

# PAFA

Pennsylvania Academy  
*of the Fine Arts*



Summer  
Art Camp  
Parent Guide

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# **General Information**

**PAFA has multiple camps and Pre-College programs taking place at the same time!**

**Make sure to read this packet carefully so you know where to go and what to expect on your camper's first day at Summer Art Camp.**

**Summer Art Camps for ages 5-14 take place in the Historic Landmark Building (HLB) at 118 N Broad Street.**

**Camps take place Monday – Friday from 9 AM – 3 PM, with optional After Camp Club from 3-5:30 PM.**

# Drop Off & Pick Up

Drop Off: 8:30-9:00 AM

We are not able to accept campers before 8:30 AM

Camp starts promptly at 9 AM. It is important to be on time so your camper participates in the full day of camp without missing fun morning activities or instruction that may take place at the beginning of the day! If your camper must be late for any reason, please let us know by emailing [artcamp@pafa.org](mailto:artcamp@pafa.org).

## Monday: Check In & Orientation

**8:30-9:00 AM:** Check in

All campers must check into their camps in the HLB Auditorium. Parent/guardian must accompany their camper(s) and confirm the **Camper Information and Release Form**. This is also the time to update the information, if needed.

**9:00-9:15 AM:** Camp Orientation

Parents and guardians are encouraged to stay for the camp overview.

**9:15-9:45 AM:** Welcome Tour (only for campers)

Parents leave while campers tour the camp spaces and arrive at their camp studio.

Monday and Friday are the only days parents or guardians are allowed to enter camp space with their camper(s). All other days, staff will be positioned outside to bring campers in and out of the building.

## Tuesday-Friday Drop Off

**8:30-9:00 AM:** Staff stationed in front of the HLB building will sign in and then escort your camper to their camp studio.

**Late Drop Off:** If dropping off after 9:00 AM, you must bring your camper inside the museum and ask the security guard to contact camp staff. You may not leave your child in the lobby without making sure that camp staff knows about your arrival and is coming to escort to your child to camp.

# Pick Up: 3:00 – 3:15 PM

**Authorized Pick Up:** Campers may leave **only** with parents, legal guardians, or adults authorized by their parents or legal guardians in the **Camper Information Form**.

- Parents and legal guardians must be included on the authorization list.
- **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**.
- All changes or additions to the pick up authorization list must be provided in writing (by email or a note) at least 2 hours prior to the camp dismissal time.

**Photo ID:** Every person (including parents) picking up a camper must present their photo ID every day.

**Self-Dismissal:** Only campers 12 and older may leave camp on their own after 3:00 PM

- Only with written parental consent provided in the **Camper Information Form** or by emailing [artcamp@pafa.org](mailto:artcamp@pafa.org) at least 2 hours prior to dismissal time. Phone call is not sufficient.

## Standard Pickup

### Walk up:

In front of the Historic Landmark Building

**Please do not enter the building if you arrive before 3:00 PM**

- Approach the staff stationed in front of the Historic Landmark Building. They will check your pick up authorization and sign out your camper. Please have your ID ready.
- Wait outside until your camper is escorted out of the building and brought to you.

### Drive up:

In front of the Hamilton Building (128 N Broad Street)

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

- Pull up to the curb in front of the Hamilton Building. Place the **PAFA Camp Pick Up** sign on your car dashboard and wait for a staff member to come to you. Make sure your placard is clearly visible. \*Placards are available during orientation and attached to the end of this guide.
- Staff will check your pick up authorization and sign out the camper to you. Please have your ID ready.
- Your camper will be escorted by another staff member out of the building and brought to your car. It may take a few minutes for our staff to get to your car. Please be patient, stay in your car!

# Friday End of Week Exhibition:

Families and friends are invited to the **End of Week Exhibition** staged by the campers to showcase their work!

2:15–2:30 PM – Week-at-a-Glance camp highlights slideshow at the Auditorium.

2:30–3:00 PM – Camp exhibition in the Cast Hall studios.

2:55–3:15 PM – Artwork pick up and dismissal.

**IMPORTANT: NO DRIVE-UP OR WALK-UP PICK-UP ON FRIDAY!** Campers must be checked out at the dismissal desk in the front lobby before leaving the building. PHOTO ID is required.

**Early Pick Up:** Email [artcamp@pafa.org](mailto:artcamp@pafa.org) if you need to pick up your child earlier. We will do our best to have your child ready, but you might have to wait a few minutes. Enter the building and ask the security guard to contact camp staff. Wait in the HLB lobby. **DO NOT ENTER CAMP SPACES.**

**Late Pick Up:** If you do not pick up your camper by 3:30 PM, we will automatically transfer them to After Camp Club and you will be charged \$35.

