

ESPLANADE » education *Parent Handbook*



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» Welcome Parents!

Welcome to another summer of fun at the Esplanade! Summer Art Camp 2018 will be held in the Discovery Centre, utilizing the Art Gallery, Museum, Theatre, and other local environments for inspiration. In addition to hands-on indoor and outdoor art projects, participants will engage in a wide variety of activities that may include nature walks and field trips throughout the city.

To help guide you through the week ahead we have compiled this handbook. Please read through it and keep it on hand for the duration of the camp.

Thank you for choosing Summer Art Camp at the Esplanade!

Sincerely,

Summer Programs Co-Instructors Julie Downey-Hoglund & Kate Budgell

» General Information

Camp Hours

The Esplanade Summer Art Camp runs from 9:00 AM to 4:00 PM. Drop-off begins at 8:30 AM and pick-up begins at 4:00 PM. **We ask that all children be picked up by 4:30 PM.**

Staff Contact

Parents can contact instructors at any time in the Discovery Centre by calling the Esplanade at 403-502-8793 and asking for extension 2204. If Julie or Kate cannot be reached, please contact Dayna Walls, the Education Coordinator at 403-502-8585.

Attendance & Sign In/Out Procedures

To get the most out of Summer Art Camp, we ask that the children attend every day so that they do not miss out on any projects. If you know that your child will be unable to attend or if you plan on picking up your child earlier in the day, please inform the staff in advance.

Children must be signed in by a parent or a guardian when dropped off in the morning. Only those listed on the registration form will be allowed to pick up the child at the end of the day. If for some reason you wish for your child to be picked up by a person not authorized on the registration form, a legal guardian must bring a written letter and deliver it to the camp instructors. **Under no circumstance will any child be released without proper authorization.**

If you would like to grant your child permission to walk, take city transit or a taxi to and from the Esplanade, please ask the instructors for a permission form to fill out on the first day of camp.



Julie Downey-Hoglund
Summer Programs Co-Instructor



Katherine (Kate) Budgell
Summer Programs Co-Instructor

» What to Bring?

Lunches

Each child is to bring a lunch with them each day of art camp. Lunches can be stored in the fridge in the Discovery Centre. Children should also bring two snacks to eat at designated break times. For safety reasons, we ask that absolutely no nut products be provided in lunches and snacks. For some campers, this is a life-threatening situation, so we are unable to make any exceptions to this rule. Thank you for your co-operation. In the event that there are additional allergies in the group, a note will be sent home on the first day of art camp informing parents.

Clothing

We ask that all children be dressed in preparation for the art activities. We do anticipate that they will come into contact with paint, pastels, glue, and other materials. There are aprons/smocks available to the children but we advise that they come to camp dressed in work clothing. Children may bring their own apron or smock from home if desired. Please do not send your child to art camp in good clothing. The Esplanade is not responsible for clothing that becomes stained during camp.

Recommended Camper Checklist

- 1 Hat
- 2 Sunscreen
- 3 Waterbottle
- 4 A **nut-free** lunch & at least two snacks
- 5 Outdoor footwear
- 6 Clothing appropriate for art and outdoor activities



» Field Trips

Each week the children are taken on a field trip (weather dependent). If the weather is not cooperative or if it is a short week, we will stay at the Esplanade or may arrange a special alternate field trip.

In case of emergency, the Summer Programs Instructors will have a cell phone during the field trips. **The number is 403-580-7592.** If needed, only on field trip days, please call this number.

Recommended Field Trip Checklist

- 1 Sunscreen
- 2 Bugspray
- 3 Hat
- 4 Appropriate footwear
- 5 Light sweater
- 6 Waterbottle
- 7 A **nut-free** lunch that does not require a microwave

» Conduct Code

In order to ensure that all children receive the best experience possible, we ask that the following rules be observed:

- » Children are asked to inform the instructor when they leave the room, (for instance to go to the bathroom or to retrieve something from a backpack) and are to let an instructor know when they return. Young children (5-8) will be accompanied when out of the room.
- » Children are to walk when inside the Esplanade; they will have ample time to run around outside during lunch.
- » Children are to stay with the group at all times.
- » We ask that children not to be given money to purchase food and beverages from the vending machines during camp. Parents will be called and asked to drop off a lunch for their child if they are not provided with one.
- » Physical violence or vulgar language of any kind is **not tolerated**. Any child demonstrating physical violence or vulgar language towards another child, staff, materials or the environment will be removed from art camp.

Children are to asked to observe the following etiquette while visiting the galleries:

- » While in the galleries remain with the group
- » Do not touch any objects in the gallery space and maintain an arm's length distance from the wall
- » Keep voices to a low level
- » No food or drinks allowed in the galleries
- » No running

During walking trips around Medicine Hat and on field trips, children must stay with their instructor or volunteer:

- » All children will be counted before leaving the Esplanade. They will be counted again before leaving the field trip destination to return to the Discovery Centre.

» Safety Precaution

All children attending art camp will wear wristbands provided free of charge by the Esplanade, with the Esplanade's location and phone number in case of emergency. Children will receive a new wristband if broken or misplaced.



» Photo Consent

Children may be photographed or recorded for documentation purposes during the course of the Summer Art Camp at the Esplanade. The Esplanade may use the resulting photographs or videos in advertising for the future art camps or classes. If your child cannot be photographed or recorded, please make sure this is indicated on the registration form.

» Health Information

Special Needs

The Esplanade Summer Art Camp is an inclusive environment, and we will do our best to accommodate all children in the program. However, if a child requires an aid for assistance we ask that the aid please accompany the child to camp.

Medication Policy

All medication should be taken at home before coming to art camp. The instructors and volunteers cannot administer medication to children. If your child requires medication we ask that you please arrange to administer the medication yourself.

The only exceptions to the rule are in the event of an emergency, if an Epi-pen or inhaler is required.

Thank you for reading through the Parent Handbook. If you have any other questions, please don't hesitate to ask. We look forward to seeing you soon!