# **Camp Policy and Procedure**

Drop off and pick up will take place in front of the studio, and we kindly request that parents/caregivers only enter the studios if absolutely necessary to limit group sizes. A teacher will be at the door to welcome campers and accompany them to their classroom.

Please make sure that your child arrives at the studio on time and is promptly picked up after camp ends.

We are a tree-nut and peanut-free facility to ensure the safety of campers with allergies.

Lastly, we understand that campers may fall ill, but please note that there are no make-up days, credits, or prorated amounts for any days or weeks missed in your registered camps.

#### **CANCELATION**

A Full Refund minus a \$25 Processing Fee per registration will be given.

No refund will be provided if cancellation occurs less than 24 hours prior to the camp date.

### SAFETY PRECAUTIONS IN THE PARKING LOT

As you approach our building, there is a blind spot that may pose a risk to our students and families. We kindly ask that all parents please slow down when driving in the parking lot to ensure the safety of everyone present.

Please ensure that an adult always accompanies any children in the parking lot.

### DROP OFF:

Drop-off begins at 9:00 am

## PICK UP:

Pick-up is at 3:00 pm

Extended care in the afternoon runs until 5:30 pm

#### DAILY ITEMS TO BRING:

Remember to pack lunch, a morning and afternoon snack, and a water bottle.

Electronic devices are only permitted during lunch, snack, and extended care (3:00 pm-5:30 pm)

All campers must wear closed-toe shoes and dress appropriately for potential mess. Art smocks will be provided.

Please ensure that campers' names are clearly labeled on all personal items. We are not responsible for lost or stolen belongings.

**SPECIAL NEEDS**: If there are any specific considerations you believe we need to be informed of regarding your child (medications, allergies, behavioral issues, illnesses, etc.), please notify our teachers and office staff.

### **CAMP POLICY**

Tysons Art and Learning Center, Inc. reserves the right to dismiss a camper without refund for any behavior that (1) poses a threat to the welfare and/or safety of any camper, instructor, or individual involved in the camp, (2) disrupts the overall camp environment, impeding the positive experience for other campers and staff, or (3) involves bullying or disrespectful behavior towards camp authority. Tysons Art and Learning Center, Inc. prioritizes a safe, enjoyable, and nurturing camp environment that promotes learning and camaraderie. Appropriate camp behavior is crucial for a positive experience for all individuals involved. Every camper should feel welcomed, secure, and part of our camp community. Campers may bring personal items/equipment to camp, but Tysons Art and Learning Center, Inc. is not responsible or liable for any personal equipment that is lost, stolen, or broken.

We understand campers may get sick; however, there are no make-up days, credits, or prorated amounts for any days or weeks missed in your registered camps.

We expect campers to follow the established code of conduct expressed to campers by our teachers on the first day.

Any behavior showing disrespect or disobedience to these guidelines will not be tolerated. The teacher will address initial behavior problems, but if negative behavior continues, the camp director will be notified. Parents will receive the first phone call after the camp director speaks with the camper.

We will contact you if your child is unwilling to change his/her behavior, shows a pattern of disobedience, exhibits violent or disruptive behavior, or is assaulting other campers (physically or verbally). Campers who assault other campers will be dismissed from camp programs with no refund.

We appreciate your cooperation in ensuring a safe and respectful environment for all campers.