



THE DAIRY BARN ARTS CENTER

# Teen Art Camp Handbook 2024



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# Teen Art Camp Schedule

## General Schedule & Structure

Teen Art Camp emphasizes all stages of the creative process: conceptualization, planning, and execution. The Dairy Barn's specialized Fiber, Ceramic, and Digital Arts studios, small group sizes, and skilled Instructors create an exceptional experience for young artists.

Camp takes place Monday-Friday from 10:00 AM-4:00 PM for one week in the Summer. Campers are eligible to attend if they are rising 8th through rising 12th graders. Teen Camps accepts 20 campers who are designated by age into two groups. Each group meets with one Teen Camp Instructor in the morning and switches to the other Teen Camp Instructor in the afternoon.

## Daily Teen Camp Schedule

Time	Activity
9:45 AM - 10:00 AM	Camper Check-In (campers may not check in before 9:45 AM)
9:45 AM - 10:10 AM	Group Activity / Morning Greeting
10:10 AM - 12:40 PM	AM Activity Session (will include short breaks as needed)
12:40 PM - 1:30 PM	Lunch and Group Share (Designated time for lunch and socializing. May include facilitated sharing and discussion of campers' projects and progress.)
1:30 PM - 4:00 PM	PM Activity Session (will include short breaks as needed)
4:00 PM	Camp Ends / Camper Check-Out

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

### General Information

The Education Director is 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.

## Camper Check-In

**Location:** The Dairy Barn Community Room on the first floor adjacent to the main entrance and lobby.

**Procedure:** Campers come to the check-in table in the Community Room to record daily attendance. The Dairy Barn Education Director will be there to provide information and monitor the check-in sheet. Campers receive their name tag and join the group activity.

**Campers may not check-in before 9:45 AM.**

## Camper Check-Out

**Location:** The Dairy Barn Community Room on the first floor adjacent to the main entrance and lobby.

**Procedure:** The camp day ends at 4:00 PM and campers return to the Community Room to gather their belongings, conduct check-out, and leave their nametags. Campers must have an approved adult sign them out or written permission from a parent/guardian to sign themselves out.\*\*

**Check-out is no later than 4:10 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 using the [Camper Check-Out Release Form](#). **A parent or guardian who wishes to give permission for a Teen Art Camper to check themselves out from camp must complete this form.**

## Late Policy

Prompt adherence to the checkout time highlighted above is very 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 as soon as possible via text message (440-554-5695.)

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 check-in and

check-out times to the Education Director in writing, via email, call, or text message with as much notice as possible. (440-554-5695)

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 9:30 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 camper reports that they do not feel well or show 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. If a camper does not have appropriate footwear for working with hazardous materials (i.e. sharp tools, glass, hot water, etc.) they may not be allowed to participate in that activity. Please plan to bring appropriate footwear, if it is not worn upon arrival.

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. Apparel that contains words or images conveying sexist, racist, homophobic, or classist ideas is prohibited.

## What to Bring (and Not Bring) to Camp

### Lunch and Snacks

**Teen 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 time will also be available, so campers are recommended to bring all the sustenance they need for a full day of creativity.

### Water Bottle

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

### Hand Sanitizer

Hand sanitizer is available for everyone to share at key locations. Campers are welcome to bring their own hand sanitizer for use throughout the day.

### Items for Outside Activities

Campers will be outside for lunch and some 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

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.

**Teen campers may be in possession of their prescription or non-prescription medication while at camp, so long as copies of the above information are on file with the Education Director. This includes any camper needing the use of an inhaler or epi-pen. Please make sure your camper understands that under no circumstance may prescription or non-prescription medication be shared with anyone else.**

Teen campers must be able to self-administer any medications, as prescribed. The Education Director can only 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.

## Personal Items

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

- Drugs, alcohol or tobacco products
- Weapons of any kind, including toys or facsimiles
- Pocket knives
- 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.

Items that are allowable with consideration.

- Digital devices such as cell phones, headphones, earbuds, or handheld games
- Books

**If campers bring phones, digital devices, or books to camp please share these expectations with them ahead of time.**

**1).** We ask that campers limit their use of cell phones to the lunch hour and break times only. There may be exceptions to this requirement when guided by an instructor, as it may pertain to the activity at hand. (For example, taking photos for image references or to document their artwork.)

**2).** Limited use of cell phones during activity sessions includes listening to music. To promote a collaborative and communicative creative environment in the classroom, we ask campers to use personal listening devices during lunch hour and break times only. Music in the classroom may be coordinated by instructors for everyone to listen to, based on group consensus.

**3).** Time spent with books or handheld games should also be during breaks and lunch. During activity sessions, campers will be asked to put them aside for safekeeping.

**4).** 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.

### Teen Camp Agreements

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



Teen campers are encouraged to participate actively. (This component of Teen Art Camp is based on the principles outlined in the [Full Value Contract at Princeton University Outdoor Action Program](#).)

## 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, 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 accommodations 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 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 Teen 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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Teen 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 Teen 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!*