

## **Camp Policy and Procedure**

In order to control the number of people on the premises at all times, please have your child arrive at the studio on time, and please pick them back up promptly after camp ends. Drop off/pick up will be done in front of the studio.

We ask parents/ caregivers to only enter the studios for drop off and pick up if absolutely necessary to limit our group sizes.

A teacher will greet campers at the door and escort them to the campers' classroom.

We are a tree-nut and peanut-free facility.

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.

### **CANCELLATION**

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

No Refund will be given if canceled less than 24 hours prior to the camp date.

### **DROP OFF:**

Drop-off starts at 9:00 am

### **PICK UP:**

Pick-up is at 3:00 pm

Extended care in the afternoon runs until 5:30

### **DAILY ITEMS TO BRING:**

Lunch, a snack for morning and afternoon, and a water bottle.

Electronic devices are only allowed to be used during lunch and snacks.

All campers are required to wear closed-toe shoes and should dress for a mess. Art smocks are provided.

Make sure to have campers' names clearly written on all personal items. We are not responsible for lost or stolen items.

**SPECIAL NEEDS:** If there are any special considerations that you feel we need to be aware of regarding your child (medications, allergies, behavioral problems, illnesses, etc.), please let our teachers know as well as the office.

#### CAMP POLICY

Tysons Art and Learning Center, Inc. reserves the absolute right to dismiss a camper without refund for any behavior (1) that threatens or endangers the welfare and/or the safety of any camper, instructor, or any other person involved with the camp, (2) is disruptive to the overall camp environment, which interferes with the beneficial use and enjoyment by campers and staff, or (3) for any form of bullying of other campers or disrespectful behavior to camp authority.

Tysons Art and Learning Center, Inc. emphasizes a safe, fun, and healthy camp environment that fosters learning and friendship, and appropriate camp behavior is essential to a great overall experience for everyone involved. It is imperative that every camper feels included, safe, 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 of your registered camps.

- We expect campers to follow the established code of conduct expressed to campers by our teachers on the first day.
- Any camper behavior showing disrespect or disobedience to these guidelines will result in appropriate discipline.
- His/Her teacher will deal with camper behavior problems.
- If negative behavior continues, the camp director will be notified and parents will receive the first phone call after the camp director speaks with the camper.

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