



CAMP ARTREACH SUPPORTED BY:



# Camp ArtReach, 2011

## Contact Information, Policies & Procedures

### **Important Contact Information**

#### **Camp ArtReach on-site Phone:**

Cell Phone: 720-849-1271

#### **Camp ArtReach Registration:**

Phone: 303-433-2882 x236

Email: [karla@artreachdenver.org](mailto:karla@artreachdenver.org)

#### **Camp ArtReach Financial Office:**

Phone: 303-433-2882 x100

Email: [karye@artreachdenver.org](mailto:karye@artreachdenver.org)

#### **Camp ArtReach Program Information**

Phone: 303-433-2882 x236

Email: [sarahg@artreachdenver.org](mailto:sarahg@artreachdenver.org)

#### **Camp Coordinator**

Phone: 303-433-2882 x223

Email: [sarahjensen@artreachdenver.org](mailto:sarahjensen@artreachdenver.org)

#### **Camp ArtReach Emergency Phone:** 720-334-3550

This emergency number should be used if you drop your child off and a staff member is not present for their work shift or if you are locked out of the building during regular camp hours. Please do not call this number to report a child's absence or late pick-up in a program.

#### **CAMP ARTREACH LOCATION:**

The First Universalist Church of Denver  
4101 E Hampden Ave.  
Denver, CO 80222

## Parent/Guardian Policies and Procedures

Please know that Camp ArtReach is all about fun, but first and foremost is the safety of your child.

**NOTE: Parents/Guardians of returning campers, please read through this information carefully as much of it has changed, thank you!**

### Refunds

- Refunds will not be given.
- If your camper is unable to attend his/her scheduled workshop please contact the ArtReach office or the Camp Coordinator immediately; we will work with you to re-schedule your camper into a workshop that better fits his/her needs.
- If re-scheduling your camper is impossible or his/her desired workshop is full please consider your payment a tax-deductable donation.

### Medications:

Camp ArtReach Counselors and Staff will not administer or dispense medication of any kind. If your child requires medication, testing or medical monitoring, he/she must be able to administer it him/herself, or an adult caregiver must be on-site to do so.

If your child needs to bring medication to camp, INCLUDING an Epi-Pen, please notify camp staff upon your child's arrival. Camp staff will explain to you and your camper where they can safely keep their medications while they are at camp for the day.

### Drop off and Pick-Up

Because your child's safety is our first concern, please follow these guidelines when dropping off and picking up your child:

- Please do not arrive more than 5 minutes before your workshop is set to begin.
  - You are responsible for staying with your camper until they have been checked in by an ArtReach staff member.
- Parents/Guardians are required to escort their camper(s) to the sign-in table inside the building.
  - Campers will be escorted from here to their care session or workshop by an ArtReach Staff member.
- Parents/Guardians MUST sign their child in and out EVERY DAY in the camp binder or clipboard.
  - Parents must come into the building to pick-up their children.
  - Campers are released only to persons listed on the information card after proper ID has been checked.
- To maximize the time your child spends on their artwork and to minimize

disruption of the other students and teachers, please do not be late to class.

### **Late Pick-Up**

A fee of \$2.00 per minute will accrue beginning the minute after your camper's scheduled workshop or care session has ended.

**\*This balance MUST be paid before you camper can attend his/her next workshop or care session.**

When a child has not been picked up from camp 30 minutes after the program has ended and staff has attempted to reach all listed emergency contacts, staff will call the appropriate authorities.

### **Absences**

- Refunds will not be made for missed days of camp.
- If your child will not be attending Camp ArtReach because of a scheduled appointment, vacation or other planned absence, please notify the staff in advance.
- If your child is ill, please call the camp cell phone.
- If a child does not arrive as expected, a phone call will be made to verify the child's absence.

### **Paperwork**

**\*The following items must be SUBMITTED AT LEAST ONE WEEK BEFORE THE START OF CAMP, in order to secure your child's space\***

Your registration is not complete and your camper's space is not saved until ArtReach has received:

- Complete Registration Packet for each camper
- Immunization Records for each camper (a current copy)
- Payment in Full

### **Age**

Campers must be between the ages of 5 and 12. Campers older and younger than this will be sent home with their parent/guardian without a refund.

