



The Arts Center of the Capital Region

265 River Street • Troy, NY 12180 • (518) 273-0552 • www.artscenteronline.org

Dear Parent or Guardian,

Thank you for registering your child for camp at the Arts Center!

Enclosed, you will find important information about our camp program. Please carefully review these materials, as they explain critical information, such as:

- Pick-up and drop-off information
- Camp policies
- Expectations
- Lunch/snacks/attire
- And more!

Please also find the enclosed forms, which need to be completed and brought to the first day of camp.

Please feel free to contact **Caroline Corrigan, Education Manager**, with any questions or concerns about the Arts Center's Camps at 518-273-0552 x222 or caroline@artscenteronline.org

We look forward to an exciting week at camp!

Caroline Corrigan

STUDENT INFORMATION FORM

Child's Name _____ Child Prefers to be Called _____

Birth Date _____ Age _____ Male Female

Parent/Guardian Name _____ Daytime Phone _____

Cell Phone _____

Approved adults besides parents who may be picking up your child:

Name _____ Relationship _____

Phone _____

Name _____ Relationship _____

Phone _____

Other Emergency Contact 1 _____ Relationship _____

Daytime Phone _____

Cell Phone _____

Other Emergency Contact 2 _____ Relationship _____

Daytime Phone _____

Cell Phone _____

Physician's Name _____ Phone _____

Has your child had any of the following? Please circle all that apply.

Heart Disease Scarlet Fever Chicken Pox Severe Allergies Asthma/Hay Fever

Has your child had surgery? Yes No If yes, please explain: _____

Does your child have Epilepsy? Yes No

Does your child have Diabetes? Yes No

If yes, does he/she take insulin? Yes No If yes, please list insulin type and dosage: _____

Does he/she take medication? Yes No

If yes, please list purpose, drug names and dosages: _____

Please add anything we should know about your child's health that will assist in understanding your child's special needs:

Consent Of Parent/Guardian For Emergency Treatment

I, [Parent/Guardian [name] _____], pursuant to the authority vested to me as parent/guardian of [child's name] _____, do hereby authorize the staff of The Arts Center of the Capital Region, to exercise for me and on my behalf all my rights and duties with reference to medicines and hospitalization, including care and treatment by any means deemed necessary for the emergency care of my child.

Signature _____ Date _____



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RELEASE FROM LIABILITY FOR VACATION ARTS PROGRAMS

I, the undersigned parent/person having legal custody/guardianship of _____
[child's name] agree that while s/he is in the Arts Center Summer Camp, I am bound by this agreement:

RULES OF BEHAVIOR

I acknowledge that all students are expected to follow established basic rules of behavior, including showing respect to other students, visitors, and staff while at The Arts Center of the Capital Region or during any class activity, such as a field trip. Students must comply when asked to refrain from running, swearing, yelling or other activities deemed inappropriate. Any child who repeatedly disrupts other students' work and play or displays rude and inappropriate behavior in public will be asked to refrain from such behavior and may be temporarily removed from program activities. If the child continues his/her disruptions, his/her parent or guardian will be called and asked to remove the child from the premises. No refunds will be given if the child's removal from the program is necessary.

RELEASE FROM LIABILITY

I give permission for her/him to participate in the Arts Center's children's programs. S/he is physically able and mentally prepared to participate in all activities as described in the announcement for the program. If my child has physical or mental limitations, I will notify the Camp staff in advance.

I authorize the staff of the Arts Center of the Capital Region to seek medical treatment for her/him while s/he is attending camp, and I fully understand that there may be risks inherent in or associated with my participation in this activity. I hereby ASSUME ANY AND ALL RISK of bodily and personal injury, death and damage to personal property, whether known or unknown, foreseen or unforeseen.

Furthermore, I hereby RELEASE FROM LIABILITY and agree to INDEMNIFY, DEFEND AND HOLD HARMLESS The Arts Center of the Capital Region, its agents, servants and employees, from and against claims of any kind for known or unknown, foreseen or unforeseen bodily and personal injuries, death or damage to property which may arise, result from or be associated with my participation in this activity.

