



Parent Handbook for Virtual 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 committed to providing your child with a rewarding, memorable and safe camp experience!

This Parent Handbook is a reference for you and your child, and should answer the bulk of your camp questions. Should any questions linger, please do not hesitate to contact us at education@lemoyne.org or by calling **850.222.8800**.

Camp Policies & Procedures

COVID-19 Safety Precautions

To ensure a safe environment for our campers and staff we have adopted a series of safety precautions to ensure summer long fun! These precautions include temperature checks at drop off, class pods, regular and thorough cleaning of our facilities and required masking while in the studios. Hand sanitizer is readily available in every studio, and campers and staff will be expected to regularly clean their hands with sanitizer or thorough hand washing. As the weather permits campers will be eating outside and enjoying their free time at a variety of outside stations.

All precautions are taken under the advisement of CDC recommendations for education and childcare settings. Should the CDC alter their recommendations we may alter our policies at any time to best protect all in attendance.

Should a camper be exposed to COVID-19 and unable to continue their camp session the remaining days will be offered as credit to a future session, or refunded minus the \$100.00 deposit, on a prorated basis of remaining days in a session.

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 to present a picture I.D. to staff at checkout. Should there be an alternate person approved to pickup your camper we ask you provide us their name so we may add them to the approved list.

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 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. This year the enrollment fee includes a non-refundable \$100.00 deposit. Should you choose to cancel your registration less than seven days before the camp session begins you will be given a partial refund and forfeit the \$100.00 camp deposit.

Camp Hours

Camp classes will be held from 8:30AM to 5:00PM, with two snack breaks, a lunch period and an hour of free time. Early drop off is available 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 at 7:45AM and pickup takes place during the lunch and free time window of 12:00PM to 1:30PM. Afternoon drop off occurs in that same window of 12:00PM to 1:30PM with pickup available until 5:30PM.

7:45 - 8:30 Early drop off
8:30 - 10:00 Morning class
10:00 - 10:30 Snack
10:30 - 12:00 Morning class
12:00 - 12:30 Lunch
12:30 - 1:30 Free time
1:30 - 3:00 Afternoon class
3:00 - 3:30 Snack
3:30 - 5:00 Afternoon class
5:00 - 5:30 Late pickup

Structure

Campers will be grouped in class "pods" of children in their ages range and will be paired with a morning and afternoon teacher for the duration of each session. Pods will be rotating studios daily, creating a variety of exciting artworks! Camp classes will include discussion of technique, art history, the genre of the session's focus, and the artistic elements by which it is defined. Campers will work in a variety of art media, ranging from paints and drawing materials to ceramic and collage elements to create their work. 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 LeMoyné 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.

Camp staff will make every effort to ensure our camp is a positive and productive environment, facilitating classes, 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 who may find themselves to be frustrated are encouraged to speak to their instructors and camp staff so we may help find a positive resolution.

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 child whose parents verbally abuse staff, or fellow campers and camp parents. This includes malicious sarcasm, criticism, yelling, screaming and/or negative comments directed at staff and/or other parents. Appropriate measure will be taken to ensure the safety of all campers, staff, and camp parents.

2021 Summer Camp Parent 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 rules and expectations included in the handbook with my camper and ensure they understand what is expected from them at camp.

I will review and discuss these policies and rules with my camper(s) to ensure they understand what is expected of them at camp.

I acknowledge Parents, guardians and campers are expected to follow the program rules and treat the staff with respect.

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)

**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**).