

PAFA.ORG/CAMP



Pennsylvania Academy of the Fine Arts Summer Art Camp 2022

Parent/ Guardian Handbook

The following information is provided to answer questions you may have as you prepare your camper to attend PAFA's (Pennsylvania Academy of the Fine Arts) Summer Art Camp. The Camp Coordinator and Assistant Director of Youth and Family Programs are always available to talk and answer specific questions about your child's day at camp.

Camp studio sessions incorporate innovative and interactive art making activities such as painting, sculpting, printmaking, drawing, and more! Camp days include age-appropriate creative play, rest time, reading, storytelling, and socializing. Campers also visit museum galleries for tours and activities led by art educators.

ALL campers must have [Camper Information and Release Form](#) filled out prior to their camp start day! The link to the form is provided in your registration confirmation email (check your spam folder!). You only need to fill it out once for all camps you are registered for.

Without this form we won't be able to admit your child into camp.

Contact Information

Katerina Romanenko (Asst. Dir. of Youth and Family Programs)

Office phone: 215 972 2054

Email: artcamp@pafa.org

Historic Landmark Building Front Desk: 215-972-2060

Hours: Thu-Sunday, 10am-4pm

Hamilton West Lobby: 215-972-2100

Hours: Mon-Sun, 9am-5pm

Location

PAFA's Historic Landmark Building.

*128 North Broad Street, Philadelphia, PA
19102*

Getting there:

<https://www.pafa.org/museum/visit/directions-parking>

Note: You do not need to park for the drop off or pick up. See below.

COVID-19

All children 5 years old and older must be fully vaccinated against Covid-19 or have obtained a medical or religious exemption from PAFA. Proof of vaccination is required. All required doses or approved exemptions must be complete at least **14 days** before the class/camp start date.

To learn more about current COVID-19 related plans and policies please refer to our [DAY TO DAY POLICIES](#) and [COVID-19 HEALTH AND SAFETY PLANS](#)

Camp Information

Drop-Off: 8:30 am – 9:00 am. **Please note that earlier drop-offs are not available.**

Camp Day: 9:00 am – 3:00 pm

Pick-Up: 3:00 pm - 3:15 pm

After Camp Club (\$35/per day; \$150 per week): 3:00 pm – 5:30 pm

Mondays Orientation and Drop-Off

8:30-9:00 am - Campers check into their camps. Camper Information and Release Forms are confirmed.

9:00-9:15 - Camp orientation. Parents and guardians are invited and encouraged to stay.

9-15- 9:45 - Campers (only) tour the buildings with their individual camps.

***Please note for security purposes: Monday is the only day parents or guardians should enter the building with their camper for drop-off. All the other day's staff will be outside to check campers in and walk them to their camp.**

Wacky Wednesdays: Fun “wacky” dress-up days dedicated to a selected theme, picked at the beginning of each camp. The winner of the friendly competition for the Wackiest Camp title is announced on Fridays.

Fridays Exhibit: Every Friday campers stage their End of Week Camp Exhibition. At 2pm Parents and Guardians are invited to our Historic Landmark Building Auditorium to enjoy a small refreshment and slideshow of highlights from the week of camp. After that (around 2:30) everyone are welcomed to camp' studios for an informal camp exhibition. **Please note that there is NO drive-up or walk-up pick up on Fridays! You must check-out your camper at our dismissal desk in the lobby of the museum with PHOTO ID before leaving the exhibition.**

After Camp Club: Monday-Friday: 3:00 pm-5:30 pm

One day registration is available online. The space is not guaranteed, unless requested and confirmed in advance by email at least 2 hours before the dismissal. The cost per day is \$35.

Please note: We are unable to provide care after 5:30 pm. You must pick up your child by 5:30 pm. Any camper picked up after 5:30 pm will be billed at \$5.00 per minute per camper late fee. Payment must be made at the time of pick-up.

We recognize that this is a strict policy, but it is the best way for our staff to discourage non-compliance and compensate camp staff overtime.

Supplies: All art supplies are provided by PAFA for each camp.

Snack and Lunch: We provide a mid-morning nut-free light snack. If your child has other allergies and/or dietary restrictions, please indicate it on their Camper Information forms.

Pack your camper's lunch for each day, labeling their lunch bag. **PLEASE PROVIDE NUT-FREE LUNCHES!!!**

NOTE: We are not able to buy, refrigerate or heat lunches.

