



## **Chester County Art Association (CCAA)**

### **Summer Camp 2022 Policies and Procedures**

**The Chester County Art Association is excited to welcome students back for a safe and fun 2022 Summer Camp! Please read the below policies and procedures for camp. Do not hesitate to reach out to [assistant@chestercountyarts.org](mailto:assistant@chestercountyarts.org) with any questions.**

#### **Camp Sessions**

All camp sessions will be half day in 2022. Morning sessions will run from 9 AM to 12:15 PM. Afternoon sessions will run from 12:45 PM to 4:00 PM. If your child is staying for the morning and afternoon sessions, lunch will be from 12:15 PM to 12:45 PM, outside if weather permitting. CCAA does not provide lunch and all campers will be required to bring their own food and beverage. Snack breaks will take place for a short period of time during each camp. Please make sure your child has any food and beverages they will need for snack time.

#### **Drop Off and Pick Up Procedures**

On the first day of each camp please aim to arrive 15 minutes before the beginning of the session. We ask that parents come inside on the first day of camp with their child, through the front entrance, in order to ensure all necessary paperwork is filled out and to obtain a name tag to place in your vehicle for pick up. **We ask that parents only come inside to drop off their child on the first day of camp.**

After the first morning of camp, pick up and drop off will take place in the back parking lot of CCAA. Cars must form a car line in CCAA's back parking lot, in order to streamline the drop-off and pickup process. **If you are more than 10 minutes late for camp, please come through the front door, as the back doors will then be locked.** When picking up we ask that parents put their child's name tag in their front car window to help volunteers and staff guide students to their vehicle. **We ask that parents arrive within 5 to 10 minutes of camp ending for pick up.** CCAA does not provide after care at this time.

For liability reasons, CCAA is unable to allow students to walk home alone. Please arrange for a parent or guardian to walk with your child. For older camp attendees (16+) driving themselves, please notify staff so we are aware.

## Materials

Supply lists will be provided for students to purchase their own supplies, or a materials fee will be provided by the instructors if they are purchasing class supplies to distribute to students. **If a camp requires a materials fee—this reimbursement must be made payable to the instructor on the first day of camp.** Please refer to our online camp listings for the supply lists or reimbursement fees for each particular camp.

## Registration Window, Class Cancellations, and Refunds

The registration window for each camp closes one week prior to the first day of each camp. At this time, if the minimum registration number is not met, the class will be cancelled. You will be notified and provided with a class credit or full refund.

**Refunds are only provided in the instance that CCAA cancels a camp.** Tuition fees are otherwise non-refundable. However, class credit can be provided up to 48 hours prior to the first day of camp for withdrawals. (CCAA credits do not expire and can be used for any class or workshop).

Additionally, CCAA does not send camp reminders at this time. Please mark your calendars!

## Medical Forms and Medications

Medical forms are required for all camp attendees. **Please complete the required form one week prior to the beginning of camp.** You may send an electronic copy to [assistant@chestercountyarts.org](mailto:assistant@chestercountyarts.org) or return a hard copy to the office. If your child is attending camp over the course of multiple weeks, only one medical form needs to be completed. If your child has any emergency medications, please make sure they are clearly noted on the medical form, labeled and safely packaged with your child, and instructions are provided for the camp instructor.

## Covid-19 Precautions

CCAA takes the health and safety of our campers and instructors very seriously. Our camp will follow the direction of the West Chester Area School District in regard to health and safety procedures. **At this time masks are optional for camp attendees and instructors, but highly encouraged for those who are unvaccinated.** This is subject to change as we approach the summer and guidelines change. Updated policies and procedures will be distributed in that situation.

Classrooms will be sanitized between sessions as well as any shared materials. If a student is feeling unwell, we ask that they refrain from attending camp that day. If a positive case of COVID-19 is detected, all other students and families in the individual's camp, along with any volunteers they may have come in contact with, will be notified right away.