I understand that this is an ASSUMPTION OF RISK and RELEASE OF LIABILITY that will legally PREVENT me or any other person from filing suit or making any other legal claim for bodily and personal injury, death or damage to personal property sustained by me. I, nevertheless, enter into this agreement freely and voluntarily and agree that it is binding on me, my heirs, assigns and legal representatives.

PERMISSION TO GO OUTSIDE

I hereby give permission for my child, under Arts Center staff supervision, to leave the premises to eat and play outside during lunch breaks and during classes in which the lesson plan includes walks or outside activities. I understand that my child will only be permitted to leave the building weather permitting. I hereby accept full responsibility for this participation and waive and release all claims for damages against The Arts Center of the Capital Region and its agents or representatives for any injuries or harm sustained by my child as result of this participation. By my signature below, I acknowledge that I have read and understood the implications of this permission slip and waiver of responsibility.

PHOTOGRAPHY PERMISSION

By my signature below, I authorize The Arts Center of the Capital Region to take and use photographs and videotapes of the child listed above, of whom I am a legal parent/guardian, for purposes of its public relations and advertising activities and understand that I will receive no compensation for such use.

Parent/Guardian's *Printed Name* _____

Signature _____ Date _____



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SELF SIGN-IN/OUT PERMISSION SLIP

**** Applies only to camp attendees 12 and older. ****

I will not be picking up and dropping off my child during his/her attendance at the Arts Center's Summer Camp.

Therefore, I, [parent/guardian name] _____, [child's name] _____,
permission to sign his/her self in and out at the beginning and end of the day while attending summer camp at the Arts Center of the
Capital Region.

Parent/ Guardian's Signature _____ Date _____



THE ARTS CENTER

OF THE CAPITAL REGION

CAMP INFORMATION FOR STUDENTS AND PARENTS

The Arts Center's Summer Camp goals are:

- To provide creative learning experiences that are fun and engaging
- To help young people develop self-esteem and esteem for their peers
- To encourage young people to interact and relate with others in a safe supportive atmosphere
- To expand students' ideas of what art is and can be
- To help to build a lifelong love of the arts

The following ideals are important and drive the Arts Center's Summer Camp programming:

- Activities should be "process-oriented" focusing on learning – not product
- Whenever possible activities should reflect ethnic and gender diversity
- Activities should be "kid-driven" with instructors responding to the needs and interests of all students
- Each student will be embraced by camp staff and student peers for his/her individuality, unique strengths and creativity.

Commitment

It is important that all students understand that they *MUST BE ON TIME AND PRESENT ALL DAY, EACH DAY OF THE PROGRAM*. Student absences are extremely disruptive to the creative process and often students who have been absent feel left out of activities. While illnesses and emergencies will happen and will be coped with, it is important that they be kept to a minimum.

Staff

The Arts Center's Camps are overseen by Caroline Corrigan, Education and Exhibitions Manager. Caroline is on-site during the program, supported by discipline-based arts teachers who serve as the full-time staff for the program, all with experience in both education and the arts. Instructor biographies are enclosed. Junior counselors are also assigned to the Summer Camp program to assist staff and students. Please direct any concerns to Caroline by calling 273-0552 x 222 or e-mailing caroline@artscenteronline.org.

Vacation Camps Schedule

The camp program, unless specified as otherwise, begins at 9:00 A.M. and ends at 4:00 P.M. Child care is available for one hour before camp starts (8-9 A.M) and one hour after camp ends (4-5 P.M.) each day. For child care information, please see page 3. Staff members are on duty throughout the entire day including snack time and lunch breaks, pick-up and drop-off.

What to wear/bring

Students should wear comfortable "play clothes", items that are not too loose or too tight and allow them to move comfortably. Please bear in mind that the Arts Center is air-conditioned and some activities are held outside. Both a sweatshirt and sunscreen are good items to have on hand. Students are welcome to bring a smock to wear during messier activities. Please label everything with your name! Students are not provided with individual storage spaces (i.e., cubbies) for their personal items, so it is recommended that students bring backpacks.