Clothing **** LABEL YOUR CHILD'S BELONGINGS WITH THEIR NAME! ****

Art camp may get messy! Staff will make every effort to keep campers neat and clean, but campers should wear clothing, knowing that they may get paint, glue and other cool stuff on them. Please dress appropriately.

Bring a sweater or sweatshirt – it may feel VERY cold in the museum.

Water bottle: For continued best safety practices during Covid-19 we ask that each camper bring in their own water bottle (labeled with their name). Filtered ice water will be provided for each camp for refills.

Lost and Found

We will keep misplaced or left behind belongings in Camp's Lost and Found Box, located in the After-Camp Studio (Community Education Center). Please email artcamp@pafa.org or call 215-972-2054 if you need assistance in locating a lost item and/or to arrange the pickup. **All items must be picked up before September 1 during museum open hours, otherwise they will be discarded.**

Camp Policies

Registration Changes and Refund Policy. (For details consult [Youth and family Programs Policies](#))

All requests for changes to schedule and transfer between camps must be submitted by email at least 14 days before the beginning of your camp. A \$45 processing fee may be charged if requested after the deadline. All requests are subject to space availability and other restrictions.

AFTER JUNE 1, 2022, NO REFUNDS OR TUITION CREDIT WILL BE GRANTED.

Exceptions: Cancellations may be eligible for refunds or tuition credits if:

- Camper becomes ill and is unable to attend either in person or virtually. Consideration will be given for a full or prorated refund (a doctor's certification may be required).
- Camper experiences the sudden death, illness or injury of a parent or guardian.

Important note

- No Refunds will be granted for failure to provide proof of vaccination or exemption.
- No Refunds will be granted for scheduling conflicts or no-shows.
- No Refunds will be granted to participants who leave or do not attend programs by their own choice.

Discipline/Behavior Policy

Camp staff are trained to model and enforce age-appropriate behavior guidelines and reflective communication. We encourage self-control, self-direction, responsibility, and cooperation. We will do our best to provide behavioral support to any camper demonstrating a need or disrupting a camp. Open communication between guardians and camp is considered key in terms of effective discipline.

Aggressive physical behavior such as fighting, hitting or biting will not be tolerated. Staff members will intervene immediately should this type of situation occur to protect all the children and encourage more acceptable behavior. Parents will be informed if such an incident occurs. If the child's behavior is extremely disruptive and/or harmful to themselves or others, a parent may be asked to remove the child from camp for the remainder of the day. **The Pennsylvania Academy of the Fine Arts reserves the right to ask a disruptive camper to withdraw from camp and if such a situation occurs, will refund payment for the remaining days of the camp.**

Health First Aid and Emergency Care

It is particularly important to provide camp staff with accurate health information about allergies as well as any emergency medications that allow your child to participate in trips or activities outside, i.e., epi-pen, asthma inhaler, etc. **First aid and Emergency Care** will be used only where absolutely necessary and only after every attempt has been made first to contact the parent/guardian. In an emergency requiring immediate medical attention, your child will be taken to the nearest hospital emergency room. You will be responsible for the resulting treatment and payment.

Field Trips

Some camp sessions may take walking trips to nearby sites under adequate supervision. By granting permission for your child to attend any scheduled field trips for his/her camp session, for and in consideration of arrangements and provisions made for the conduct of the activity, you agree to release the Pennsylvania Academy of the Fine Arts and its representatives from all liability resulting from injury sustained by your child.

Photo and Video Images Release

Camp images help us to tell the story of our organization and our mission. They may be used for non-commercial purposes only, such as print publications, PAFA websites, e-communications, presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional purposes. We appreciate your cooperation and consent in allowing us to photograph your child for use in various mediums without any personal identifiers. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which you are entitled. If you do not give your permission to use images of your child following our policy – please indicate so on the Camper Information and Releases Form.

