

# ART STUDENTS LEAGUE OF DENVER



## 2018 KidART Camp & Teen Studio Parent Handbook

- Supervised Care
- Check in/out Procedures
- Drop-off/Pick-up Waiver Form (Ages 11-13)
- Refund Policy and Disciplinary Policy
- What to Bring to Camp
- Finding Your Camp
- Snack Purchase
- Safe Art Practices
- Additional Medical/Special Needs Form
- Artwork and Photo Release
- Off-Site Camps and Field Trips

We are delighted that your child(ren) will be attending the Art Students League of Denver (herein referred to as **ASLD**) KidART Camps this summer. This document contains helpful information as you prepare your child for camp. We look forward to welcoming your child(ren) to another wonderful summer – giving each child the gift of art!

### Supervised Care

Supervised Care is a paid service that we provide for children that will be on-site prior to, in-between or after camps are in session. We offer three different supervised care sessions:

- Morning Session, before camps 8 – 9AM
- Mid-day Session, in-between camps 12 – 1 PM  
*(Please note: lunch is not provided. Please send a lunch with your child.)*
- Afternoon Session, after camps 4 - 5PM

Each session costs \$30 per week of camp; \$60 for 2 sessions; \$90 for 3 sessions. If your child, ages 6 – 13, is enrolled in both morning and afternoon camps, you must purchase and enroll them in a Supervised Care session.

**\*Supervised Care is not available to Summer Teen Studio participants. ASLD is an open campus for teens (ages 14-17) participating in Summer Teen Studio programming.**

## Child Check-In and Check-Out Procedures

**ATTENTION PARENTS! This procedure MUST be followed EVERY DAY**

**1. Children may not be signed in until 10 minutes before the beginning of class and must be picked up promptly. Early sign-ins or late pick-ups are subject to a supervised care fine of \$20 per occurrence.**

**2. Drop-Off to Supervised Care:** When dropping children off for supervised care for either the morning or afternoon sessions, parents must escort children to the supervised care area, located in the ASLD Artful Garden, and initial the enrollment sheet. When the camps begin, the supervised care assistant will escort the children to their studio. **Drop off times for supervised care are 8 am for morning care and 12 pm for lunchtime care. You must pick up your child by 5 pm if they are in afternoon supervised care. Early sign-ins or late pick-ups are subject to a supervised care fine of \$20 per occurrence.**

**3. Drop-Off to Camps:** When dropping children off at their camp, parents must escort children to the assigned studio. There will be a daily camp schedule in the front lobby with all the room assignments. Parents must initial the enrollment sheet in the studio when dropping children off. **Please make sure you drop your child off on time as children arriving late disrupt the class. Please do not drop off your child earlier than 10 minutes to start time of camp. Early sign-ins or late pick-ups are subject to a supervised care fine of \$20 per occurrence.**

**4. Attendance:** Instructors will take attendance each day. Please contact ASLD staff at 303-778-6990 x0 if you know your child will be absent.

**5. 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 need to check-out their child by initialing the enrollment sheet. **Late pick-ups are subject to a supervised care fine of \$20 per occurrence.**

**6. Exceptions to These Procedures:** Any parent of a child ages 11-13 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.

**Please Note: The waiver form is available for ages 11-13 ONLY. This form must be turned in to the instructor for each camp on the first day. See next page for waiver form.**

**Teens ages 14-17 do NOT require a waiver form. ASLD is an open Campus for this age group.**

- a. Allow their child to ride their bike to and from ASLD KidART Camp.
- b. Allow their child to ride the bus to and from ASLD KidART Camp.
- c. Allow their child to walk to and from ASLD KidART Camp.
- d. Allow their child to sign themselves in/out.

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# Art Students League of Denver KidART Camp Pick up/Drop off Waiver Form

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**Please Note: This waiver form is for ages 11-13 only.**

**Please turn this form in to the instructor for each camp on the first day.**

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

Child's Age/Grade Level: \_\_\_\_\_/\_\_\_\_\_

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

I (the Parent/Guardian) acknowledge that ASLD 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.

