

KWAG CAMPER

HANDBOOK





Welcome Message

Thank you for choosing the Kitchener Waterloo Art Gallery for your young artist! We are looking forward to a time of fun and creativity! Please review the camp information below and let us know if you have any questions.

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Public Programs Coordinator
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Arrival & Departure Policy



Arrival

- Sign-in will take place in KWAG Lobby
- A signature to sign-in campers must be provided every day
- Any persons not listed in our information sheet will NOT be able to sign-in/sign-out your camper.
- If you would like to add an alternate pick-up or an Emergency Contact, Medical Release & Media Consent Form must be filled out and submitted.
- Once in the Gallery, campers must drop off their belongings (backpack, jacket, umbrella etc) in the Community Access Space.

Departure

- Sign-out will take place in KWAG Lobby
- A signature to sign-out campers must be provided every day
- I.D. required to sign-out a camper
- Campers can only be picked up by those listed on our information sheet
- Once a parent/guardian has been processed for pick-up, Gallery Staff will bring the camper from CAS



Arrival & Departure Policy

Walking Home

In the event that your camper is old enough to walk to and from KWAG on their own, they require parent/guardian consent to sign-in and out, please fill out the Emergency Contact, Medical Release & Media Consent Form at drop off to provide the necessary consent.

Parents/guardians or an approved adult must drop-off their camper on the first day of camp. Once your camper has signed themselves out at the end of the day, they are no longer in the care of the Kitchener-Waterloo Art Gallery.



Parking

For quick drop-off and pick-up, you can park for free in the 15-minute parking zone in the ring road off of Ellen Street or the designated drop-off areas in the Centre in the Square parking lot on Otto Street (between Frederick Street and Queen Street)



Daily Schedule

8:30 am - 9:00 am	Pre-Camp Care
9:00 am - 10:30 am	Creative Time
10:30 am - 10:45 am	Snack
10:45 am - 12:00 pm	Creative Time
12:00 pm - 1:00 pm	Lunch and visit to Civic Park
1:00 pm - 2:30 pm	Gallery visit & Creative Time
2:30 pm - 2:50 pm	Snack
2:50 pm - 4:30 pm	Creative Time
4:30 pm - 5:15 pm	Post Camp Care





Camper Checklist

What to Bring

- Lunch and snacks (no nuts or nut products)
- Water bottle
- Clothes for art making! (campers will get messy!)
- Hat
- Comfortable shoes
- Change of clothes – just in case!
- Weather-appropriate clothing for breaks and lunch (sunscreen)
- Book, journal or sketchbook; for during drop-off/pick-up times and breaks
- Sharing these items with other campers is not permitted

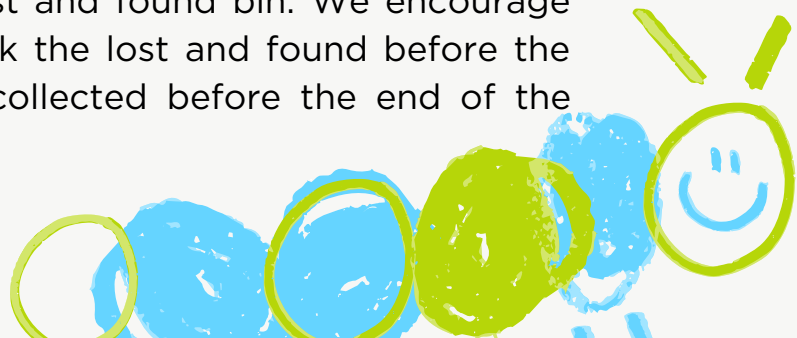


What Not to Bring

- Electronic devices - cell phones, tablets, laptops and gaming devices
- Toys (fidget toys and learning aids are encouraged)
- Anything valuable

Lost & Found

Forgotten items will be stored in the lost and found bin. We encourage guardians, parents and campers to check the lost and found before the end of the camp week. Any item not collected before the end of the month will be donated.



Health & Safety

All KWAG campers should have a fun, happy, and safe camp experience. If unacceptable behaviour is displayed, KWAG camp staff will follow the 3 Strike Policy.

Strike One

Camp staff will notify the camper about inappropriate behaviour. Staff will provide a verbal warning of consequences. The incident will be documented and parents/guardians will be notified. Parents/guardians will be required to sign off on the incident report at pickup time.

Strike Two

Camp staff will notify the camper about inappropriate behaviour. Staff will provide a second verbal warning of consequences. The incident will be documented and parents/guardians will be notified. Parents/guardians will be required to sign off on the incident report at pickup time.

Strike Three

Public Programs Coordinator or Director of Public Programs will contact parents/guardians who will be asked to pick up their camper immediately. No refund will be given in this situation.

Bullying

The Kitchener-Waterloo Art Gallery has a zero-tolerance policy concerning bullying. Bullying includes but is not limited to actual or threat of violence, emotional abuse, deliberately excluding others from participation or provoking hatred.

Inappropriate Behavior

- Not following or refusing to follow Health and Safety protocols
- Interfering in another camper's experience
- Harassment, threats, intimidation, fighting, or bullying of any kind
- Touching artwork – in the Gallery, on the wall or work in class
- Taking food, drink, or bags into Gallery Spaces
- Possession of drugs, alcohol, tobacco, weapons, or harmful objects.