## After Camp Club

**Monday-Friday 3:00-5:30 PM**

Cost: \$150 full week / \$35 single day

When camp is over, adventures continue in the After Camp Club! This extra time allows for creative play and art making, as well as plenty of rest time and socializing.

- One-day registration is available upon request in advance by email. Same-day registration must be requested at least 2 hours before dismissal (before 3 PM), otherwise space availability is not guaranteed.
- **After Camp Pick Up:** Parents must enter the building and check out their camper from the After Camp Club. There is NO drive-up or walk-up pick up for after camp.
- **Please note:** We are unable to provide care after 5:30 PM. Late Pick Up fee is \$5.00 per minute. Payment should be made at the time of pick up. We recognize that this is a strict policy, but it is the best way to discourage non-compliance and compensate camp staff for overtime.

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### MAP OF DISMISSAL LOCATIONS:

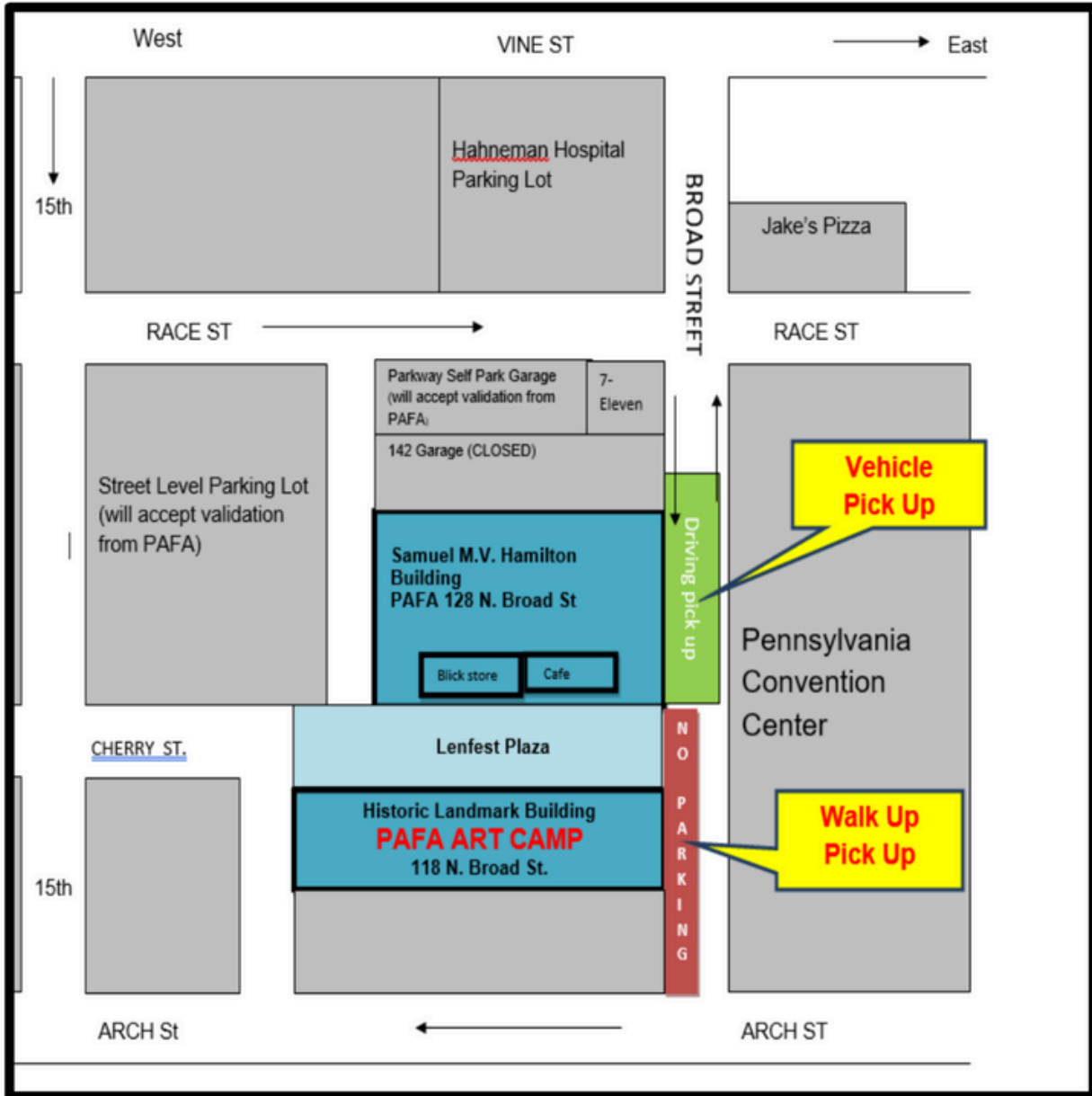


PAFA Buildings



PAFA Campus

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





## What to Bring

**Camper Information and Release Form** must be filled out online at least 10 days prior to the camp start day!

- Form Link: <https://form.jotform.com/202523878226155>
- It was also provided in your registration confirmation email (check your spam folder)
- If you need to update the information on the form you've submitted, please email [artcamp@pafa.org](mailto:artcamp@pafa.org)
- **Without this form, we will not be able to admit your child into camp.**