Do not bring objects of value! The Arts Center is not responsible for any lost, stolen, or damaged items. We recommend that students do not bring cell phones, iPods, or any other small electronics. In case of emergency, parents are welcome to reach their children during the daytime through, Caroline Corrigan, on her office phone at 518-273-0552 x 222. Parents may also call the Arts Center front desk at 273-0552 x272. Small electronics such as an mp3 player or video game may only be used during AM/PM Care and recess, but cell phone usage is not permitted at all except to contact a parent in an absolute emergency or for pick up at the end of the day.

Food

There are two snack breaks and a lunch hour each day. *STUDENTS MUST BRING FOOD AND DRINK FOR LUNCH AND TWO SNACK TIMES*. On Thursdays, students will have the option of buying pizza, juice and a cookie for \$5. Students will still need to bring their own snacks on pizza Thursdays. Except on pizza Thursdays, *IT IS NOT POSSIBLE FOR STUDENTS TO PURCHASE SNACKS OR LUNCH*

DURING THE PROGRAM DAY. Refrigeration and microwave are not available. Beverages must be stored in non-breakable containers. Students are welcome to bring a water bottle (filled with water only) that closes tightly.

Because many children have food allergies or are sensitive to ingredients in certain food products, it is our policy that lunches not be traded or shared between students. We also ask that students do not bring peanut-butter or peanut products on the first day of camp, so we can make sure there are no children allergic to peanuts; some who have this allergy can not even be in the same room as a PB&J. A notice will be sent home on the first day of camp with further information on this matter.

Sometimes lunch will be held outside, and at other times, G-Rated movies and games will be offered indoors during lunchtime. Please note, food is not allowed during classroom times due to the presence art materials and sensitive equipment.

Field Trips

Occasionally, the Arts Center Summer Camp will include a field trip. In this case, students will be notified in advance and asked to confirm permission.

Program Rules

The following rules apply to all students at the Arts Center's Summer Camp:

1. Students are first and foremost expected to be kind and respectful to their peers, the program staff and facility, and themselves. This includes use sharing, listening, and being aware of personal space.
2. Eat breakfast before you come, and bring your own lunch and snacks each day. Students are not permitted to leave the premises during the day to buy food outside of the building; it is their responsibility to bring their lunch each day. Chewing gum is not allowed.
3. Students may not leave the program area for any reason unless accompanied by a staff member.
4. Teen students may use the vending machine in the basement to purchase a snack or drink. Children under 11 must be accompanied by an adult or counselor.
5. Cell phones, mp3 players, game consoles or other electronic devices are not permitted during classroom time. Students may only use an mp3 player or game console during recess, AM care and PM care. Phones are only to be used in an absolute emergency, or to contact a parent at the end of the day for pick up. Failure to follow rules or disruptive use of these devices will result in your device being taken away and given back to a parent at the end of the day with an explanation.
6. Students may be using paint, glue, needles, pins and other substances that may cause injury if used incorrectly. Always follow safety instructions given by the teacher.
7. Dress appropriately at all times. Wear clothes and shoes that allow you to move comfortably and that can get messy.
8. Ask questions and always communicate with us to ensure a positive experience.

Discipline Policy

The Arts Center has the right to dismiss a student for repeated poor behavior. This can include purposeful physical harm of another student or staff, refusal to participate or follow directions, repetitive use of harsh language, and failure to improve upon disciplinary action. The Arts Center operates on a three strike policy. Students may be asked to sit out of activities as a result of a strike. After three strikes, the student will be reviewed and may be expelled from camp. The Arts Center will not issue a refund to a student who has been expelled.

First Aid/Medicine

The Arts Center is equipped with basic first aid supplies. If a child needs to take medication during the camp day, it must be sent in the original container with specific directions clearly noted. A note from a parent or guardian must accompany the medication giving permission for the Arts Center staff to administer it. All medications will be held in a locked container. Please note, according to regulations from the New York State Health Department, over-the-counter medications cannot be administered by program staff. This includes any form of aspirin or ibuprofen. Students who require sun protection should bring it with them. Students are responsible for applying their own sun protection at their discretion.

