

Kids/ Teen Summer Camp Guidebook

GENERAL INFORMATION

Welcome to AUArts' summer camps! We are looking forward to an amazing week with your child.

This Summer Camp Guidebook covers all the information you need to know about your child's AUArts experience. Please ensure that you read this document and complete the forms included in the email this document was attached to *before* your child's first day at camp.

AUArts runs a series of one-week summer camps for children ages 9 to 12 (Grades 4, 5, 6) and teen's ages 12 to 15 (Grades 7, 8, 9), throughout July and the first two weeks of August.

Our facilitators are all up and coming artists + designers, who enjoy helping young people explore their creativity. We also have a small team of assistants who are onsite to support the programs, and ensure things run smoothly.

AUArts is a studio-based learning institution which mean that your child will be exposed to real art studios and supplies. On Friday, they will help us set up an exhibition to showcase student work for family and friends.

There will be times when we want to take children outside to do some sketching, play games, facilitate an art activity, or just breathe the fresh air. Any outdoor or recreational time will be supervised and will take place on AUArts campus and/or on surrounding park land. Please ensure your child wears appropriate clothing and has both sun protection and warmer outdoor wear in preparation for sudden weather changes.

All participants and their guardians are expected to adhere to camp rules and regulations.

We look forward to a wonderful summer adventure making art together!

- Continuing Education Team

HOURS

Camp Hours

9:00 am to 4:00 pm for children ages 9 to 12 (Grades 4, 5, 6)

10:00 am to 4:00 pm for teens ages 12 to 15 (Grades 7, 8, 9) (because we know they need extra sleep!)

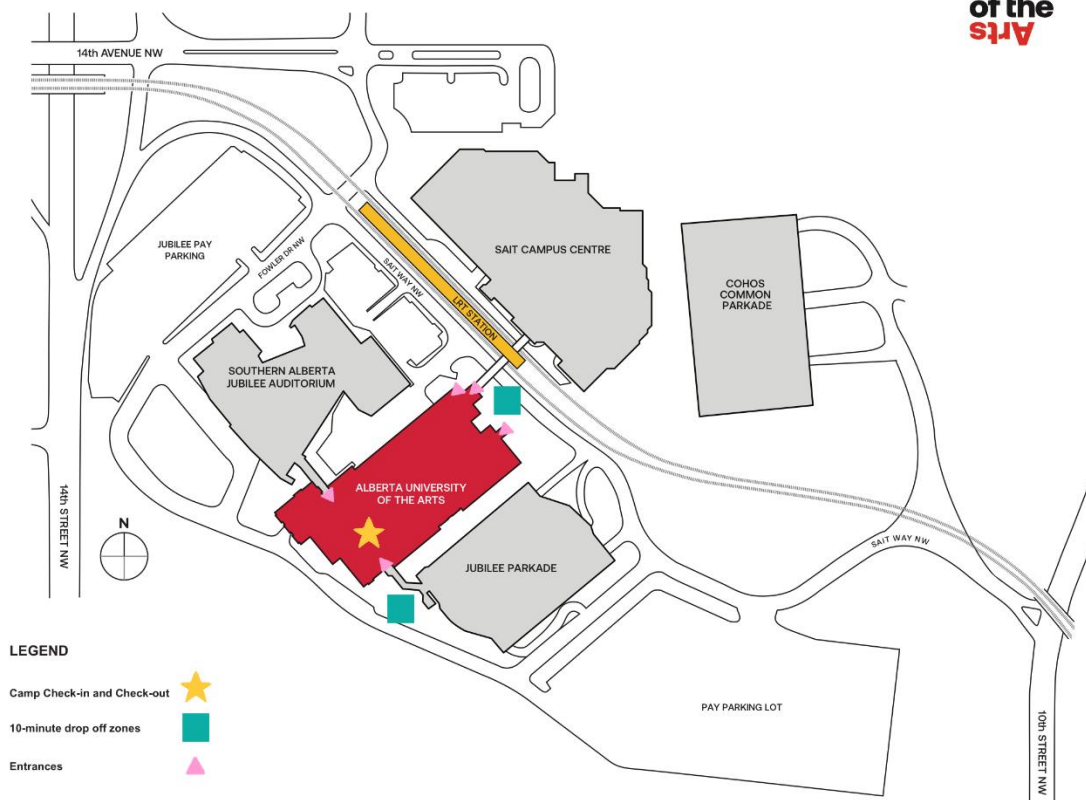
Before + After Care

Supervision is available starting at 8:30 am for those people who need a bit of extra time and will be located at AUArts' campus in the main mall area (at the east end towards the LRT tracks).

