

# DECADES

2023 Summer Art Camp

time travel through art

**CAMPER & PARENT HANDBOOK**

## Camper & Parent Handbook

**Welcome to LeMoyne Arts Summer Camp!**

Welcome to LeMoyne Arts Summer Camp! If you are a returning camp parent, welcome back! If you are a new camp parent, welcome and thank you for providing us the opportunity to share the LeMoyne Arts camp experience with your child! We are sincerely committed to providing your child with a rewarding, memorable, and safe summer camp experience and are grateful you have entrusted us to do so!

This Parent Handbook is a reference for you and your child to review the camp policies, rules, and expectations. Please review this handbook prior to the start of your camper's session and go over the policies, rules, and expectations with your camper(s) as necessary.

This guide should answer the bulk of your camp questions, though, if any questions yet linger, please do not hesitate to contact our Education Director Kylie Nerney via email at [education@lemoyne.org](mailto:education@lemoyne.org) or by calling **850.222.8800 extension x804**.

# Camp Policies & Procedures

## Registration

Registration is on a first come, first served basis. There is no charge to be on a waiting list. There is no charge associated with transferring your registration to an alternate available session should you be unable to have your child attend a session as planned, but we ask you inform of us of this need in writing via email sent to [education@lemoyne.org](mailto:education@lemoyne.org) so we may adjust our rosters. Please inform us as soon as you are able if you need to cancel a registration so that others may take advantage of our camp program. All enrollment fees includes a nonrefundable \$100.00 deposit to secure your space in the camp. Should you choose to cancel your registration before the camp session begins you will be given a partial refund and forfeit the \$100.00 camp deposit. Cancellations requested and initiated during the week of camp are not eligible for a refund.

## Cancellations

LeMoyne Arts reserves the right to cancel the registration of any child whose parents verbally abuse staff, fellow campers, or camp parents. Such abuse may include but is not limited to malicious sarcasm, unwarranted criticism, yelling, screaming, and/or negative or discriminatory comments directed at staff, campers, or other parents. Should a case kind of abuse arise, the Education and Executive Directors of the LeMoyne Arts Camp reserve the right to take appropriate action to ensure the safety of all campers, staff, and camp parents. Likewise, should a student be found to be putting the health and safety of staff, other campers, or camper parents in danger, the director of the LeMoyne Arts Camp reserves the right to dismiss that child from the camp session. In such a case that a camper has exhibited extreme enough behavior to warrant their dismissal from camp, their guardian will be contacted for a discussion on the child's behavior with the Education Director. Such cases are rare and will only arise after repeated intervention on the behalf of camp staff has been proven ineffective. In these extreme circumstances, the child's registration is not eligible for refund as they are being dismissed for having breached the agreement of the policies, rules, and other guidelines outlined in this document.

## What to Bring to Camp

We ask all campers to come to camp each day with a water bottle, a packed lunch and at least two snacks. Campers are also welcomed to bring a smock, but many are available. We are happy to provide all the art supplies, and a summer full of fun!

Campers are permitted to bring personal electronic devices, but are expected to keep use to before camp programming begins, during free time, and after camp ends for the day. We try to ensure we maintain a dynamic and focused art making environment, and would like to keep the attention on the art! In case of an emergency, campers are welcome to use the phones in the director's office.

Each camper will have access to a cubby to keep their personal possessions in. These cubbies are open, and as such not secure. Please note this when helping your camper determine what to bring to camp. Additionally, we are an art making space, and at times things get messy! We encourage you to keep this in mind, and avoid sending your camper with anything that can not get messy.

Personal items that are not allowed include, but are not limited to:

- Bedding (pillows, blankets, etc.)
- Sharp objects (pocket knives, exacto knives, needles)
- Inappropriate paraphernalia
- Anything with crude/inflammatory language on it
- High value toys (to prevent any damage to them)

## Allergy, Medication and Accommodations

LeMoyne Arts will make every reasonable effort to accommodate campers with severe allergies, medication and other special needs. Campers with food allergies will be provided a clean space in which to enjoy their meals, and allergens will be kept separate from said space. All campers are asked to clean their hands before and after lunch, and this will be additionally stressed in groups where severe allergies are present. At no time will LeMoyne Arts staff publicize camper allergies beyond indicating the clean, allergen free eating area. The same policy stands for campers who require medication throughout the course of the day, or those with other needed accommodations. Should your camper have a medication they will be taking during the camp day, we ask you clearly label the medication and provide the education director with notice in writing on how/when your camper will be taking the medication so we can ensure that is done accordingly. This information is considered confidential and will not be disclosed by LeMoyne Arts staff. Our staff seeks to make the camp experience comfortable for all campers so if there is an accommodation your camper may require or benefit from, please let us know in advance.

## Supervision

Camp staff is comprised of a diverse group of individuals, all passionate about making this camp the best it may be! All staff and volunteers are screened through the Florida Department of Children and Families and will ensure campers are always safe and supervised during their time at camp.

Parents, guardians, and those approved to pick up campers at the end of the day will be asked daily to present a photo ID to staff at checkout. If the individual picking up the camper does not have a photo ID available, the guardian and/or emergency contact will be called to confirm the person's identity. Should there be an alternate person approved to pick up your camper that was not previously noted, we ask you provide us their name so we may add them to the approved list.

## Camp Hours

Camp programming occurs between 8:45AM to 5:00PM, with two snack breaks, a lunch period and free time period. Early drop off is available at no extra cost beginning at 7:45AM until classes begin 8:30AM. Pickup is available until 5:30PM.

