

SUMMER YOUTH ARTS CAMP POLICIES AND PROCEDURES

1. **TIME**: The camp will be open from 9:00 a.m. to 5:00 p.m., Monday - Friday. Each child is expected to arrive at camp by 9:30 a.m. and be picked up by 5:00 p.m. unless arrangement has been made for extended care hours. Extended care is from 7:30 a.m. to 9:00 a.m. and 5:00 p.m. to 6:00 p.m.
2. **EXTENDED CARE/OVERTIME**: Overtime care charge is \$1.00 for each five minutes after 5:00 p.m. (6:00 p.m. for extended care)
3. **FEES**: The fees for the Summer Arts Enrichment Camp are:
 - a) **Registration**:
 - A one time registration fee of \$5.00 per child (covers T-shirt & insurance) payable in advance.
 - Registration fee payable in advance. Camp fees are payable in advance on Friday for the following week. (Limited partial scholarships are available. Please call for details. Must be arranged in advance.)
 - b) **Weekly Fees**:
 - 1 child - \$15.00 per week (\$25.00 extended day)
 - 2 children same family \$13.75 ea. (\$23.75 ea. extended day)
 - 3 or more children same family \$12.50 ea. (\$22.50 ea. extended day)
4. **RETURNED CHECK POLICY**: There will be a \$25.00 charge for all checks returned because of insufficient funds. When a check is returned, another check will not be accepted in its place.
5. **DRESS**: Children should wear washable clothing in which they will be comfortable. Please send your child with a large T-shirt or apron they can get dirty.
6. **MEALS/SNACKS**: Lunch each day is to be provided by the parents for the child. The Art Center will provide snacks; if your child is on a special diet, you must supply or arrange for snacks.
7. **REGISTRATION PROCEDURE**: An enrollment and health form must be completed on each child before he/she will be permitted to start camp.
 - a) **Medication**: All medications for your child should be delivered only to staff. No medications will be given to your child unless a signed permission slip is on file. Health Permission Form attached.
 - b) **Illness**: Students who are ill are not to come to camp. Parents will be notified if a child becomes ill during the day. A child who becomes ill will be kept in an isolated area away from other children until the parent arrives to take him/her home early.
8. **FIELD TRIPS**: Permission slips must be signed by parents for each field trip taken. A child will not be permitted to go on any trips if the permission slip has not been signed.
9. **PICK UP**: Parents must include on the registration form any additional person who is authorized to pick up a child, including their relationship to the child and their contact information.