Classes end at 4:00 pm. Onsite after-care or supervision is available until 5:00 pm. It is the responsibility of the parent/guardian to notify AUArts of any late arrival/early pick up, or absenteeism. Please call our office **403.284.7640**.

Parking

Drop off zone is located at the front doors of AUArts, along Jubilee Crescent NW (west side of the building), or by the loading doc or and parkade located at the south entrance. Additional parking is available at the Jubilee auditorium parkade for \$7 flat rate (managed by Calgary ParkPlus).



Sign In/Out

Sign in and out will occur at the Welcome Centre in the Main Mall. If your child needs to leave early, please let us know ahead of time with a note from a parent or guardian or call our office at **403.284.7640**. Photo ID is required to sign out participant at any point of the day.

All campers ages 9 to 12 (Grades 4, 5, 6) must be signed in and out each day. Carpooling parents or guardians must sign for each child they drop off or pick up. Please fill out the **Sign-Out Permission Form** and return it to us before camp begins, or on the first day of class.

Teen's age 12 to 15 (Grades 7, 8, 9) can sign themselves in and out each day, providing they have authorized permission from a parent/guardian. Fill out the **Sign-Out Permission Form** included in the forms package and return it to Continuing Education before camp begins, or on the first day.

Arriving Late + Leaving Early

Anyone who is late needs to report into the Continuing Education office just behind the Welcome Centre. If your child or teen needs to leave early, let us know ahead of time with a note from a parent or guardian, or call our office at **403.284.7603**.

Lunch

Lunch and snack breaks have been scheduled into the camp program. Both children and teens will have two snack breaks and 30 minutes for lunch.

All lunches and snacks must be provided. Microwaves are available. Please do not send money as there are no dining options on campus during summer months. However, there are multiple vending machines on campus that campers may purchase from during lunch or for a snack break.

Don't forget to send along a water bottle as well!

AUArts Summer Camp is a nut free zone. Please no ground or tree nuts.

Field Trips

Throughout the week we will go outside to get some fresh air and draw inspiration from the environment around us. Riley Park is a short walk down the hill (and up! on the way back) and a great place to play games, visit the playground, or sketch. Weather permitting; your child can expect to spend some time outside each day. Please make sure your child is prepared with a hat and sunscreen.

Depending on the camp, teenagers may go offsite for a field trip. Details will be provided to parents/guardians beforehand.

Before your child is allowed to leave the campus, you will need to fill out the **Field Trip Waiver Form**.

Final Exhibition

At the end of the week, you will be invited to attend a final exhibition of art that has been created that week in all our summer programs. Please feel free to invite family or friends to join the festivities.

BEHAVIOUR

AUArts is a friendly and welcoming environment. To provide the best possible camp experience for everyone, participants are expected to behave respectfully and cooperate with others.

Please review these guidelines with your child, as AUArts Summer Campers are expected to:

- **Respect themselves + others** - This means that campers are to act polite and be nice to others. Take responsibility for your own actions and behaviours - do not bully, tease, harass, or prevent other participants from learning or enjoying their experience at AUArts. If your child experiences any of this behaviour, please contact our office at **403.284.7640** or quickly visit and talk with us.
- **Respect facilitators + staff** – Listen to your facilitators and make sure you follow all instructions provided by them or AUArts staff. They want to make sure everyone has a great experience!
- **Respect the space** - AUArts offers studio-based learning to hundreds of students year round. Respect the property and equipment so people can continue to make beautiful art. We encourage people to display their work and appreciate the work of others. We ask that you honor the creative endeavors of others, and not vandalize or alter another person's work.
- **Stay with the group** – If we go offsite to sketch or take a breather, you must stay with the group.