Special Needs Policy

It is the goal of our program is to provide all participants with a safe and enriching experience. The Arts Center will make every effort to accommodate students with special needs in accordance with New York State law. Parents/Guardians are asked to work with the Arts Center staff to ensure that this goal is met. *PLEASE BE FORTHCOMING AND PROVIDE US WITH THE INFORMATION WE NEED TO PROVIDE YOUR CHILD WITH A POSITIVE EXPERIENCE!*

The following guidelines have been established to facilitate positive, fair, and equitable experiences for all campers:

- Parents/guardians are asked to inform camp staff (prior to the beginning of camp) of any special needs that may impact a child's full participation in camp activities. This includes any special physical or emotional challenges that may require special attention or arrangements.
- **If a child requires a one-to-one aide at school, the child will likely require a one-to-one aide at camp. It is the responsibility of the parent/guardian to make arrangements with cooperating agencies and program staff prior to the beginning of camp to provide such assistance. The Arts Center cannot provide your child with an aide.**

Pick-up and Drop-off Policies

The Arts Center Summer Camp begins promptly at 9:00 am each morning and will end at 4:00 pm. In order to accommodate the schedules of parents who need to drop their children off sooner and/or pick up their children later, the Arts Center offers before and after care. Child care is available for an hour before camp starts (8-9 am) and an hour after camp ends (4-5 pm) each day. **Child care per session, per child costs \$5. (For example, the cost of A.M. care and P.M. care for an entire week of camp costs \$50 per child. The cost of A.M. care only for one week of camp would cost \$25). Each additional half-hour after 5PM will incur an additional \$5 charge. Parents must notify The Arts Center if they will be late.** At drop-off and pick-up time, parents should pull their cars in front of the River Street entrance.

- **Parents must sign their children in and out at drop off and pick up each day.**
- **Parents must notify The Arts Center if an adult not listed on their forms will be picking up their child.**

How to Get to the Arts Center

From the South:

- Take I-787 North to Exit #8 (23rd Street/Green Island).
- Turn right at the end of the ramp onto Lower Hudson Avenue and continue to the next stoplight.
- Turn right onto the bridge and again turn right leaving the bridge onto 3rd Street, following the curve past the bus stop.
- At the stoplight (Uncle Sam statue to your right), turn right onto River Street and continue south to 265 River Street.
- The Arts Center is located on your right within 2 blocks, across from Monument Square.

From the North:

- Take I-787 South to exit #8 (23rd Street/Green Island).
- Turn left at the end of the ramp onto Lower Hudson Avenue and continue to the stoplight.
- Follow underlined direction above.

From the West:

- Take Rte.7 East taking Downtown Troy exit off the Collar City Bridge.
- At the second stoplight take a right onto Federal Street and a left turn at the next light onto 3rd Street. Follow the curve past the bus stop.
- At the stoplight (Uncle Sam statue to your right), turn right onto River Street and continue south to 265 River Street.
- The Arts Center is located on your right within 2 blocks, across from Monument Square.

From the East:

- Take Rte. 7 West, Hoosick Street, to River Street
- You go under the bridges and turn left on River Street
- Stay on River Street, past the bridge, see Dinosau BBQ on your right as you are directed onto 3rd Street. Follow the curve past the bus stop.
- At the stoplight (Uncle Sam statue to your right), turn right onto River Street and continue south to 265 River Street.
- The Arts Center is located on your right within two blocks, across from Monument Square.

Communication

Through effective communication, we can help to make each child's experience at the Arts Center Summer Camp the very best it can be. Please ask questions and share any concerns you may have with the program staff.

Caroline Corrigan, Education Manager at the Arts Center, can be reached at 273-0552 x222 or caroline@artscenteronline.org. Phone messages and e-mails are checked frequently and may be left at any time.

We look forward to spending a wonderful and creative week with you!