

KWAG CAMP HANDBOOK

Thank you for choosing Kitchener-Waterloo Art Gallery camps for your young artist! This handbook provides everything you need to know for your child to have a safe and fun time at KWAG **PD Day Camp, March Break Camp and Summer Art Camp**. We look forward to your child joining us for an exciting, hands-on, creative experience at the Gallery!

CONTACT INFORMATION

Camp Location:

The Kitchener-Waterloo Art Gallery
101 Queen Street North, Kitchener
(Inside the Centre in the Square)

- When you enter the Centre in the Square box office doors, you'll see the Gallery entrance just off of the lobby.

How to Contact Staff:

- For registration and general camp inquiries, front desk staff can be contacted between 9:30am – 5:00pm at 519-579-5860 x100.
- To contact the Camp Coordinator regarding camper absences, special instructions or important information regarding a camper, call 519-579-5860 x213.
- If necessary, please leave a message and staff will return your call as soon as possible.

ARRIVAL & DEPARTURE PROCEDURES

Arrival Policy:

- All campers should be dropped off in the front room of the Gallery between 8:15am and 9:00am by their parent/guardian or approved adult.
- A signature to sign-in campers must be provided each day.
- A **Pick-Up Consent Form** must be filled out for all campers and submitted to Gallery staff upon arrival. We require this form in order to safely release your child at the end of the day.
- If you arrive after 9:00am, ask the front desk staff to contact the Camp Coordinator to meet your child and take them to their group.

Departure Policy:

- Camp ends at 4:00pm each day. Free extended care is available from 4:00pm – 5:15pm. Further aftercare is not available – **all children must be picked up by 5:15pm or an additional late fee of \$15 for up to and including the first 15 minutes, and \$15 for every 15 minutes thereafter, will apply.**

- Campers can only be picked up by those listed on the *Pick-Up Consent Form*; a signature to sign-out campers must be provided each day.
- Photo identification may be required at pick-up.

Walking Home:

- In the event that your child is old enough to walk to and from the Gallery on their own and you give permission for them to sign themselves in and out of camp, please fill out the bottom portion of the **Pick-Up Consent Form**. Parents/guardians or an approved adult must drop-off their child on the first day of camp with this form.
- Once your child has signed themselves out at the end of the day, they are no longer in the care of the Kitchener-Waterloo Art Gallery.

Art Show (*March Break Camp and Summer Art Camp Only*):

- The Art Show takes place on Fridays from 4:00 – 4:30pm. Family and friends are invited to visit the studios to see what campers have created during their time at camp.
- Pick-up still takes place between 4:00 – 5:15pm on Fridays. Children who are remaining at 4:30pm will head into the front room of the Gallery for regular pick-up until 5:15pm.

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).
- If you are attending the Art Show on Fridays or visiting the Gallery for a longer period of time, please use the pay and display parking lot on Otto Street or park for free on nearby side streets (Margaret Avenue, Mansion Street, Ellen Street between Victoria and Queen).

TO PREPARE YOUR CHILD

Lunch and Snacks:

- Please send your child with a lunch, snacks and a bottle of water. There are several opportunities throughout the day for campers to enjoy a snack.
- The Gallery does not provide cutlery, refrigeration or re-heating facilities, so please pack your child's lunch accordingly.
- During camps, the Gallery operates a **no peanuts/no nuts** policy. Please do not send snacks or lunches containing these items.
- Campers are expected to eat lunch with other registrants under supervision of Gallery staff and volunteers. Campers are not permitted to leave the Gallery premises at lunchtime unless written consent has been submitted to the Camp Coordinator.

Clothing:

- Dress for a mess! Campers should wear clothes they can get dirty. Throughout the program they will be using paint, printmaking ink, glue and other materials that may cause difficult-to-remove stains. We suggest sending an old t-shirt, sweatshirt or smock that can be worn over their clothes for any messy projects.
- All campers should be dressed appropriately (i.e. no cropped tops or potentially offensive logos).

Toys and Electronics:

- Please do not allow campers to bring toys or electronic games to camp – books, journals and sketch books are permitted during drop-off/pick-up times and breaks.
- The use of cell phones by campers during camp is not permitted unless special arrangements have been made with the Camp Coordinator.

ILLNESS, INJURY & BEHAVIOUR

Absences:

- The Camp Coordinator must be notified if your child is going to be absent from camp. Please call 519-579-5860 x213 and leave a message if necessary.

