers follow the directions of their counselors and pay close attention on trips.

## Friday Exhibit

Each Friday at 2pm family members are invited to an exhibit of work created that week. Announcements will be sent out prior to the show. 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 Director's 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!**

## Important Numbers

Katerina Romanenko, Assistant Director of Museum Education Office: **215 972 2054** Email: [artcamp@pafa.org](mailto:artcamp@pafa.org)

Monica Zimmerman, Director of Museum Education Office: **215 972 2105**

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

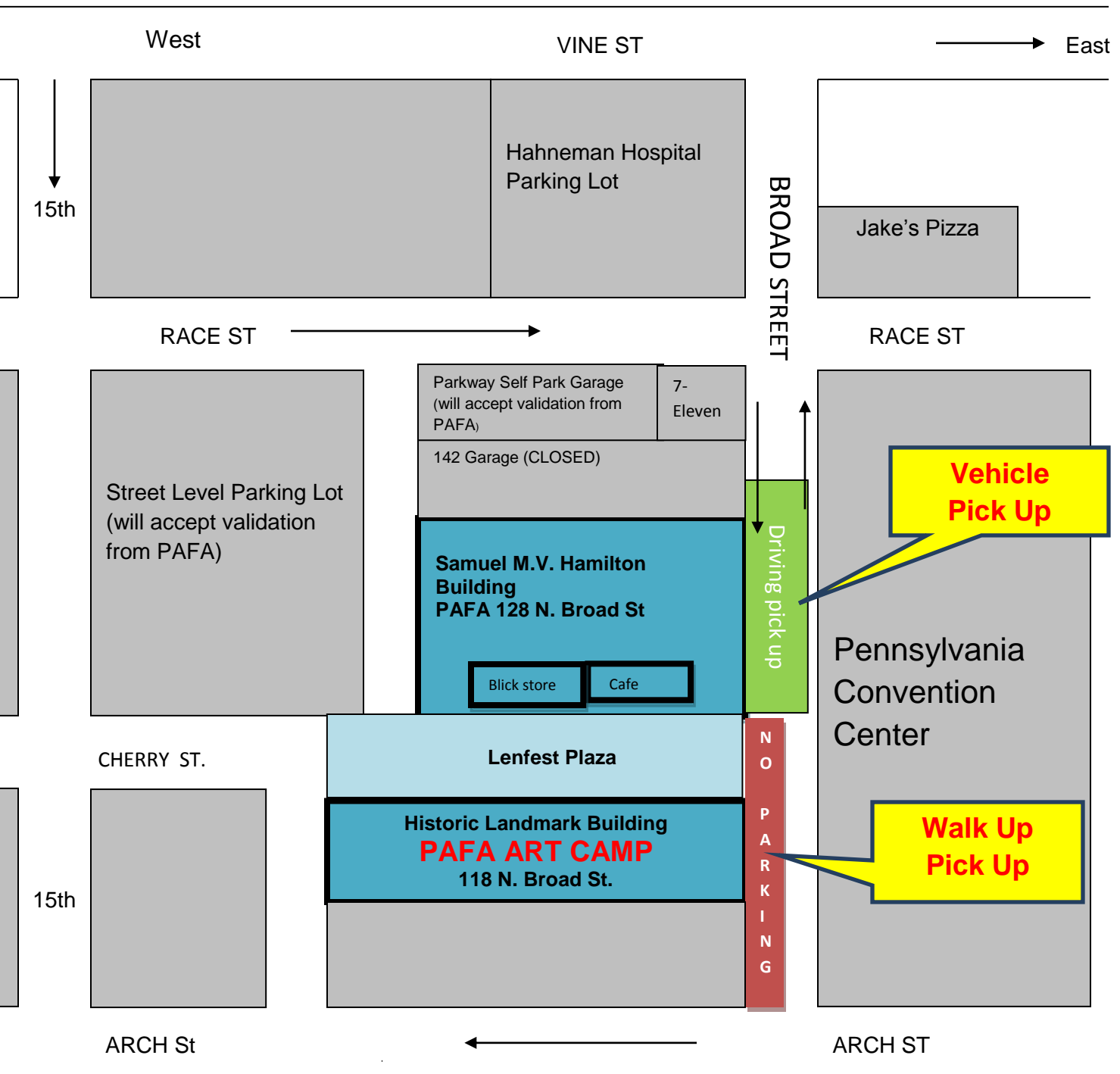
Hamilton West Lobby **215 972 2100**

## Dismissal procedures

Your child's safety is always our first priority. We will ask you to show your photo ID when you come to pick up your camper. There will be 2 staff members at each station to help you sign out. Another staff member will escort your child out to you. Your patience is appreciated.

  = PAFA CAMPUS

- **Vehicle** pick up will happen in front of the **Hamilton Building**.
- **Walk up** pick up will happen in front of the **Historic Landmark Building**.
- [Google Maps Link](#)



Please feel free to print this out to use  
as a placard for your car during driving  
pick up on Broad Street.



# SUMMER ART CAMP PICK UP