



Summer Art Camp 2025

Parent Handbook

camp.director@armoryart.org

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MISSION

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

OPERATING DATES

The Armory Art Center Summer Art Camp is offered during the day, Monday through Friday, for 10 weeks, June 2 – August 8. There is no camp on July 4th. See below schedule for camp hours. Camps are for 2-week long periods; please reference your enrollment details.

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. There are also no refunds if your camper does not attend the full week of camp.

DAILY SCHEDULE, HOURS, & ACTIVITIES OFFERED

Students will stay with their age group and rotate together as a class to each of their 3 classes. A typical camp day includes:

Pre-K Camp (Ages 3-5)

Activity	Time
Regular Drop Off	8:45 am – 9:15 am
Studio Class	9:30 am – 12:00 pm
Pick Up	12:00 – 12:15 pm*

Junior Camp (Ages 5-12)

Junior campers will be grouped by the following age groups:

Explorers: Ages 5-6* | Adventurers: Ages 7-9 | Creators: Ages 10-12

**5 year old campers must have attended kindergarten or VPK to attend.*

Activity	Time
Regular Drop Off	8:45 am – 9:15 am
Studio Class 1	9:30 am – 11:00 am
Lunch/Breaks	11:00 am – 12:00 pm (bathroom, lunch, gallery, outside time weather permitting)
Studio Class 2	12:00 – 1:30 pm
Studio Class 3	1:30 – 3:00 pm
Pick Up	3:00 pm – 3:15 pm (*Aftercare available for fee, see below)

Teen Camp (Ages 13-18)

Activity	Time
Drop Off	12:45 – 1:00 pm
Studio Class	1:00 – 4:00 pm
Pick Up	4:00 – 4:15 pm*

**No aftercare available for Pre-K or Teen camp; an unscheduled late pick up will be charged \$1.00 per minute.*

ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

Parents are responsible for drop off between 8:45 – 9:15 AM and pick up between 3:00 – 3:15 PM.

Parents who drop off children before 8:45 am and/or fail to pick up by 3:15 pm without registering for extended care will be assessed the extended care fee (see below). All campers must be picked up from extended care by 4:30 pm. The Armory reserves the right to withdraw a student from the program without a refund for failure to pick up your child by 4:30 pm after the second offense. The Armory is not responsible for supervision of children dropped off before 8:45 AM.

Afternoon Extended Care

3:15-4:30 pm

\$100 per child, per week*

**Week 5 price \$80, 4 days only (no camp July 4)*

Time outside of the pick-up window will incur a charge for Extended Care as outlined above. Note that an unscheduled late pick up will be charged \$1.00 per minute. There is no aftercare available for PreK or Teen camp.

DROP OFF & PICK UP PROCESS

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.

Daily Camper Needs

- 1 Lunch / 2 Snacks (utensils, refrigeration and microwaves not provided)
- Water Bottle with leakproof lid—NOT reuseable cups with straws. (Water fountains will only be used to fill water bottles.)
- Comfortable Play Clothes (may get ruined). Dress for the mess!
- Close-Toed/Close-Heeled Shoes
- Positive Attitude

Campers Should Not Bring:

- Make Up
- Electronic Devices (iPads, Video Game Devices, etc.)
- Headphones
- Toys/Stuffed Animals/Trading Cards
- Negative Attitude
- Weapons
- Clothing with offensive language or images

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.

ART WORK

Due to the scope of many projects, some will not be finished until the end of the camp session. We will send artwork home with your child when it is finished.

Family Art Exhibit | Last Friday of the camp session from 2:30-3:00 pm. Enjoy the exhibit with the kids and then take artwork with you starting at 3pm.

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.

PHONE POLICY

- All cell phones must be on silent mode.
- **Phones may only be used during drop off, lunch break, and pick up times. They are not to be used during studio class time.**
- The Armory will not provide chargers for camper's phones
- 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. 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.

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

- **First incident** - Parent notified by phone and/or in writing
- **Second incident** - Dismissal from the program, parents will be contacted for pick up

HEALTH/SAFETY GUIDELINES

General Health & Safety Practices

- Campers with colds or illness will not be admitted. This includes fevers. 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!

Emergency Contacts: An additional emergency contact is required and they must be local and

reachable in the event a parent/guardian cannot be contacted. Please make sure you provide accurate information.

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. This form is available online through the camp information page.