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

- My child may ride a bike to and from ASLD KidART Camp
- My child may ride a bus to and from ASLD KidART Camp
- My child may walk to and from ASLD 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 ASLD 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 instructor for each camp on the first day. Thanks!**

## Refund Policy

All camp registrations are final. There are **NO REFUNDS, TRANSFERS, or CLASS CREDITS! NO EXCEPTIONS.**

## What to bring to camp

Most materials are provided. Your child needs to bring old clothes or an apron/smock in which to work. 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 and water bottle.**

If your child is signed up for the Mid-day Supervised Care Session, 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 children to their camp each day. Please do not drop off your child any earlier than *10 minutes* prior to start time of camp. **Early drop-offs are subject to a supervised care fine of \$20 per occurrence.**

## Snack Purchase & Vending Machines

ASLD will have a variety of healthy snacks available for purchase for one dollar each. Please give your child exact change as ASLD is unable to make change.

ASLD does also have a vending machine that accepts one dollar bills and change. If you are sending your child with money for the vending machine, please send them with quarters (preferred) or one dollar bills. The office is unable to make change from any fives, tens or twenties. If you have lost money from the vending machine, you must contact the Fresh Healthy Vending Machine Co. at 303-550-5014 for a refund. ASLD cannot issue cash reimbursements.

## Off-Site Camps and Field Trips

By enrolling your child in certain ASLD summer camps, you are giving us permission to allow your child to participate in off-campus field trips and activities. Camps will always indicate if this will occur in the course descriptions. Please contact the instructor if you have any questions about the camp schedule and off-site locations.

## 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 camp instructor(s).
2. Chronic disruptive behavior will be documented and the student(s) will be sent to ASLD's main office. A copy of the documented behavior is given to the parent along with some discussion from the staff regarding the child's behavior.
3. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the school age program. If this occurs, parents will be asked to find alternative care immediately.

**By enrolling your child in summer camp, you are agreeing to the above policies.**

## Safe Art Practices

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, ASLD 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 youth programs:

- 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 bin with each studio number will be placed outside of every 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.**
- Food allergies are a growing concern--nuts and peanuts can cause allergic reactions, many of which are severe. It has always been ASLD's top priority to ensure the safety of every child during KidART Camp. Therefore, we ask that parents send nut free lunches and snacks only.
- Before eating, teachers will require that children wash their hands.
- Depending on the art media used, a few classes will require that children wear Nitrile gloves (impenetrable material containing NO latex). These gloves will be furnished by ASLD and distributed by the teacher.
- Recycle boxes will be placed in each studio.

The SAFE ART Initiative is unique and will be a model for other schools. If you would like more information, please inquire at our front desk.

## Artwork and Photo Release

By enrolling your child in an ASLD summer camp, you are giving us permission to use your child's artwork and photograph to market future KidART Camps and other ASLD marketing and promotional materials.

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## Art Students League of Denver KidART Camp & Summer Teen Workshops

### Additional Medical Information/Special Needs Form

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**This form is optional. Please complete this form if your child has any medical, physical or emotional matters of which ASLD staff and instructors should be informed. Please give this form to the instructor for each camp on the first day. Thank you.**

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

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

Cell Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

EMERGENCY Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_

Primary Care Physician Phone Number: \_\_\_\_\_

Does your child have any allergies? YES NO

If YES, please list all allergies: \_\_\_\_\_

ASLD welcomes youth of all abilities. We will work with each family in the best interest of the child(ren) in our program, on a case-by-case basis, to determine if ASLD is able to meet the needs of the child. Parent communication and support is essential in deciding if ASLD can meet the needs of the child.

**IMPORTANT:** Please comment on any other medical, physical or emotional issues that ASLD staff and instructors should know:

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