



THE DAIRY BARN ARTS CENTER

# Summer Art Camp Handbook 2024



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# Summer Art Camp Schedule

## General Schedule & Structure

Summer Art Camp provides a joyful exploration of the creative arts and humanities through hands-on artmaking, games, and group activities. Weekly themes connect to our contemporary world and embrace the STEAM approach to learning and inclusive engagement for all.

Camp takes place Monday-Friday from 8:30 AM-4:00 PM for 6 weeks of the Summer. Campers may attend half-days or full-days. Optional aftercare is available from 4:00 PM-5:00 PM. The camp accepts 36 campers per week who are designated by age into three groups. Campers are eligible to attend if they have completed a year of Kindergarten and up to rising 7th Graders.

## Daily Summer Art Camp Schedule

Time	Activity
8:30 AM - 9:00 AM	Camper Check-In (campers may not check in before 8:30 AM)
8:30 AM - 9:00 AM	Morning Activities with Group Leaders
9:00 AM - 9:15 AM	Morning Greeting - All Camp
9:15 AM - 10:05 AM	Art Session 1
10:05 AM - 10:15 AM	Snack
10:15 AM - 11:05 AM	Art Session 2
11:05 AM - 11:55 AM	Art Session 3
11:55 AM - 1:00 PM	Lunch and Recess
12:00 PM	PM Only Camper Check-In
12:30 PM	AM Only Camper Check-Out
1:00 PM - 1:15 PM	Afternoon Greeting - All Camp
1:15 PM - 2:05 PM	Art Session 4
2:05 PM - 2:55 PM	Art Session 5
2:55 PM - 3:05 PM	Snack
3:05 PM - 3:55 PM	Art Session 6
4:00 PM	Camp Ends / Camper Pick-Up
4:00 PM - 5:00 PM	Aftercare (Optional) Pre-Registration Required

# Summer Art Camp Check-In / Check-Out Procedure

## General Information

The Education Director and/or Summer Art Camp Coordinator are responsible for the daily camper check-in and check-out processes. These procedures are an important part of keeping campers safe and we appreciate parents/guardians following these directions carefully. Additional detailed instructions will be provided before camp begins.

## Camper Check-In

**Location:** Most commonly takes place outside adjacent to Dairy Barn parking lot/patio but will have an alternate location inside in the event of inclement weather.

**AM Procedure:** Campers come to the check-in table with an accompanying adult. The Dairy Barn Education Director and/or Summer Art Camp Coordinator will be there to provide information, accept any medications that a camper may bring, and complete the check-in sheet. Campers receive their name tag and join their assigned group.

Campers may not check-in before 8:30 AM.

**PM Procedure:** Campers come to the main lobby with an accompanying adult and are asked to text The Dairy Barn Education Director upon arrival (440-554-5695). They or the Summer Art Camp Coordinator will arrive promptly to provide information, accept any medications that a camper may bring, and complete the check-in sheet. Campers receive their name tag and join lunch/recess. PM-Only Campers may not check-in before 12:00 PM.

## Camper Check-Out

**Location:** Most commonly takes place outside adjacent to Dairy Barn parking lot/patio but will have an alternate location inside in the event of inclement weather.

**AM-Only Pick-up Procedure:** Adults approved for pick-up of AM-Only campers are asked to text The Dairy Barn Education Director (440-554-5695) upon arrival in the main lobby. Camp staff will bring the camper to the main lobby, conduct check-out, and collect nametags. AM-Only check-out is not later than 12:30 PM and requires an approved adult signature.\*\*

**All-Day and PM-Only Pick-up Procedure:** Camp staff will help campers have their items and be ready for check-out at 4:00 PM. The Dairy Barn Education Director and/or Summer Art Camp Coordinator will conduct check-out and collect nametags. Check-out is promptly at 4:00 PM and requires an approved adult signature.\*\*

## Aftercare

**Location:** Aftercare activities take place in the Dairy Barn Community Room on the first floor adjacent to the main entrance or outside adjacent to the patio, as weather allows. Signage posted on the main lobby door will indicate the location for checkout.