Half day sessions are available for either the morning or afternoon portions of the day. Morning drop off begins as early as 7:45AM and pickup takes place during the lunch and free time window of 12:00PM to 1:45PM. Afternoon drop off occurs in that same window of 12:00PM to 1:45PM with pickup available until 5:30PM.

7:45 - 8:45 Early drop off

8:45 - 10:15 Art Making

10:15 - 10:30 Snack

10:30 - 12:00 Art Making

12:00 - 12:30 Lunch

12:30 - 1:45 Free time

1:45 - 3:15 Art Making

3:15 - 3:30 Snack

3:30 - 5:00 Art Making

5:00 - 5:30 Late pickup

## Structure

Campers will be grouped with other campers in their ages range and will be rotating studios daily, creating a variety of exciting artworks in one of four media; drawing/painting, mixed media, 3D sculpture, and ceramics! Camp art making periods will include discussion of technique, art history, the decade of the session's focus, and the artistic elements by which it is

defined. Campers are encouraged to engage in conversation, make new friends, share their artwork, and foster their inner artist!

If you have a camper who would like to be in a group with another camper, please let us know during registration by adding a note to your registration submission, or by sending us an email at [education@lemoyne.org](mailto:education@lemoyne.org) and we will try to accommodate the request to the best of our ability.

## Arty Party

The last Friday of each session we will be hosting an Arty Party in which parents/guardians are invited to view the campers work and celebrate their art making with refreshments! We welcome parents/guardians to bring snacks, drinks, plates, cups and utensils to support Arty Party. Following the Arty Party guardians and campers are welcomed to collect camper artwork. Campers may stay during the afternoon to watch a session related movie rated G or PG, and play games, or go home with their guardian after the party. All artwork not collected after Arty Party will be reviewed for camper names. Work that is identified will be saved for the camper, and unidentified work will be considered abandoned.

## Behavior Policy

Campers are expected to maintain appropriate conversations and behaviors while attending LeMoyne Arts Camp to ensure the camp is enjoyable for all who attend. Our camp is operated on a basis of respect, including respect for other campers, the instructors and staff, the materials, facilities, and the self. Should there be a pattern of disruptions to a productive camp environment we will take steps to address these disruptions. This may include speaking with a camper, their parent, or camp classes as a whole on behavioral expectations.

We ask campers cause no damage to the LeMoyne Arts Education Center, or other property. By no means are campers allowed to touch the sculptures in the garden, walk on the rims of the fountains in the garden, or enter the kiln space. This is for the safety of our campers and staff as well as the sculptures in LeMoyne Arts Center's permanent collection, which reside in the garden.

Camp staff will make every effort to ensure our camp is a positive and productive environment, facilitating art making, meals, and free times accordingly. Camp staff is trained and responsible for treating campers and their parents with kindness, and respect. It is our expectation they will be treated that same way in turn. Campers are expected to keep interactions with fellow campers pleasant and polite. Physical violence and acts of purposeful aggression will not be permitted at camp. Campers engaging in this behavior will be talked to individually and if the

behavior persists it will be addressed with camper guardians. Continued aggressive or otherwise problematic behavior may be met with a removal from camp.

Campers may find themselves frustrated through the learning and creative process. We encourage these campers to speak with their instructors or camp staff so we may find a suitable resolution for their frustrations. We are sincerely committed to making this camp a positive environment for all students and maintain a zero-tolerance stance on all forms of discrimination. Should we find that any student or staff member does not reflect this stance, we will act accordingly to correct this behavior. If your camper may have additional considerations, we may make to improve their camp experience, please let us know and we will be happy to do what we can!

LeMoyne Arts reserves the right to cancel the registration of any camper or their parent/guardian who verbally abuse staff, fellow campers, and camp parents, or contribute to a hostile environment. This includes malicious sarcasm, vitriolic criticism, yelling, screaming and/or rude negative comments directed at staff and/or other parents. Appropriate measures will be taken to ensure the safety of all campers, staff, and camp parents.

Please be mindful that the camp structure is set for long periods of time dedicated to art making. As in any school environment, the expectation is that children remain engaged in the art making process. Additionally, the camp environment is one which is built upon art learning and the growth and development of art making. It is our expectation that campers behave in a manner akin to how they would behave in a school environment. If your camper has special needs or accommodations that we as staff may make to improve their experience at camp, please let us know by notating them in the registration form. These may include but are not limited to allergies, physical or cognitive disabilities, mental health accommodations, or medications.

# 2023 Summer Camp Handbook

## Code of Conduct-Parent Signature

Please check beside each item and sign below.

\_\_\_\_ I have read and understand the policies and expectations laid out in the LeMoyne Arts “Parent Handbook”.

\_\_\_\_ I will discuss the policies and expectations included in the handbook with my camper and ensure they understand what is expected from them at camp.

\_\_\_\_ I acknowledge parents, guardians and campers are expected to follow the program rules and expectations regarding respectful treatment of fellow campers, staff, art media, facilities, etc.

\_\_\_\_ I acknowledge that an inability to abide by the policies and expectations laid out in the LeMoyne Arts “Parent Handbook” may result in a removal from the camp.

\_\_\_\_ I acknowledge that any program and/or staff issues, comments or concerns will be directed in a timely manner to the Education Director. ([Education@Lemoyne.org](mailto:Education@Lemoyne.org))

---

**Camper(s) Printed Name(s)**

---

**Parent/Legal Guardian Printed Name**

---

**Parent/Legal Guardian Signature**

**Date**

Signing this document signifies you understand LeMoyne Arts Policies and Procedures, as laid out in the “Parent Handbook” and you and your child will adhere to them while attending LeMoyne Arts camp. All program comments, concerns or questions should be directed to the Education Director ([Education@Lemoyne.org](mailto:Education@Lemoyne.org)).