Health Concerns and Medication:

- For the benefit of your child, the Gallery must be made aware of any health, emotional or behavioural concerns, and any medications a camper might require by completing the **Medicine Form**. Please bring this form with you when you drop your child off on their first day of camp.
- All medication must be given to staff in the original bottle with the camper's name on it during sign-in procedures at the beginning of each day. Medication will be returned to the parent/guardian at the end of each day.
- Children who require an EpiPen and who are accustomed to wearing it on them, may do so.

Illness, Injury and Behaviour:

- Please do not send your child to camp if they are ill. Should a child come to camp and become ill or injured, parents/guardians (or emergency contacts if parents/guardians are unreachable) will be notified and asked to pick-up their child.
- The Gallery operates a zero tolerance policy for violence, including bullying and inappropriate language. The Gallery reserves the right to send anyone home or dismiss anyone from camp whose behaviour becomes unmanageable, disruptive or endangers the wellbeing of others.

- An *Incident Report Form* will be completed for any illness, injury or disruptive behaviour and parents/guardians will be notified.

OTHER IMPORTANT INFORMATION

Teaching and Supervision:

- Trained Gallery Artist Educators, who are also practicing artists, will be delivering fun and informative classes in the studio setting. Trained Program Assistants and volunteers will also supervise the program. These Educators and Assistants will be with the students all day, every day, providing continuity through each project and supervision at all times.

Photography:

- By registering for Camps at KWAG, you give permission to the Kitchener-Waterloo Art Gallery to use photographs of your child in print or electronic media. Such images may be used in KWAG newsletters, brochures, posters, and internet websites (including social networking applications, such as Facebook) and in submissions to local media/newspapers for publicity purposes.

Off-Site Trips (*Summer Art Camp Only*):

- If weather permits, we go outside for art-making, breaks and lunch. We will be visiting the following locations:
 - The “plaza” outside of the Centre in the Square lobby doors, leading out to Otto Street.
 - The Sculpture Garden and Amphitheatre, located outside of the Gallery and beside Otto Street.
 - The Civic Centre Park, located beside Otto Street and between the Gallery and the Kitchener Public Library.
- While most activities take place at the Gallery, parents/guardians will be notified in advance if any trips are planned for locations other than those listed above.

Movie Screenings:

- Occasionally, due to inclement weather or as a special treat for campers, we will screen movies in our front room during break and lunch times. All movies are rated G (general, for all ages).

Lost and Found:

- Lost and Found is located on the top shelf beside the coat rack in the Gallery lobby. Please ask staff for assistance.

SAMPLE DAILY SCHEDULE	
TIME	EVENT
8:15 – 9:00 AM	Children are dropped off
9:00 AM	Art-making
10:15 – 10:30 AM	Snack break in front room/outside
10:30 AM	Art-making
12:00 – 1:00 PM	Lunch break in the front room/outside
1:00 PM	Art-making
2:30 – 2:45 PM	Snack break in front room/outside
4:00 – 4:30 PM	Art Show (Fridays during March Break Camp and Summer Art Camp only)
4:00 – 5:15 PM	Children are picked up
5:15 PM	Gallery closes

CANCELLATION POLICY
<p>Cancellations:</p> <ul style="list-style-type: none"> Once registered, cancellations must be made in writing to mail@kwag.on.ca at least ten days prior to the start of the program. Cancellations are subject to a 10% administration fee. The Gallery is unable to refund any portion of the tuition for cancellations made with less than ten days' notice. Refunds will not be given for any missed classes by the participant.

PLEASE PRINT AND COMPLETE...

Please continue to the next page and print and complete the **Pick-Up Consent Form** and **Medicine Form** (if applicable). Parents/guardians or an approved adult must drop-off their child on the first day of camp with these forms.

KITCHENER-WATERLOO ART GALLERY CAMPS

PICK-UP CONSENT FORM

Child's Full Name:

Approved Pick-Up By:

Note:

Parent/guardian
name(s) must be
included in order
to pick-up.

Parent/Guardian Signature: _____

For your child's safety, your children can only be picked up by those listed above. Photo identification may be required at pick-up, and a signature to sign-in and sign-out campers must be provided each day.

In the event that older children wish to walk home, please check and sign:

I give permission for my child, _____, to sign themselves in and out of camp. I understand that once my child has signed themselves out at the end of the day, they are no longer in the care of the Kitchener-Waterloo Art Gallery.

Parent/Guardian Signature: _____

KITCHENER-WATERLOO ART GALLERY CAMPS

MEDICINE FORM

I give permission to the staff at the Kitchener-Waterloo Art Gallery to give my child his/her required medication at the times specified.

Child's Name: _____

Medicine Required: _____

Time of day: _____

Other Instructions: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____