

# Camp Policy and Procedures

Tysons Art and Learning Center, Inc.

📍 8343 Greensboro Drive, Suite B, McLean, VA 22102

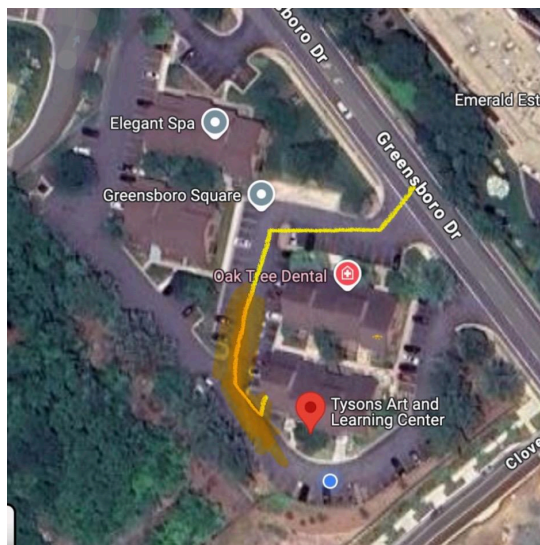
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🌐 [www.tysonsartandlearning.com](http://www.tysonsartandlearning.com)

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## Parking Lot Safety

- For the safety of all campers, families, and staff:
- Children must be accompanied by an adult at all times.
- Running or playing in the parking lot or on the adjacent hillside is strictly prohibited.
- Please drive slowly—there is a blind spot near the building entrance.
- For everyone's safety, especially the children, please leave promptly after pick-up or drop-off to discourage lingering and prevent kids from running and playing in the area.
- There are three entrances to the building. Please use the center entrance for both entry and exit.
- Park only in the designated highlighted areas to avoid occupying spaces intended for neighboring businesses.



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## Sign-In / Sign-Out

- Sign-in is not required at drop-off; teachers will take attendance as campers arrive. Sign-out is required at pick-up.

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## Drop-Off and Pick-Up Times

- **Drop-Off:** 9:00 AM
- **Pick-Up:** 3:00 PM
- **Extended Care:** Available until 5:30 PM

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## Daily Items to Bring

Campers should come prepared with the following each day:

- A lunch, a morning and afternoon snack, and water.
- Closed-toe shoes and clothing appropriate for art activities. Art smocks will be provided.
- All personal belongings must be clearly labeled with the camper's full name.  
*Note: Tysons Art and Learning Center, Inc. is not responsible for lost, stolen, or damaged personal items, including electronic devices.*

Electronic devices may only be used during lunch, snack times, and extended care (3:00–5:30 PM).

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## Allergy and Medical Considerations

Our facility is strictly peanut- and tree-nut-free in order to protect campers with severe allergies. If your child has any medical conditions, allergies, behavioral considerations, or other special needs, please notify us at [tysonsartlearning@gmail.com](mailto:tysonsartlearning@gmail.com)

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## **Code of Conduct and Behavior Expectations**

We strive to create a welcoming, respectful, and supportive environment for all campers. To maintain this standard, the following policies are in effect:

Tysons Art and Learning Center, Inc. reserves the right to dismiss a camper, without refund, for any behavior that:

- Poses a threat to the safety or welfare of any individual on site.
- Disrupts the overall camp environment or negatively affects others' experiences.
- Involves bullying, harassment, or disrespect toward staff or fellow campers.

Campers are expected to follow the behavioral guidelines introduced on the first day. Teachers will address initial issues directly. Continued behavioral concerns will be escalated to the Camp Director, and parents will be notified.

If a camper displays repeated noncompliance, aggressive conduct, or verbal/physical assault, they will be dismissed from the program with no refund.

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## **Personal Items and Liability**

Campers may bring personal items; however, Tysons Art and Learning Center, Inc. is not liable for any lost, damaged, or stolen personal property.

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## Absence and Refund Policy

Because we send out invoices, we do not collect or store your payment information. As a result, when issuing a refund for a paid invoice, we can only process the refund through one of the following methods:

- Mailed check
- Venmo
- Zelle
- PayPal

We understand that illness or emergencies may occur; however, please note that no make-up days, credits, or prorated refunds will be issued for missed days or weeks of camp.

Cancellations must be made at least 24 hours in advance to receive a refund, minus a \$15 processing fee per registration.

No refunds will be provided for cancellations made less than 24 hours before the camp session.

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