

ARTS CENTER PARENT PACK

Dear Parent or Guardian,

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

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



THE ARTS CENTER OF THE CAPITAL REGION
265 RIVER ST, TROY, NY 12180 | 518-273-0552
artscenteronline.org

All Enclosed Forms Must Be Filled Out Prior to Camp

These documents allow our staff to ensure the best experience for all campers at the Arts Center

CAMP SCHEDULE

9:45am-10:00am

Camper Drop off

10:00am-11:30am

Studio Activity

11:30am-11:45am

Snack Time

11:45-1:00pm

Studio Activity

1:00pm

Camper Pick Up

***EVERY FRIDAY COME 15 MINUTES EARLY TO GET A
TOUR OF WHAT YOUR CHILDREN HAVE MADE!**

CAMPER CHECKLIST

1 Packed Snack

*Smocks are encouraged but not required

STUDENT INFORMATION FORM

Child's Name _____ Camp Name _____

Birth Date _____ Age _____ Male Female Non-Binary

Pronouns _____

ETHNICITY (optional; check all that apply)

White _____ Black or African American _____ Hispanic or Latino _____ Asian _____ American Indian or Alaskan Native _____ Other/prefer not to say _____

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 _____ Relationship _____

Daytime Phone _____

Cell Phone _____

Physician's Name _____ Phone _____

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: _____

IMPORTANT

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 _____

SELF SIGN-IN/OUT AGREEMENT

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

By checking the box below, I am agreeing to allowing my child to sign themselves in and out of camp. I will not be picking up and dropping off my child during his/her attendance at the Arts Center's Summer Camp.

I agree to allow my child to sign themselves in and out of camp (Child MUST be 12+)

CAMP INFORMATION FOR STUDENTS AND PARENTS

The Arts Center's 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 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.

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. 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. In case of emergency, parents are welcome to reach their children during the daytime through Rachel on her office phone at 518-273-0552 x 230. Parents may also call the Arts Center front desk at 273-0552 x272

Food

There is one snack break during the day for 15 minutes. 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 cannot 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.

Program Rules

The following rules apply to all students at The Arts Center's Camps:

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 snacks 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. Cell phones, mp3 players, game consoles or other electronic devices are permitted, but we ask campers to refrain from using electronic equipment during studio time, unless otherwise advised by the instructor.
5. 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.
6. Dress appropriately at all times. Wear clothes and shoes that allow you to move comfortably and that can get messy.
7. 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.

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 Arts Center fully respects the confidentiality of each camper.

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 plan 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.**

RELEASE FROM LIABILITY

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.

ARTWORK RELEASE I understand that The Arts Center has limited space; therefore, any of my student's artwork left at The Arts Center longer than one month following the final date of class becomes property of The Arts Center and is subject to being discarded.

PHOTOGRAPHY PERMISSION We appreciate your cooperation and consent in allowing us to photograph/video/audio record/interview your student. These images/videos/audio/interviews will be used with respect and consideration. By allowing The Arts Center or its designated representative to take such photographs/videos, I grant The Arts Center of the Capital Region, its agents and assigns, unrestricted permission to use, publish, modify, edit, enhance, transfer and/or disseminate my student's image (which includes still, video or motion images including voice), together with the student's first name as an identifier, including but not limited to using the images in print, video, electronic or digital media, social media sites, and websites, all without further notification to me. I understand that all copyrights and other rights to the images will be owned by The Arts Center of the Capital Region; to the extent that any such copyrights or other rights are not transferred hereunder, I grant The Arts Center of the Capital Region, its successors and assigns an irrevocable, perpetual, worldwide, royalty-free, exclusive right and license to publicly use, display, modify, reproduce, assign and distribute the images. No compensation will be paid for these images or statements. I release and discharge The Arts Center of the Capital Region, and all persons acting with authority from The Arts Center of the Capital Region, from any damages, expenses and liability for the use, modification, transfer/dissemination, publication or copyrighting of the images or statements. I have carefully read and understand this release form and I am signing it knowingly and voluntarily.

I have read and fully understand the contents of this Parent Pack:

Parent/Guardian Signature: _____

Date: _____