



Parent Handbook for 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 or by calling **850.222.8800 extension x804**.

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 for a background check through the Florida Department of Children and Families to ensure that 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 valid I.D. to staff at checkout. Should there be an alternate person approved to pick-up your camper, we ask you provide us their name in advance so that we may add them to the approved authorized pick-up list for that camper.

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 find your child is unable to attend a session as planned. In this instance, we ask that you inform us of this need as soon as possible so that we may adjust our rosters accordingly. Likewise, please inform us as soon as you are able if you need to cancel a registration. Many members of the community look forward to the summer camp every year, and we are eager to allow them the opportunity to attend should a spot open up!

This year the enrollment fee includes a nonrefundable \$100.00 deposit. In the event that you need to cancel your registration, a partial refund for the session will be issued so long as the cancellation falls within at least *seven days* prior to the start of your cancelled session. The \$100.00 non-refundable camp deposit will then, in this case, be forfeit.

Allergy, Medication, and Accom Policy

LeMoyne Arts will make every reasonable effort and accommodation for campers with severe allergies, and/or medication 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 eating area. The same policy stands for campers who require medication throughout the course of the day, or those with other 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 on how/when your camper will be taking the medication so we can ensure that is done accordingly. This information is 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.

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 and will continue until classes *begin* at 8:30AM. Pickup is available until 5:30PM. Half-day sessions are available for either the morning or afternoon portions of the day. Morning half-day drop-off begins at 7:45AM and pickup takes place during the lunch/free time window of 12:00PM to 1:30PM. Afternoon half-day drop-off begins at 12:00PM to 1:30PM with pickup available until 5:30PM.

A breakdown of the daily camp schedule is as follows:

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 by age in class groups and will travel through four studios during the full day participating in ceramic, drawing/painting, sculpture, and mixed media classes. Campers are encouraged to engage in conversation, make new friends, share their artwork, and foster their inner artist!

Throughout the day campers will have two snacks breaks, and one break for lunch, followed by a free time period featuring four stations campers may choose from.

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.

Arty Party

The last Friday of each session we will be hosting an Arty Party in which guardians are invited to view the campers work and celebrate their art making with refreshments! We welcome 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.

Personal Items

Campers are asked to bring backpacks, a water bottle, 2 snacks, and a lunch to camp. Many campers decide to bring small stuffed animals or toys for comfort, but we would like to stress that if a child does bring a personal item such as a stuffed animal or toy, they are to leave them in their cubbies during classes. Any toys kids bring are coming into an environment where they are liable to get paint or other art making materials on them. Parents and campers should be aware of this.

Phones and personal electronics are permitted in the building, but we advise that campers leave their phones in their cubbies/refrain from using them in class. In case of an emergency, campers are welcome to use the phones in the director's office. All other personal electronics including tablets, gaming devices, air pods, and the like are to be left in camper cubbies only to be taken out during lunch and free time.

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)

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 art materials, the facility, and the evolving self. Should a camper exhibit disruptive patterns, we will take steps to address these disruptions with the camper as deemed necessary. Such steps may include but are not limited to speaking one-on-one with a camper to better ascertain the nature of their issue, speaking with their parents for more direct mediation, or speaking with a camp class as a whole about 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 learning environment, supervising classes, meals, and free time activities accordingly. Camp staff is trained and expected to treat both campers and their parents with kindness and respect. It is our expectation and hope, therefore, that they will be treated the 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. Likewise, bullying of any form, whether it takes place within the camp or outside of it, involving campers will not be tolerated.

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.

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.

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.

2022 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 have read and understand the Covid-19 Safety Measures laid out in the LeMoyne Arts “Parent Handbook” and have discussed the implication of these measures with my camper(s).

____ I will discuss the rules and behavior expectations included within the handbook with my camper(s) and ensure that they understand what is expected from them while attending camp.

____ I acknowledge that parents, guardians, and campers alike are expected to follow the program rules and expectations regarding respectful treatment of staff and others.

____ I acknowledge that any program and/or staff issues, comments, or concerns are to be directed in a timely manner to the Education Director, Kylie Nerney, at Education@LeMoyne.org.

Parent/Legal Guardian Signature

Date

Signing this document signifies that you understand LeMoyne Arts Camp’s Policies and Procedures as laid out in the “Parent Handbook” and that 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, Kylie Nerney, at Education@LeMoyne.org.

(Revised 5/29/2022)