

## CAC Summer Arts Camp 2018 Policies & Procedures



Thank you for your interest in signing your child up for Columbus Arts Council (CAC) Summer Arts Camp 2018! The goal of Summer Arts Camp is to provide a safe, educational, and fun environment for children to experience the joy of the arts.

### Registration

The fee for Summer Arts Camp is \$100 per week. Before and After Care are \$20 each or \$30 for both. Students must be no younger than 5 years of age to register for camp. Students are not registered until receipt of the completed registration form, signed Policy Acknowledgement, and full payment. *We have limited openings, so it will be first-come, first-served.* Any returned checks and denied credit cards will incur a \$50 service charge. Refunds will only be issued in the event that a session is cancelled. No other refunds will be granted. We do not offer pro-rated fees or credits for missed or partially attended classes.

### Hours of Operation

Camp days/hours are Monday-Friday, 9:00 am-4:00 pm. Before Care is from 7:45 am-9:00 am and After Care is from 4:00 pm-5:15 pm. Only students registered in Before Care will be admitted prior to 8:40 am. Students must be picked up by 4:15 pm if they are not in After Care. Students must be picked up by 5:15 pm if they are in After Care. Late parents will be charged \$1 per minute. Before and After Care must reach a minimum number of students to commence, and if not met, will be cancelled and all payments reimbursed.

### Pick-Up/Drop-Off

Students must be signed in at the welcome desk by the front entrance. Parent/guardian will sign their name, time of arrival, and print the name of the person picking up their child. Please be prepared to present a valid form of photo identification if requested by staff when signing out. Name on ID must match the name on the "person picking up the child" column. **Students will NOT be released to unauthorized persons.**

### Camp Teachers

The CAC always strives to hire quality teachers who undergo the following procedures before acceptance into the program: An intensive application process, criminal background check, orientation/training, and timely submission of lesson plans. The teachers' performances will be reviewed continuously through observations and evaluations.

### Student Showcase

On Friday of every camp week, students will have the opportunity to showcase what they have learned through performances and/or exhibitions. Performances will be held upstairs in the Omnova Theater and exhibitions will be held downstairs in Art Underground or in the Main Gallery. Please plan to attend to support the students. You will be notified of the details closer to date.

### Meals

Students enrolled are provided with 2 snacks/drinks and a lunch/drink every day. Students may bring their own snacks and lunches. Snack/lunch bags must be labeled with the student's name and dropped off at the welcome desk every morning. Please bring lunches that do not need to be refrigerated or heated. All snacks and meals we provide will be nut-free and we also try our best to avoid other common allergens. Lunch and snack menu will be emailed to you about a week prior to camp. If you do not feel comfortable about any of the items on our menu, we ask that you send a snack and lunch with your child.

### Clothing and Other Belongings

Students must wear comfortable clothes that they can get messy in, just in case. Please don't wear anything that wouldn't be appropriate to wear to school. Aprons will be provided for potentially messy projects. The

staff is not responsible for any of the student's belongings and we do not have storage space, therefore, you should send as little as possible with your child, unless otherwise requested.

### **Health and Emergencies**

In the best interest of your child, as well as the other children and the staff, please do not send your child to the program when he/she is ill. If your child should become ill while at the program, you will be notified to come and pick up your child. We do not have the facilities or the staff to supervise and care for sick children. For students who become seriously ill or injured, the CAC staff will call 911 and immediately contact the parent or emergency contact person. Any allergy or medical condition must be noted on the registration form. Staff will NOT administer any medication to students and the Columbus Arts Council is not liable for injuries that may occur on site.

### **Student Code of Conduct**

Students are expected to behave in a responsible and respectful manner while participating in classes. For minor infractions, teachers and assistants will first try to divert the students' attention to something positive through actions such as eye contact, proximity, a gentle hand on the shoulder, or changing the direction of the lesson. Major/continuous disruptive behavior will not be tolerated and will be handled with our **Warnings** and **Strikes** procedure.

**Warnings:** These are issued by teachers and assistants. The students will have a clean slate every day.

- **1<sup>ST</sup> and 2<sup>nd</sup> Warning:** The teacher will verbally warn the student to stop his/her disruptive behavior.
- **3<sup>rd</sup> Warning:** The teacher will pull the student aside and issue the warning that they will be asked to leave the class and receive **Strike 1** if their disruptive behavior continues.

**Strikes:** These are issued by the camp coordinator, with the input of the teacher, to students who ignore the first 3 warnings. Strikes will stay with the student the whole week.

- **Strike 1:** If the student continues to misbehave after 3 warnings in one day, he/she will be issued a Strike 1 by the camp coordinator and will sit out for the remainder of the class. The student's guardian will be notified of the incident. Student and guardian will be required to sign a behavior contract.
- **Strike 2:** If the student continues to misbehave after receiving strike 1, he/she will receive a Strike 2. The student's guardian will be called to pick up the student. The student may come back to camp the next day. The student and guardian will be asked to sign a behavior contract once again.
- **Strike 3:** If the student continues to misbehave after receiving strike 2, they will receive a Strike 3. The student's guardian will be called to pick up the student. **The student will not be allowed back in the program. No refunds will be given.**

**\*\*Any student who jeopardizes the safety of any other student or staff member and/or brings/uses weapons, drugs, alcohol, or tobacco will be IMMEDIATELY expelled from camp with no other warnings or chances. **Bullying will also not be tolerated.** The CAC reserves the right to dismiss any student for behaviors described above without prior notice. Guardians will be called to pick up their child. Guardians of students who are dismissed will not be given a refund.**