**Lunch:** Pack your camper's lunch every day, labeling their lunch bag.

- We are not able to buy, refrigerate or heat lunches.
- Make sure to indicate any food restrictions and allergies on Camper Information Form.
- **PLEASE ENSURE ALL SNACKS AND/OR LUNCHES ARE NUT-FREE. DO NOT PACK PEANUT PRODUCTS IN YOUR CAMPER'S LUNCH.**

**Snacks:** PAFA will provide campers with one nut-free light snack each day. Campers may bring their own snack, if desired.

**Water Bottle:** Campers should bring a reusable water bottle with them EVERY DAY. Water refills will be available in every camp. We will provide plastic cups if needed, but we strive to reduce waste and encourage you to join us in this effort.

**Art Supplies:** PAFA provides all art supplies for camps, but campers may bring a personal sketchbook if desired.

Please label all of your camper's belongings with their name.

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



# What to Wear

Camp may get messy! Campers should wear clothing knowing that they may get paint, glue, and other art materials on them. Please dress appropriately. Close-toed shoes are recommended. Bring a sweater or sweatshirt! Areas of our museum can be very chilly in the summer.

# What to Expect

## Camp Daily Schedule

Camp studio sessions incorporate 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 and PAFA's archives for tours and activities led by art educators.

<b>Monday:</b>	<b>Tuesday – Thursday:</b>	<b>Friday:</b>
8:30 - 9:00 Check In	8:30 - 9:00 Drop Off	8:30 - 9:00 Drop Off
9:00 - 9:15 Orientation	9:00 - 10:15 Session 1	9:00 - 10:15 Session 1
9:30 - 10:15 Session 1	10:15 - 10:30 Snack Break	10:15 - 10:30 Snack Break
10:15 - 10:30 Snack Break	10:30 - 12:00 Session 2	10:30 - 12:00 Session 2
10:30 - 12:00 Session 2	12:00 - 1:00 Lunch	12:00 - 1:00 Lunch
12:00 - 1:00 Lunch	1:15 - 3:00 Session 3	1:15 - 2:15 Exhibition preparation
1:15 - 3:00 Session 3	3:00 - 3:15 Dismissal	2:15 - 2:30 Week in a Glance (auditorium)
3:00 - 3:15 Dismissal		2:30 - 3:00 Exhibition (Cast Hall)
		3:00 End of Camp (dismissal)

# Policies

If you have any questions regarding our Policies, please contact us at [artcamp@pafa.org](mailto:artcamp@pafa.org)

## **Discipline/Behavior Policy**

To ensure a positive, productive, and enjoyable experience for all participants, it is important that all children and parents/guardians adhere to the camp rules and expectations.

Participants must always be respectful and courteous to other participants and staff.

Inappropriate, offensive, or threatening comments; misrepresentation of identity will not be tolerated.

PAFA staff are trained to model and enforce age-appropriate behavior and reflective communication. We encourage self-control, self-direction, responsibility, and cooperation. We will do our best to provide behavioral support to any participant demonstrating a need or disrupting a class. Open communication between guardians and PAFA staff is the key to effective behavior adjustments.

If the child's behavior is extremely disruptive and/or harmful to themselves or others, a guardian may be asked to remove the child from the program for the remainder of the day.

**The Pennsylvania Academy of the Fine Arts reserves the right to withdraw a disruptive child from the program. If such a situation occurs, a refund payment for the remaining days of the program will be issued.**



## 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. Health and Emergency Care information given as part of the required **Camper Information & Release Form** will be used only where 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.

## Diversity and Inclusion

PAFA Youth and Family Programs support all creative expressions both artistic and personal. Children will be referred to by whatever name and pronouns they choose to put on their nametag.

Visit Diversity, Equity, Inclusion, and Belonging at PAFA to learn more about PAFA's institutional vision. (<https://www.oise-hr.pafa.org/deib>)

## Photo and Image Policy

Program 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.

# **PAFEA SUMMER CAMP PICK-UP**

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 Monday morning during orientation.