**Check-out Procedure:** Campers may be checked-out from aftercare at any time between 4:00 PM - 5:00 PM. The Dairy Barn Education Director and/or Summer Art Camp Coordinator will help campers gather their belongings, conduct check-out, and collect nametags.

**Check-out is no later than 5:00 PM and requires an approved adult signature.\*\***

**\*\*Approved Adult Signature:** Approved adults are anyone over 18 who has been listed in a camper's registration form as either a parent/guardian or emergency contact. Additional approved adults may be submitted to the Education Director and/or Camp Coordinator using the [Camper Check-Out Release Form](#).

## Late Policy

Prompt adherence to the check-out times highlighted above is important to the structure of the camp, staffing resources, and safety. We appreciate every effort to pick up campers on time. Understandably, unexpected events may cause a person to be late for camper pick-up. Should that occur, please contact the Education Director (440-554-5695) as soon as possible via call or text message.

If late pick-ups occur more than twice, The Dairy Barn reserves the right to assess a \$5.00 late fee for each occurrence. After 4 instances of late pick-ups, the fee increases to \$10.00. Fees will be assessed and invoiced to parents/guardians at the discretion of the Education Director.

## Special Circumstances

There may be occasions when campers need to arrive or leave camp due to expected circumstances like doctor appointments and planned events, or unexpected emergencies. Be sure to communicate any change to the regular drop-off and pick-up times to the Education Director in writing, via email, or text message with as much notice as possible.

In these situations, the adult picking up or dropping off will be prompted to call or text the Education Director upon arrival at The Dairy Barn. Camp staff will meet the adult and camper in the lobby for the check-in procedure or will bring the camper from their location/activity to the Dairy Barn lobby for the check-out procedure.

# Absence and Illness

## Absence

Contact the Education Director via email or text message before 8:30 AM any day your child will not be coming to camp, for any reason, to help us maintain accurate daily attendance rosters.

## Illness Policy

Any camper who is experiencing symptoms of illness is required to stay home until symptoms are resolved. These symptoms include but are not limited to, fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, sore throat, shortness of breath or difficulty breathing, diarrhea, nausea or vomiting, tiredness, headache, muscle or body aches, poor appetite.

## Illness While at Camp

If a child reports that they do not feel well or shows signs or symptoms of a non-emergency illness while at The Dairy Barn, they will be excused from the classroom into the care of the Education Director. The Education Director will follow the hierarchy of emergency contacts submitted upon registration to let someone know about the details of the camper's symptoms and plan for dismissal from camp if needed.

The Dairy Barn employs staff members certified in first aid and CPR who will provide care and contact emergency services should any illness or injury at camp be life-threatening.

## What to Wear at Camp

**Campers are required to wear sturdy, close-toed shoes at camp.** Appropriate footwear for camp activities is an important part of health and safety. Flip-flops are not allowed.

Campers should wear clothing appropriate for the weather and their comfort. Some art-making materials may stain clothing. Campers may not want to wear their newest or most favorite clothing to camp. The Dairy Barn is not responsible for damage to clothing or shoes.

# What to Bring (and Not Bring) to Camp

## Lunch

**Summer Art Camp is PEANUT AND TREE-NUT FREE.** Every camper should bring their own packed lunch and will eat outside on the patio. In case of inclement weather (rain or heat advisory), lunch will take place inside. Please pack lunches that do not require refrigeration or heat as campers will not have access to a refrigerator or microwave. (Sunflower seed butter can be an excellent allergen-free alternative to peanuts and tree-nut spreads.)

## Snack

Snacks and snack time will be provided twice a day and will follow the peanut and tree-nut-free requirement of camp. (Examples of snacks provided include pretzels, graham crackers, grapes, oranges, and fruit snacks.) If a camper has other allergies or doesn't like the snack, they will be able to access a packed snack from their lunch bag.

## Water Bottle

Hydration is important! **Each camper must arrive at camp with a filled water bottle on which their name is clearly marked.**

## Hand Sanitizer

Hand sanitizer is available for everyone to share at key locations. You are welcome to send your camper with their own hand sanitizer for use throughout the day.

## Items for Outside Activities

Campers will be outside for lunch, recess, and daily activities. Please be sure your camper has the following, should they be needed. Labeling items with your camper's name will help make sure they don't get misplaced.

