



Summer Art Experience 2023

Parent Handbook



Camp Director - Jeanne Bootz Brown
camp.director@armoryart.org

811 Park Place, West Palm Beach, FL 33401
561-832-1776 | armoryart.org

TABLE OF CONTENTS

Our Mission	3
Hours, Days and Months of Operation	3
Activities Offered	3
Armory Tote Bags	4
Daily Camper Needs	4
Enrollment Procedures	4
Refund Policies	5
Arrival, Departure and Release Procedures	5
Art Work	5
Student Demeanor and Guidance Procedures	6
Conduct Policies	6
General Health Practices	7
Accident/Medical Emergency	7
Parental Communication	7
Scholarship Information	8
Health Policies for 2023	9
Reminder of Camp Hours	10

MISSION

Our mission at the Armory Art Center is to inspire the creation and experience of art.

HOURS, DAYS AND MONTHS OF OPERATION

The Armory Art Center Summer Arts Experience is offered during the day, Monday through Friday, for 8 weeks, June 5 – July 28, 9:00AM – 3:00 PM. There is no camp on July 4th.

ACTIVITIES OFFERED

Each camper is placed into his/her respective age group and guided through art activities that are geared for their development level. At certain points during the day, campers are brought together for special activities.

A typical camp day includes:

Junior Camp (Ages 6-8)

Activity	Time
Studio Class	9:00 – 11:00am
Lunch 6-8	11:00 – 11:30am
Recess	11:30am – 12:00pm
Cool down	12:00 – 12:15pm
Studio Class	12:15 – 2:30pm
Afternoon Snack	2:30 – 3:00pm
Dismissal	3:00pm – 3:30pm

Junior Camp (Ages 9-12)

Activity	Time
Studio Class	9:00 – 11:30am
Lunch 9-12	11:30-12:00pm
Recess	12:00pm – 12:30pm
Cool down	12:30 – 12:45pm
Studio Class	12:45 – 2:30pm
Afternoon Snack	2:30 – 3:00pm
Dismissal	3:00pm – 3:30pm

Teen Camp (Ages 13-18)

Activity	Time
Studio Class**	9:00am – 11:30pm
Lunch	11:30am – 12:30pm
Studio Class**	12:30pm – 3:00pm
Dismissal	3:00pm – 3:30pm

**Teachers may allow students to have a break for a snack in the classroom as time allows.

Early Care / After Care Pricing - Price includes all siblings

- Early care: 7:45AM–8:30AM \$10.00 / day or \$50 / week
- After care: 3:30PM–5:00PM \$30.00 / day or \$150 / week
- Early and After care \$40.00 / day or \$185 / week

Armory Tote Bags

Each child will receive one Armory Tote bag when camp begins.

Daily Camper Needs:

- 2 Healthy Snacks/1 Lunch
- Water Bottle (must have— **Water fountains will only be used to fill water bottles*)
- Comfortable Play Clothes (may get ruined)
- Close-Toed/Close-Heeled Athletic Shoes recommended – all else at parent's discretion
- Positive Attitude

Campers Do Not Need:

- Make Up
- Electronic Devices
- iPods or MP3 Players
- Video game devices
- Headphones
- Toys/Stuffed Animals
- Negative Attitude
- Money
- Weapons
- Trading Cards
- Jewelry

All necessary personal items that come to camp should be clearly labelled with the camper's name. Items that are lost will be placed in a lost and found area. Due to our limited storage space, if items are not claimed by the end of the camp session, they will be donated to local charities.

Please remember we are not responsible for lost, misplaced, damaged or stolen items.

All cell phones must be on silent mode.

We understand it is important to have contact with your child during the day, however, we ask that unless absolutely necessary, please have your child leave his/her cell phone at home. Our volunteers and teachers are asked to refrain from using their cell phones as well. Our camp is well staffed and there is a phone in each classroom as well as in each office. So, if a child needs to contact a parent, or vice versa, there are procedures in place for this. Please call **(561) 832-1776** and ask for the Camp Director.

ENROLLMENT PROCEDURES

All enrollment is done electronically at **www.armoryart.org**, by phone or in person. Tuition must be paid at the time of enrollment. Enrollment is not complete until payment has been received and your signed paperwork has been returned.

REFUND POLICY

Tuition is refundable up to five business days prior to the start of your student's camp week, minus 10% of tuition for cancellation. Please note that there is no refund for a student dismissed from camp due to behavior which endangers or disrupts camp activities.

ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

Parents are responsible for drop off between 8:30 – 9:00AM and pick up between 3:00 – 3:30PM. Parents who drop off children before 8:30AM and/or fail to pick up by 5:00PM without registering for extended care will be assessed the extended care fee (see below). All campers must be picked up from extended care by 5:00PM. The Armory reserves the right to withdraw a student from the program without a refund for failure to pick up your child by 5:00PM after the second offense. The Armory is not responsible for supervision of children dropped off before 7:45 AM.

All parents/guardians must sign their camper in and out each day. Your camper will only be released to the persons listed on the enrollment information form. This person will be requested to show proper identification. **Please make a note to bring your photo ID** to the camp site. Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the camp director.

If you indicated on your child's enrollment form that he/she may be released to a sibling under the age of 18, then the sibling must be listed as an authorized person to pick up your child on the child's enrollment form. If you wish for your child to have permission to walk or ride their bike home, then please contact the camp director to complete an additional form prior to your child being released from our care.

In any case concerning a custody clause or dispute, court documents must be provided.