AUArts recommends all items of personal value to be left at home. AUArts will not take responsibility for lost or stolen items, and is unable to guarantee the safety of personal item as lockers will not be available to campers.

ICT

All participants are required to adhere to AUArts' **Procedure 200.29.01: Information Technology – Acceptable Use Procedure and Agreement**.

Facilitators and assistants will do their utmost to limit access to inappropriate information online, however, AUArts takes no responsibility if a participant intentionally or inadvertently gain access to such material.

Any participant intentionally accessing or misusing IT for the following reasons, will be given a verbal warning and parents/guardians will be notified:

- Accessing explicit or pornographic material
- Misuse or distribution of copyrighted materials
- Cyber bullying (automatic removal)
- Systems or account vandalism

DISCIPLINE

AUArts will give a verbal warning to any participant whose behaviour is deemed unacceptable. Any verbal warning will be documented and participants' parent/guardian will be notified. After three warnings the

participant will be removed from the program and will be required to be picked up by a parent/guardian immediately.

No reimbursement of monies will occur if participant is removed from program as a result of behaviour.

DRESS CODE

Participants are required to wear comfortable clothes that can get messy and runners or closed toed shoes. Art materials can be difficult to get out of clothing so we suggest your child wear something that is not too precious.

Some activities and recreational breaks may include outdoor activities so please bring sunscreen and bug spray. We also recommend a jacket or sweater because our studios can get chilly! Please ensure your child's clothing is appropriate for sun coverage or rain and is not too revealing.

CANCELLATIONS

AUArts reserves the right to cancel or postpone any camps or workshops if registration numbers are insufficient.

If Continuing Education cancels your course, you may either transfer to another course or receive a full refund. We will alert you through the email and telephone contacts in your account record prior to the start date of the cancelled course.

WITHDRAWAL REQUESTS + REFUND

Please familiarize yourself with Continuing Education's policies posted online at:

[Refunds and withdrawals | Alberta University of the Arts \(auarts.ca\)](#)

Withdrawals

Withdrawal requests must be in writing and can be submitted by email. Your request will be effective from the date we receive your request.

Please include the following information in your withdrawal request:

- Your name
- Course title + code
- Course start date
- Reason for withdrawal

Refunds are offered on the following terms:

1. The \$55 processing fee (+ GST) included in your tuition is non-refundable after registration.
2. In order to receive a full tuition, refund you must withdraw at least seven (7) calendar days before their first course meeting.
3. No tuition will be refunded for a withdrawal under seven (7) calendar days before the start date of your course.

HAZARD ASSESSMENT

Health + Safety is important at AUArts. AUArts facilitators and staff have HSE training in WHIMIS, OHS Awareness Training, and Workplace Hazards. All participants are required to wear appropriate protective equipment when necessary, and to follow safety instructions. Health + Safety boards are posted in all studios.

It's going to be a great summer.

See you at camp!

SCHOOL OF CONTINUING EDUCATION – SUMMER CAMPS

Participant Checklist

Kid and Teen Checklist

Please ensure that your child is ready for an exciting week at camp! Please try to prepare your child with the following:

- Sunscreen
- Bug Spray
- Water bottle
- Hat
- Sunglasses
- Clothes that can get messy
- A light Jacket or Sweater
- Lunch that is nut-free (microwave available)
- Snacks that are nut-free
- Closed Toe Shoes or Runners

Please try to label your child's belongings to minimize our lost and found collection!

Parent/Guardian Checklist

Please ensure all forms have been completed prior to arrival for the first day of camp. These can be found in a Forms link in the welcome email. These forms include:

- Information + Emergency Contact
- Medical Release
- Medication Release
- Sign-Out Permission
- Field Trip Permission + Waiver

To be completed on-site on the first day of camp:

- Media Image Release

Please note that Photo ID will be required to sign-out all camp participants.