



Camper & Parent Handbook

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 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 art 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 Education Director Kylie Nerney via email at 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. We are usually able to accommodate transfers of your registration to an alternate available session but we ask you make this request in writing via email sent to education@lemoyne.org. 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 camp tuition includes a deposit to secure your space in the camp. Should you choose to cancel your registration up to seven days before the camp session begins you will be given a full refund, including the deposit. Cancellations in the week leading up to camp may be issued a partial refund and forfeit the 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 of this sort 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 camper be found to be putting the health, safety or comfort of staff, other campers, or camper parents in danger, the directors reserve the right to dismiss that child from camp. In such a case that a camper has exhibited extreme enough behavior to warrant their dismissal from camp, their guardian will be contacted. 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 welcome to bring a smock, but many are available. We are happy to provide all the art supplies, and a camp full of fun!

Campers are asked not to bring personal electronic devices (gaming systems, tablets, etc.) with them to art camp. Campers are allowed to bring cellphones, but are expected to keep use to

before camp programming begins, during free time, and after camp ends for the day, excluding emergency use. We try to ensure we maintain a dynamic and focused art making environment, and would like to keep the attention on art! In case of an emergency, campers are always welcome to use the phones in the education 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 cannot 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 or loss)
- Electronics (gaming systems and tablets)

Allergy, Medication and Accommodations

LeMoyne Arts will make every reasonable effort to accommodate campers with severe allergies, medications and other additional needs. To do so, we must be alerted to your campers needs in advance of the camp. To discuss accommodations, please contact the Education Director by emailing education@lemoyne.org, or calling (850)222-8800 x804.

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 or other form of accommodations throughout the course of the day. 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, or on site supervisor 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 in writing 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 available at no extra cost beginning at 8:30AM, and pickup is available until 5:30PM.

8:30 – 9:00 Early drop off

9:00 - 10:30 Art Making

10:30 - 10:45 Snack

10:45 - 12:15 Art Making

12:15 - 12:45 Lunch

12:45 - 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

Each day campers will be creating a variety of exciting artwork in a variety of mediums! Camp art making periods will include discussion of technique, art history and the artistic elements by which art comes to life. Campers are encouraged to engage in conversation, make new friends, share their artwork, and foster their inner artist!

Should enrollment qualify enough campers for multiple groups campers will be grouped with other campers in their ages range and will be rotating between two instructors and studios.

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 and we will try to accommodate the request to the best of our ability.

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, issuing warnings to the disruptive parties, and in extreme cases dismissal from camp.

We ask campers cause no damage to the LeMoyne Arts Education Center, or other property. By no means are campers allowed to draw on the studio walls, floors, and furniture, touch the sculptures in the garden, walk on the rims of the fountains in the garden, or enter the kiln space among other potentially damaging behaviors. This is for the safety of our campers and staff as well as LeMoyne Arts facilities and parts of the 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, threats of 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 otherwise

contribute to a inappropriate or hostile environment. This includes malicious sarcasm, vitriolic criticism, yelling, repeated inappropriate discussions, 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.

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)

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).