Camp Daily Schedule, Drop off and Pick Up Procedures

| Monday: | | Tuesday – Thursday: | | Friday: | |
|----------------|----------------------|----------------------------|-------------------|---|-------------------|
| 8:30-9:00 | Arrival and Check in | | | 8:30 – 9:00 | Drop Off |
| 9:00-9:30 | Orientation | 8:30 – 9:00 | Drop Off | 9:00 – 10:15 | Morning Session 1 |
| 9:30 – 10:15 | Morning Session 1 | 9:00 – 10:15 | Morning Session | 10:15 -10:30 | Snack Break |
| 10:15 -10:30 | Snack Break | 10:15 -10:30 | Snack Break | 10:30 – 12:00 | Morning Session 2 |
| 10:30 – 12:00 | Morning Session 2 | 10:30 – 12:00 | Morning Session | 12:00– 1:00 | Lunch |
| 12:00 – 1:00 | Lunch | 12:00– 1:00 | Lunch | 1:15 - 2:00 | Exhibition |
| 1:15 – 3:00 | Afternoon Session | 1:15 – 3:00 | Afternoon Session | Preparation | |
| 3:00 – 3:15 | Dismissal | 3:00 – 3:15 | Dismissal | 2:00 –3:00 – Camp Exhibition and Dismissal | |

3:00-5:30: After Camp is available Mon-Friday. Advanced registration is required.

These Procedures are Subject to change. Please follow any updates sent by email.

Drop Off: Time: 8:30 am-9am. (We are not able to check in campers before 8:30 am.)

Camp starts promptly at 9am. Please be on time so your camper(s) can participate in the full day of camp without missing important information, fun, or instructional directions at the beginning of daily sessions.

Other than Mondays, no parents may enter the Historic Landmark Building during pick-up or drop off times, unless instructed otherwise by camp or security staff. **Check your email for any changes in the guidelines that may be provided closer to the camp start date.**

Monday Arrival and Check in:

- Escort your camper to the entrance of the **Historic Landmark Building** (HLB, 118 North Broad Street). Follow the signs to “Camp”.
- Check in with the camp staff. Make sure that your Camper Information, Authorized Pick-Up Persons, and payment information are correct and up to date.

Tuesday – Friday Drop Off:

- Check in with the staff visibly stationed in front of the HLB building, who will then escort your camper(s) to their camp.

Late Drop Off: If dropping off after 9am, you must bring your camper(s) to the front desk staff or the security guard and ensure that they contact camp staff to arrange an escort to your child’s camp.

Dismissal

Time: 3 pm - 3:15pm. See the dismissal map at the end of this guide.

- Campers 12 and older may leave camp on their own ONLY with written parental consent. (Consent must be given when filling out the Camper Information Form or by emailing artcamp@pafa.org at least 2 hours prior to the dismissal time.)
- Campers younger than 12 years old may leave **only** with people authorized by parents /legal guardian. Pick up authorization is provided in Camper Information form. All changes or additions to the pickup authorization must be provided in writing at least 2 hours prior to the dismissal time.
- Please note that PAFA staff cannot withhold a child from a biological or custodial parent without legal documentation (i.e., court orders, custody papers, etc.) that must be submitted with Camper Information Form

Standard Pick Up

Every person must show their photo ID when signing out campers. NO EXCEPTIONS.

Walk up.

Do not enter the building, approach the staff stationed in front of the building.

- Staff stationed in front of the Historic Landmark Building will check your pickup authorization and sign out the camper(s) to you. **Please have the ID ready!!!**
- The camper(s) will be escorted out of the building to the person authorized to pick up. Please wait outside.

Drive up.

Do not leave your car, a staff member will come to you.

- Pull up to the curb in front of the **Hamilton Building** (128 North Broad Street). Place the PAFA Camp Parent Pick Up sign* on your car dashboard and wait for a staff member to come to you.
- Staff will check your pickup authorization and sign out the camper(s) to you. **Please have the ID ready!!!**
- Your camper(s) will be escorted by another staff member out of the building and to your car.

*The pickup sign can be found at the end of this Guide, will be available during Monday Orientation, or can be handwritten if it is visible on your dashboard

Early Pick up:

Early pick up is possible only before 2:45 pm. You must inform camp staff ahead of time. Please note that the Historic Landmark Building is closed Mon-Wed, hence no one will be able to assist you if you just show up. You must arrange the pick up in advance.

