



## Welcome to Art Camp at LeMoyne Arts!

Welcome to LeMoyne Arts Camp! If you are a returning camp parent, welcome back! If you are a new camp parent, welcome and thank you for providing us with 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 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

Camp registration is on a first come, first served basis. All registration must be done through the LeMoyne Arts website. At the time of registration please be sure to notify us of any additional needs, medications, allergies, etc. that may help us ensure a positive experience for your camper.

There is no charge to be on a camp 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 requests for transferring enrollment must be made prior to your originally enrolled session in writing via email sent to [education@lemoyne.org](mailto:education@lemoyne.org) so we may adjust our rosters accordingly.

## Cancellations

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 programming. All enrollment fees include a \$50.00 deposit to secure your space in the camp. Cancellations requested with more than a week of notice will receive a full refund, including the deposit. Should you choose to cancel your registration less than one week before the camp session begins you will be given a partial refund and forfeit the \$50.00 camp deposit. Cancellations requested and initiated during the week of camp are not eligible for a refund. All cancellation requests must be made in writing via email to [education@lemoyne.org](mailto:education@lemoyne.org).

LeMoyne Arts reserves the right to cancel the registration of any child themselves or whose parents/guardians physically, verbally or otherwise abuse staff, fellow campers, camp parents, or otherwise create a hostile camp environment. Such abuse may include but are 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 of abuse arise, the Education and Executive Directors of the LeMoyne Arts 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 excessively disruptive to the camp environment and other campers or a danger to the health and safety of staff, other campers, or camper parents, the directors reserve 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 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 come to camp each day with a water bottle, a packed lunch and at least two snacks. In our experience, sending your camper(s) extra snacks is advisable. Campers are also welcome to bring an apron or artmaking smock, but LeMoyne has many smocks available on campus. We are happy to provide all the art supplies, and a camp full of fun!

We ask electronics like gaming systems and tablets stay at home to ensure our focus stays on artmaking throughout the camp. We strive to maintain a dynamic and focused art making environment and would like to keep the attention on art! In case of an emergency, campers are welcome to use the phones in the director's office. Campers may bring cellphones, with the understanding that use is limited to free periods before camp, after lunch free time, and during pickup. We ask campers do not make recreational phone/facetime calls to friends during the camp day, and limit phone use to contacting guardians as needed. Campers are asked to avoid streaming platforms like Youtube during the camp day and avoid sharing devices among campers. Wifi information will not be made available to campers.

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 cannot get messy/be easily cleaned.

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

- Bedding (pillows, blankets, etc.)
- Sharp objects (pocket knives, Xacto knives, needles)
- Inappropriate paraphernalia of any kind
- Anything with crude/inflammatory language on it
- High value toys (to prevent any damage to them)
- Large fidget toys (3D-printed dragons, etc.)
  - Small fidgets may be permissible so long as they do not become a distraction

## Allergy, Medication and Accommodations

LeMoyne Arts will make every reasonable effort to accommodate campers with allergies, needed medications and other additional needs. To do so, we must be notified prior to the start of camp. Campers with food allergies will be provided with 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 complete a medical dispense form available on the camp webpage and submit it electronically to [education@lemoyne.org](mailto:education@lemoyne.org) or in person on the first day of camp. Please clearly label any medication with your camper's name and give to a staff member for safe keeping. 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 reasonable 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 can be! All staff and volunteers are screened through the Florida Department of Children and Families and trained to 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, staff will take steps to confirm the identity of the individual, including calling the guardian and/or emergency contact 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 to provide us their name so we may add them to the approved list.

## Camp Hours

Camp programming occurs between 9:00AM to 5:00PM, with two snack breaks, a lunch period and free time period. Early drop off is included into the cost of camp, and begins at 8:30AM until classes begin 9:00AM. Pickup is available until 5:30PM.

### **Camp Schedule:**

**8:30** Early Drop Off Begins

**9:00am - 10:30am** Art Making

**10:30am - 10:45am** Snack

**10:45am - 12:15pm** Art Making

**12:15pm - 12:45pm** Lunch

**12:45pm - 1:45pm** Free Time

**1:45pm - 3:15pm** Art Making

**3:15pm - 3:30pm** Snack

**3:30pm - 5:00pm** Art Making

**5:00pm - 5:30pm** Pickup

## Structure

Throughout a session of camp, campers will make a variety of art projects, exploring various media! Camp art making periods will include discussion of technique, art history, and the artistic elements to be considered in the project. Campers are encouraged to engage in conversation, make new friends, share their artwork, and foster their inner artist!

## 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 disruptive behavior we will take steps to address these disruptions. This may include but is not limited to speaking with a camper, their parents, and camp classes as a whole on behavioral expectations or in extreme circumstances dismissing a camper from a camp session.

Campers are to cause no damage to the LeMoyne Arts Education Center, or other property. Campers are not 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 both the safety of our campers and staff as well as the sculptures and facilities belonging to LeMoyne Arts.

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. This includes 'play fighting' and other unwanted physical contact between campers. Significant or continued aggressive actions or otherwise problematic behavior may be met with a removal from camp.

LeMoyne Arts reserves the right to cancel the registration of any camper who themselves, or their parent/guardian are found to be verbally abuse staff, fellow campers, and camp parents, or otherwise 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.

Campers may find themselves frustrated through the learning and creative processes. 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!

Please be mindful that the camp structure is set for long periods of time dedicated to art making. As in any structured education 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.

At anytime throughout camp, either the Education Director ([education@lemoyne.org](mailto:education@lemoyne.org) | 850-222-8800 x804), Studio Manager ([caroline@lemoyne.org](mailto:caroline@lemoyne.org) | 850-222-8800 x805) will be on site as the primary supervisor for the entirety of the camp. Should a camper or camp parent ever have any questions or concerns, they are always welcomed and encouraged to talk to the Education Director or Studio Manager either in person, by email, or phone.

# 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))

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

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**Parent/Legal Guardian Printed Name**

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**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)).