

# Summer Camp Policy and Procedures

Tysons Art and Learning Center, Inc.

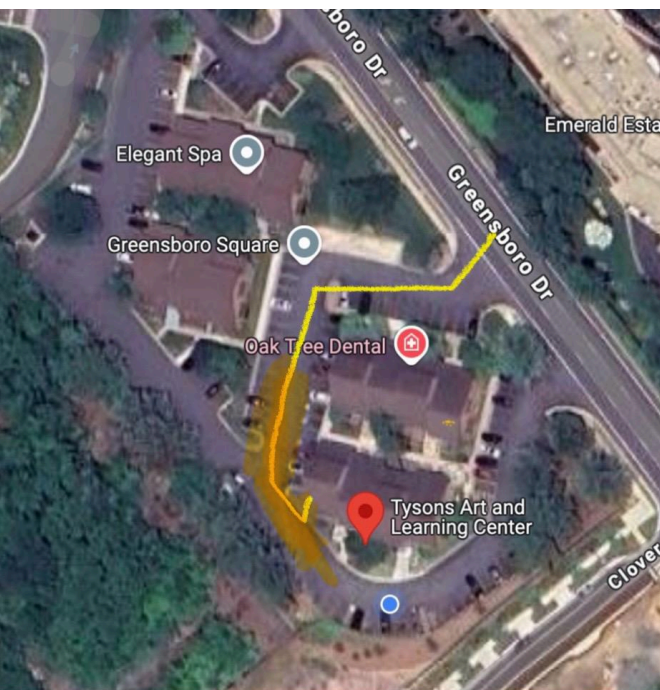
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## Parking Lot Safety



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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## Drop-Off and Pick-Up Procedures

- Drop-off and pick-up will take place at the **front of the studio**.
- To minimize group sizes indoors, we ask that parents/caregivers enter the studio only when necessary.
- A staff member will greet campers at the door and escort them to their classrooms.

## 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.

## First Day Arrival

- On the first day of camp, teachers will greet campers at the entrance. From Tuesday onward, once campers know their assigned classrooms, teachers will not be at the door but will be ready to welcome them in their classrooms.


## Schedule

- **Drop-Off:** 9:00 AM
  - **Morning Half-Day Pick-Up:** 12:00 PM
  - **Afternoon Half-Day Drop-Off:** 12:30 PM
  - **Pick-Up:** 3:30 PM
  - **Extended Care Hours:** 8:00 AM (early drop-off) to 5:30 PM (late pick-up)
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## Daily Items to Bring

Each camper should bring the following clearly labeled items daily:

- Lunch, plus morning and afternoon snacks
- A water bottle
- Closed-toe shoes
- Comfortable clothing suitable for messy art activities  
(*Art smocks will be provided; some materials may stain.*)

 *Note: Half-day campers do not need to bring lunch. Lunch for full-day campers is scheduled from 12:00 PM–12:30 PM.*

- Electronic devices may be used during lunch, snack breaks, and extended care hours only.
- Campers in extended care may bring books or personal devices for use during downtime.
- We are a peanut- and tree-nut-free facility to ensure the safety of children with allergies.
- Tysons Art and Learning Center is not responsible for lost, stolen, or damaged personal items.

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## Special Needs & Medical Information

If your child has any special needs—including medications, allergies, behavioral considerations, or health conditions—please inform us before camp, if not already noted during registration.

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## Cancellation & Refund Policy

- 15+ days prior to camp start date: Full refund minus a \$25 processing fee per session
- 8–14 days prior: 50% refund
- 7 days or fewer: No refund

Please note: There are no make-up days, credits, or prorated refunds for any missed days due to illness or other absences.

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## Behavior Expectations

We are committed to providing a safe, respectful, and inclusive environment for all campers.

### **Campers may be dismissed:**

1. Poses a threat to the safety or welfare of others
2. Disrupts the camp environment, negatively affecting staff or peers
3. Involves bullying, aggressive behavior, or disrespect toward instructors or fellow campers

Campers will review our code of conduct on the first day. Behavior issues will first be addressed by teachers. Continued issues will be escalated to the Camp Director, and parents will be contacted directly.

If a camper:

- Refuses to correct their behavior,
- Repeatedly disobeys camp rules,
- Exhibits violence or verbal abuse toward others,
- They may be dismissed from camp immediately without a refund.

We appreciate your support in upholding a positive and respectful camp atmosphere for all.

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Please contact us with any questions or concerns. We look forward to an exciting and creative summer with your child!

## Tysons Art Center

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