Late Pick Up:

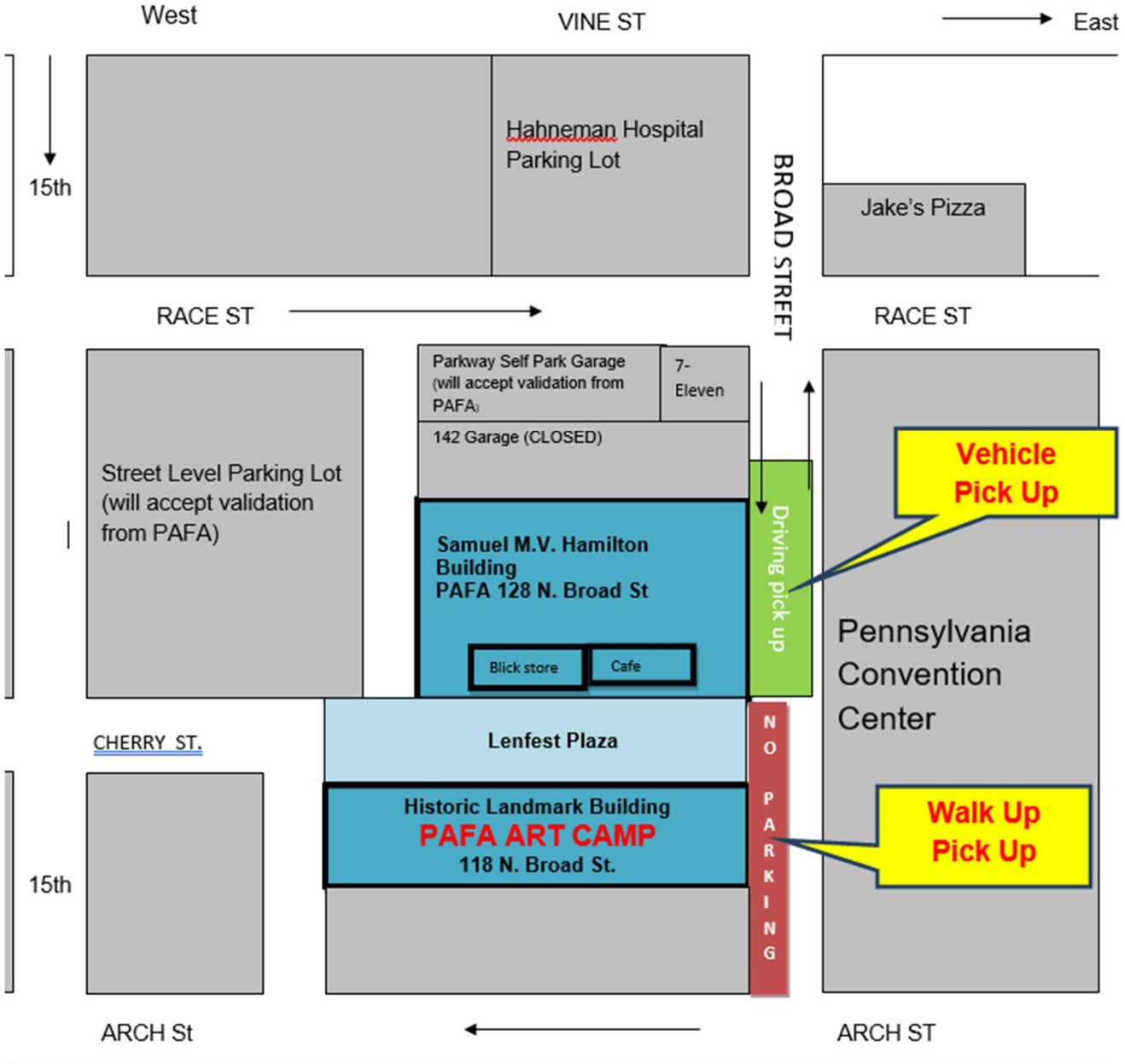
AFTER 3:15 pm ALL REMAINING CAMPERS WILL ENTER THE AFTER-CAMP CLUB. YOU WILL BE CHARGED \$40. Payment must be made at the time of pick-up, unless agreed differently in advance.

Please note that the regular “day-of registration” fee for the After Camp, paid in advance or on the same day (at least 2 hours before dismissal) is \$35. If you think that you might be late – please arrange after camp in advance. (See the After-Camp section of this guide).

MAP OF WALK-UP AND DRIVE UP LOCATIONS:

 = PAFA CAMPUS

- **Vehicle** pick up will happen in front of the **Hamilton Building**.
- **Walk up** pick up will happen in front of the **Historic Landmark Building**.



Please print this out to use as a placard for your car during driving pick up on Broad Street. We will also have copies available on Mondays during orientation and Pick-Up



SUMMER ART CAMP PICK UP