- ☐ **Sunscreen:** Campers should arrive at camp with sunscreen applied and extra should they need to reapply.
- ☐ **SPF Apparel:** In addition to sunscreen, a sun hat and SPF-rated apparel for lunch and recess time are recommended.
- ☐ **Rain Jacket:** If it is only a misty drizzle, campers may still go outside for lunch, recess, or class. Packing a raincoat or hooded jacket, just in case, is a good idea.

## Paint Shirt

Campers are welcome to pack an old, big, t-shirt or button-down shirt for any particularly messy art activities.

## Book Bag and Art Bag

A personal bag (duffle bag, book bag, or something similar) in which to keep each camper's personal items is recommended. **Each camper is also asked to bring in a paper grocery bag at the beginning of each week with their name clearly marked.** Art Bags will be used all week to store artwork until being taken home at the end of the week.

## Necessary Prescription or Over-the-Counter Medication

**Medication of any kind must be kept in the care of the Education Director while it is at camp.** Prescription medication must be clearly labeled, in its original container, and accompanied by a signed and dated doctor's note explaining administration and dosages. Over-the-counter medication must be clearly labeled, in its original container, and accompanied by a signed and dated note from a parent or legal guardian explaining administration and dosages.

Campers must be able to self-administer any medications, as prescribed. The Education Director will ensure the camper has access to their medication, based on the prescribed time or scenario, and provide passive supervision. Should any camper not be able to self-administer their medication, plans may be made for a parent or guardian to visit the camp for the administration of medication. Contact the Education Director if you have any questions about medication at camp.

## Accidents Happen

If a camper might have an accident or need a change of clothes for any reason, please pack extra clothes, undergarments, and a gallon-sized zip lock bag to put soiled clothes in. Contact the Education Director ahead and a plan can be created that will be best suited to the camper and their needs.

## Personal Items

**The Dairy Barn does NOT allow the following items to be brought to camp...**

- Digital devices. Campers may not bring cell phones or other personal media devices to Summer Art Camp.
- Card games (like Pokémon or Magic) or other toys (like Legos or Beyblades.)
- Make-up. Campers may wear makeup, but may not bring and/or apply makeup during camp.
- Weapons, toy weapons, or facsimiles of weapons of any kind.
- Pocket knives

Items that are allowable with consideration.

- A book
- One stuffed companion animal, if necessary.

If campers bring a book or stuffed animal to camp please share these expectations with them ahead of time.



- 1). Time with books and stuffed companions is during snack breaks, lunch, recess, and aftercare.
- 2). During activity sessions they will be asked to put them aside for safekeeping. Stuffed companions prefer to watch the creative process rather than get messy. :)
- 3). Items can get damaged or lost. The Dairy Barn and camp staff are not responsible for any lost, stolen, or damaged items.

If you have any questions about what to bring or not bring to camp, please contact the Education Director.

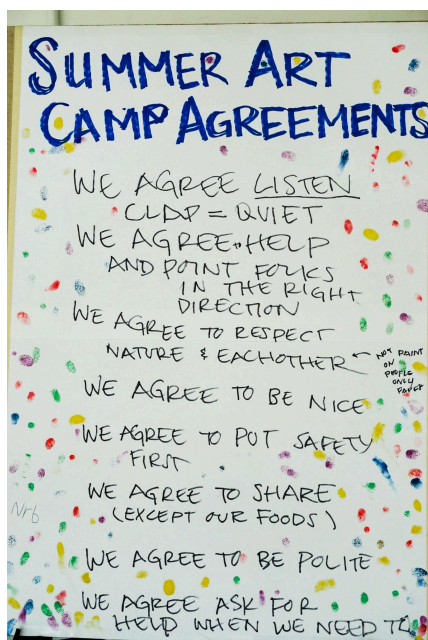
## Camp Behavior and Agreements

### General Information

The Dairy Barn is committed to creating and maintaining a safe and welcoming environment for all campers and staff. The Education Director provides oversight and training to Summer Art Camp Staff, with outreach and collaboration from campers and families. At the forefront, Summer Art Camp employs modeling and promotion of positive behavior, thoughtful structure and consistency within the program, and collaborative creation of behavioral expectations.