### **Clothing**

- No loose and baggy clothing
- Closed toe and heel shoes and socks. (no sandals, flip-flops, Crocs, or shoes that you just slide on).
- Campers MUST wear their ArtReach tee-shirt every day (Given to camper(s) upon arrival).
  - A new tee-shirt will be given to campers for every week that they are registered.
  - Additional tee-shirts may be purchased for \$9.00

### **Lunch and snacks**

Please help your camper be successful by providing them with numerous snacks, and a lunch if applicable, to fuel them through the day!

All Campers should bring with them:

- A non-perishable, nut-free snack for EACH workshop
- A non-perishable, nut-free snack for EACH care session
- A water bottle

Campers staying for supervised lunch should bring, in addition to the above requirements:

- A non-perishable, nut-free lunch

If a lunch is not provided for the camper, a nutritious bagged lunch will be provided for him/her at a charge of \$5.00. Each lunch will contain: 1 SunButter and Jelly sandwich, 1 piece of fruit or applesauce, 1 Nutri-Grain bar (or similar), 1 fruit juice.

Similarly, if snacks are not provided for the camper, they will be provided for him/her at a charge of \$1.00 per snack item. Snacks include: fruit or applesauce, Nutri-Grain bar (or similar). \*

**\*This balance must be paid before your camper attends his/her next workshop or care session.**

PEANUT BUTTER AND PEANUT PRODUCTS ARE STRICTLY PROHIBITED at Camp ArtReach!  
Thank you for your support and understanding on this issue.

### **Sunscreen**

The Camp ArtReach staff does **not** apply sunscreen to your child. It is strongly recommended to parents whose children are enrolled in a full day Camp ArtReach program to apply sunscreen to their child prior to attending the program.

### **Personal Belongings**

Upon arrival, campers will be given a “cubby” to keep their personal belongings in. Each camper’s cubby is labeled with their name. Most often, campers share a cubby with another camper. In order to combat confusion, **please label your camper’s belongings** with his/her first and last name.

### **Camper Behavior**

Counselors and staff discuss camp safety with the campers on the first day of each workshop. Campers are expected to respect themselves, their peers, and their environment.

In order to ensure that your camper has a fun, safe experience, Counselors and Staff address problems with campers as soon as they occur and try and find a solution that works for everyone. This may include moving a camper's seat, talking with a camper about safety, addressing counselor/staff expectations with the group, etc.

**Discipline Procedures**

Camp ArtReach Counselors and Staff enforce a three strike policy for serious offenses (such as vandalism, bad language, etc.). Each camper gets three strikes for their ENTIRE stay at camp. The three strike system is explained to students every Monday and is as follows:

- Warning
- Written Warning Sent Home
- Removal of camper from camp without refund, report of incident given to parent/guardian

Camp ArtReach is a safe place for campers to express themselves; bullying is NOT tolerated. Campers engaging in said behavior will be removed and their parent/guardian will be called to pick them up immediately without refund.

**Accidents/Illness**

In case of a medical accident or an emergency, staff will call for medical assistance and contact the parent (s) immediately. In case of non-life threatening illness, staff will call the parent (s) to pick the child up from the program.

**I have read and understand the above parent policies and procedure as they pertain to my child(ren)s attendance at Camp ArtReach- Fall 2011:**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Photo/Video/Interview/Artwork Release**

Permission for close-up photographs, video footage and interviews of students under 18 years of age can be granted ONLY with parent/guardian approval.

This agreement constitutes permission to use photographs, video footage and interviews of the student named below in presentations about our programs and people that may be distributed by ArtReach. All photographs and video footage shall remain the sole property of ArtReach. I understand that no compensation will be made to me for this use. ArtReach assumes no liability of any nature in connection with such filming and/or interviewing.

I understand that any artwork created in connection with any ArtReach, Inc. sponsored workshop may be used by ArtReach for publicity, and I give my permission to ArtReach to photograph or video artwork for this purpose.

I understand that ArtReach will use only first name and initials, and/or the name of the program in which work is created, to identify this artwork. I understand that ArtReach will not release any other information concerning identity. I understand that identity of participant may nonetheless be discovered through no fault of ArtReach.

I understand that ArtReach shall not be liable for royalties, commissions, or payments of any nature to me or my children in connection with such filming, photographing, and/or interviewing or displayed artwork. ArtReach assumes no liability of any nature in connection with such actions or displays.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Date \_\_\_\_\_