

# ART STUDENTS LEAGUE OF DENVER



## KidART Camp Handbook

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# Art Students League of Denver KidART Camps

## Child Check In and Out Procedures

ATTENTION PARENTS!

This procedure **MUST** be followed **EVERY DAY**

- 1. Drop-Off to Supervised Care:** When dropping children off for supervised care for the morning or lunch sessions, parents must escort children to the supervised care provider and initial the enrollment sheet. When the camps begin, the supervised care professional will escort the children to their studio. **Drop off times for supervised care are as follows; 8:00 a.m. and 12:00 p.m. Please do not drop off any earlier. You must pick up your child by 5:00 p.m. if you they are in afternoon supervised care hour.**
- 2. Drop-Off to Camps:** When dropping children off at their camp, parents must escort children to the assigned studio. There will be a sign in the front lobby with all the room assignments. Parents must initial the enrollment sheet in the studio where the parent dropped off their children for that day. **Please make sure you drop your child off on time. Kids coming in late disrupt the instructors and other kids. Please do not drop off your child any earlier than 5 minutes to start time of camp.**
- 3. Attendance:** Instructors will take attendance each day. Please contact the Art Student League staff at 303-778-6990 if you know your child will be absent.
- 4. Pick-Up from Camps/Supervised Care:** After camp has ended for the day, parents or supervised care providers will pick up all children from the studio. Parents picking up their children from either the studio or from supervised care will need to check-out their child by initialing the enrollment sheet.
- 5. Exceptions to These Procedures:** Any parent of a child over the age of twelve (12) may elect any of the following by signing the Parent Waiver Form. All parents electing one of the following procedures **MUST** sign a Waiver Form. **NO EXCEPTIONS!**
  - Allow their child to ride their bike to and from camp.
  - Allow their child to ride the bus to and from camp.
  - Allow their child to walk to and from camp.
  - Allow their child to sign themselves in/out.

**Please Note: The waiver form (for 7-11 graders only) must be received by the Art Students League before your child's camp starts. A waiver form is included in this handbook.**

## Pick up/Drop off Waiver KidART Camp

**Please Note: THIS WAIVER IS FOR 7<sup>th</sup>-11<sup>th</sup> graders only.**

**This form must be received by the Art Students League before your child's camp begins.**

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

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

I (the Parent) acknowledge that the Art Student League of Denver has implemented procedures for check-in and check-out of children attending KidART Camp to help ensure the children's safety both when arriving and departing camp.

Nonetheless, I wish to allow my child to arrive and depart KidART Camp without being accompanied by a parent.

- My child may ride a bike to and from League KidART Camp
- My child may ride a bus to and from League KidART Camp
- My child may walk to and from League KidART Camp
- My child may sign themselves in/out each day

I fully assume all responsibility for my child's safety and have chosen to waive the Child Check In and Out Procedures. I agree to indemnify and hold harmless the Art Students League of Denver and any and all of their agents, consultants, assigns, contractors/subcontractors, employees, and all others contracted by or working in service to any of the foregoing parties, from any loss, injury, claim, damage, accident, or cost, which may result from my child's arrival and departure, including attorney's fees of defense.

By signing below, I acknowledge that I have read and understood this Parent Waiver Form and agree to abide by its terms.

PARENT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please turn this form into the League office before your child's camp begins. Mail to ASLD, Attn: Tyler, 200 Grant St., Denver, CO 80203**

## Refund Policy

All camp registrations are final. There are NO REFUNDS, TRANSFERS, or CLASS CREDITS! No exceptions.

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## Disciplinary Policy

To ensure that everyone has an enjoyable camp and class experience, disruptive behavior or disciplinary problems will not be tolerated. At the discretion of ASLD, disruptive students may be expelled without refund. The discipline procedures are:

1. Disruptive behavior will be redirected by classroom teacher.
2. Chronic disruptive behavior will be documented and student will be sent to the office. If a student is sent to office a second time, parents will be called and will be asked to pick up their child for the day, no exceptions!
3. Extreme disciplinary problems include fighting, bullying, and other disruptive behavior that may result in expulsion.

**By signing and submitting your summer camp registration form, you are agreeing to the above policies.**

## What to bring to camp

Most materials are provided. Your child needs to bring old clothes or apron/smock to work in and a roll of paper towels. If there are additional items that your child needs to bring, a supply list will be included in your camp confirmation. **Please send your child with a snack. We will no longer have a snack vending machine. We will still have a Soda machine.**

If your child is signed up for the Lunch supervised care hour, please send your child with a lunch. **Lunch is not provided!**

## Finding your camp

A sign will be posted in the lobby each week with the camps and their room numbers. Remember, you must escort your child to their room each day and sign them in and out. If your child is in supervised care before their camp begins, the supervised care provider will escort the kids to their camp each day. Please do not drop off your child any earlier than 5 minutes prior to start time of camp.

## Change for the Vending Machines

The League does have Soda machine that accepts one dollars bills and change. **If you are sending your child with money for the Soda machine, please send them with one dollar bills or better yet, with quarters. The office is unable to make change from any fives, tens or twenties.**

## Donation of Toys/Games for Supervised Care

During our supervised care hours, the League provides simple games and toys for the kids to play with. However, during the course of the ten weeks, these games and toys are either broken or no longer functional. If you would like to donate games or toys we would really appreciate it. If you wish to donate a game/toy, please keep in mind the age appropriateness of your donation. We have kids that range from 1<sup>st</sup> grade to 11<sup>th</sup> grade.

## Safe Art Practices

We are delighted that your children will be attending the Art Students League's KidART Camps this summer. In addition to engaging each child's imagination and introducing basic fundamentals of art, our teachers will also be emphasizing SAFE ART practices, introducing a lifetime of SAFE ART making.

In 2009, the League made a commitment to work toward teaching SAFE ART practices and providing safer studio environments for our students and faculty artists. Working in partnership with the University of Colorado's School of Public Health, nationally recognized toxicologist, Dr. Danny Teitelbaum, and Waste Management's toxic waste expert, with initial funding from the Colorado Health Foundation, a comprehensive assessment was made of our KidART Camps and adult classes. The assessment report included recommendations which are now beginning to be implemented.

We want you to feel comfortable and informed about the following recommendations that will be initiated as part of our kids' program:

- Non-toxic art materials will be used with teachers giving instruction about their use and disposal.
- No food or drinks will be allowed in the studios.
  - A large basket with each studio number will be placed outside of each studio and will be available for your child to drop her/his drink, snack or lunch. **Please be sure that your child's name is clearly printed on the items. If they bring a lunch box, be sure they have it when they leave!**
  - Before eating, teachers will require that your kids wash their hands.
- Pending on the material, a very few classes will require that your kids wear Nitrile (impenetrable containing no latex) gloves. These gloves will be furnished by the League and distributed by the teacher.
- Recycle boxes will be placed in each studio.

The Art Students League's SAFE ART Initiative is unique and will be a model for other schools. If you would like more information, I welcome talking with you. We so look forward to welcoming your children to another wonderful summer – giving each child the gift of art!