Any disrespectful behavior, violent behavior, or actions disruptive to the learning environment or hurtful to others will result in intervention. Intervention may include, positive redirection, a brief time out from an activity, and if needed, consultation with a parent or guardian. If a peaceful, lasting solution cannot be achieved through intervention, there may be grounds for excusal from camp. If a camper is dismissed from camp, a refund will not be issued.

### Camp Agreements



An important part of Summer Art Camp is the creation and reinforcement of our Camp Agreements. Occurring during the scheduled Morning and Afternoon Greetings, this is designed to be a fun and collaborative way to collectively decide what we value and want from our camp experience.

Campers are encouraged to participate actively and show their commitment to the agreements with their colorful thumbprint signature. New agreements are created each week. (This component of Summer Art Camp is based on the principles outlined in the [Full Value Contract at Princeton University Outdoor Action Program.](#))

## Calling Home

Camp staff will always endeavor to provide care and comfort to campers who are feeling unwell or emotionally distressed. Should a camper ask to call home and prior support has not provided relief, we will accommodate this request. A call home doesn't mean that the camper will go home, but will be used as an opportunity to check in with a parent/guardian about the needs and wellbeing of the camper.

## Inclusion and Accessibility at Camp

### General Information

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

### Pyramid of Support at Summer Art Camp

**Foundational:** The diversity statement above provides The Dairy Barn guidance for the positive relationship we wish to have with all people interacting with our organization...that they feel safe and connected.

*Examples of these supports include: using language that is respectful and welcoming, confidentiality controls for personal information, etc.*

**Environmental:** The structure, spaces, and activities of our Summer Art Camp program are created, reviewed, and adjusted to help ensure that all campers are set up for successful participation.

*Examples of these supports include our collaborative creation of Camp Agreements, predictable routines, and transitions, attention to the sensory elements of activity spaces, etc.*

**Targeted:** Challenging circumstances offer opportunities for campers to practice beneficial skills like communication, coping, self-help, and social-emotional well-being with support from Camp Staff.

*Examples of these supports include Staff training with quality professional resources, access to a dedicated quiet space or movement space when a camper needs it, etc.*

**Intensive:** When all the previous supports are in place, some campers may still benefit from individualized accommodations. The Education Director will discuss and plan these accommodations collaboratively with a camper and their family. Support that involves direct and frequent one-on-one interactions may be outside the capacity of our staff and program. In special cases, a camper may be invited to bring a family member or support staff to camp with them.

*Examples of these supports include: The inclusivity questions in our camp registration form, specialized staffing with Summer Art Camp Inclusion Aides, etc.*

Summer Art Camp utilizes resources from the organization, Kids Included Together for our accessibility guidance, training, and best practices. Learn more about this organization at their website: <https://www.kit.org>

All information pertaining to any medical and/or accessibility needs of campers will be treated with confidentiality and care. Information submitted to the Education Director through registration and any follow-up conversations may be shared with camp staff who will interact directly with that individual to provide the best support and care. All camp staff are instructed in the confidentiality requirement of personal health information.

**For more information about accessibility, please contact the Education Director.**

## Essential Contact Information

Education Director, Kelly Shaw, is the administrator of The Dairy Barn Summer Art Camp program. Before the start of camp, you may reach her via email or phone...

Email: [education@dairybarn.org](mailto:education@dairybarn.org)

Dairy Barn Office Number (M-F 9:00 AM - 5:00 PM): **740-592-4981 (OPTION 1)**

Once Summer Art Camp is underway the best way to reach the Education Director is via cell phone with a text or call...**440-554-5695**

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Summer Art Camp is a registered child day camp with the Ohio Department of Job and Family Services. For more information or to issue a complaint, call 1-877-302-2347 option 4.

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**Thank You for Reading this Important Handbook!**

*On behalf of The Dairy Barn Arts Center and all the Summer Art Camp Staff, we are very glad your camper and family are joining us this year. We look forward to new friendships, lots of creativity, and joyful self-expression through art, activity, music, nature, and dance. Hooray for Summertime and hooray for Art!*