

Art Students League of Denver Kid Art 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 – 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 kids to their studio, if enrolled.
2. **Drop-Off – 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.**
3. **Attendance Taken.** 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. If your child is present, but you have not initialed the enrollment sheet, you will be called and asked to follow the procedures.
4. **Pick-Up – After 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!**
 - a. Allow their child to ride their bike to and from camp.
 - b. Allow their child to ride the bus to and from camp.
 - c. Allow their child to walk to and from camp.
 - d. Allow their child to sign in/out themselves.

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 Form – KidArt Camp

NOTICE: THIS WAIVER IS ONLY AVAILABLE FOR 7th-11th graders only.
This form must be received by the Art Students League before your child's camp begins.

Child: _____

Age: _____

Parent: _____

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

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 you need 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.

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 dollars bills or better yet, with quarters. The office is unable to make change from any fives, tens or twenties. We usually do not have enough quarters or dollar bills to make change with.**

Supervised Care

Donation of Toys/Games

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 1st grade to 11th grade.

Art Students League of Denver Summer Camp Survey

Please return at end of each camp.

Please note that we are asking several demographic questions in this survey. Foundations that help fund the League require us to know who we are serving. Thank you for taking the time to answer these important questions.

Camp: _____ Instructor: _____
School District _____ School _____
Your Name (optional): _____ Grade: _____ Age _____
Address _____ City _____ Neighborhood _____

In order to receive grant awards from many of the foundations which fund our scholarship program, it is required that we track the ethnicity of our scholarship students. Thank you for indicating your ethnicity or cultural background.

Ethnicity of Your Child: African-American Alaskan Native American Indian Asian American/Pacific Islander
 Caucasian Hispanic/Latino Americans Multiracial

Parents, please answer the following;

How did you hear about the League's KidArt camps?

Catalog mailed to me Denver Post Rocky Mtn News Word-of-mouth I'm a past camper
 Referred by: _____ (we'd like to thank them) Catalogue from school or other location
 Email Website Other

Was the registration form easy to understand and was the registration process easy?

YES NO If no, please provide feedback.

Were you satisfied with the variety and number of KidArt Camps offered for your child's age group?

YES NO

What types of camps would you like to see offered in the future? _____

Did you feel the drop off and pick-up arrangements were effective for your child's safety?

YES NO If no, please provide feedback.

If you utilized the supervised care, were you satisfied with the quality of care?

YES NO N/A If no, please provide feedback.

How would you describe your child's reaction to the art teacher and assistant? Please include:

1) Attitude 2) Creativity 3) Motivation 4) Approachability

Please provide us with any other feedback or observations that will help us make next year's camp better.

Kids, please answer the following (parents please help your child if needed);

Did you enjoy your summer camp teacher? Yes No

If YES, why? _____ If NO, why? _____

Did you have fun? Yes No

Did you learn more about art. Yes No

What did you like most?

What did you like least?

Thank You! Your feedback is valuable to us!