ART WORK

Due to the scope of many projects, some will not be finished until the end of the camp week. We will send artwork home with your child when it is finished. Please let the Armory know of any pre-arranged absences your child will take from camp – if we know in advance, every effort will be made to help them complete as much of the project as possible.

Any artwork or personal items belonging to your children that are left behind will be held for **ONE week only**. Attempts to contact you via email or phone will be made. After this time, the Armory is not responsible for these items.

STUDENT DEMEANOR AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone's enjoyment of camp. Programs use positive guidance methods including reminders, distraction, logical consequences, and redirection. Self-

management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Campers are expected to work and play within known limits.
- Behavior expected of campers is age appropriate and according to development level.
- An atmosphere of trust is established in order for campers to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help campers become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Camper safety is the most important concern of the program; therefore, campers whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeated disruptive or dangerous behavior will be discussed with the camper's parent/guardian and can result in loss of privileges or activities, suspension, or termination from the program.

CONDUCT POLICIES

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual camper and will be used in determining the camper's eligibility to continue as a participant in the camp program. Infractions are documented in an incident/discipline report. Please make certain that both you and your child are completely familiar with these conduct policies.

A camper may be suspended or released from camp, without refund, for the following behavior while participating in the program:

- Leaving the Armory Art Center camp building site without permission or going into unauthorized areas
- Using foul language, fighting, being rude or discourteous to staff and other campers
- Verbal or written threats to staff or other campers
- Defacing school property or field facilities or any property visited
- Engaging in fighting, intentionally injuring another camper or bullying
- Bringing or using any illegal substances and/or weapons
- Public displays of affection
- Stealing or defacing another camper's property
- Refusing to remain with the group while at camp and during outings
- Refusing to follow check in and out procedures or refusing to follow basic rules of safety
- Refusing to participate in daily camp activities

Disciplinary procedure:

1. **First incident** - Parent notified by phone and/or in writing
2. **Second incident** - Disciplinary write-up
3. **Third incident** - The action taken at this point is at the discretion of the director.

(Range of discipline: one day suspension to removal from the program).

HEALTH/SAFETY GUIDELINES, ILLNESS AND EXCLUSION AND MEDICATION POLICY

General Health & Safety Practices

- Additional health policies related to COVID-19 are continued on page 9
- Campers with colds or illness will not be admitted. Please do not put The Armory in the position of refusing your child.
- Campers with head lice will not be allowed to attend camp. The Armory camp follows the same guidelines as the public school system.
- Please let The Camp Director know immediately if your child has a communicable illness or infection. This will allow for notification of parents of children attending the program. Campers with communicable conditions may not return to camp without a note from their physician.
- Prescription medications will not be administered.
- No camper may attend the program barefoot. Flip flops and sandals are not safe in a camp environment.
- A camper will only be released to those persons listed on the release forms in the enrollment information.
- All camp staff are required to check the identification of anyone whom they do not know. This includes parents, relatives, and friends.
- Staff will not be permitted to transport any camper.
- Anyone working with children is required by law to report any suspected child abuse. This includes physical, sexual, emotional, mental and neglect.
- Staff are not permitted to babysit or participate in non-Armory Art Center organized activities with participants in the program.

ACCIDENT OR MEDICAL EMERGENCY

The staff makes sure your camper's safety is their number one priority. Should your camper need medical attention, the camp director will try to notify the parents immediately. Parents are asked to notify the camp director immediately of any change of address or telephone numbers. If parents cannot be reached, the director has the authority to seek medical attention at the parent's expense.

If the situation is a major medical emergency, the camp director will call 911 immediately. The parents will assume fees for the emergency transportation.

PARENTAL COMMUNICATION

Open communication is especially important to the success of your child's camp experience. Parents are welcome visitors to our programs. Please check daily for posted notices, fliers or other information. Your feedback is welcome regarding our program at any time. Comments regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family are appreciated. A summer camp evaluation form will be made available at the end of each session. Please take a couple of moments to fill one out.

It is through these evaluations we make improvements. Your opinion counts!

SCHOLARSHIP INFORMATION

The Armory Art Center offers scholarships to its participants that are designed to fit your individual financial situation. Limited financial assistance is available to individuals and families who substantiate a need and have not received one before. Contact the camp director for more information.



Health Precautions to Keep Your Child Safe During our Summer Art Experience!

Our priority is your child's health and well-being. Therefore, The Armory Art Center has put into place the following health precautions:

- Currently we are not performing digital temperature checks before entering the building.
- Sanitizing the camp classrooms and supplies.
- The waiver and all paperwork must be completed before arrival; this is to avoid adults gathering as much as possible.

If your child is feeling ill or anyone in your family is sick, we ask that you please keep them at home.

A waiver with fully detailed policies is included in the camp paperwork and is required to be signed for your child to attend Summer Art Experience 2023.

Thank you for your continued support and for being a part of the Armory experience.

IMPORTANT NOTICE FOR PARENTS REGARDING CAMP TIMES

Parents/Guardians, we know your children love coming to camp early, but due to safety reasons please note that Parents/Guardians are responsible for drop off between **8:30 – 9:00 AM and pick up between 3:00 – 3:30 PM only.** Parents who drop off children before 8:30AM and/or do not pick up by 5:00PM, without registering for extended care, ***will be charged the extended care fee.***

This policy is to ensure your child's safety when on our campus before and after camp hours so that we can arrange for supervision to be here early/late. Thank you for following this protocol.

Parents/Guardians may also sign up for Early/After Care ahead of time by calling the Registrar's desk at 561-832-1776 and paying in advance.