



Summer Spree 2018

@ the Community Arts Center

Dear Summer Spree Families,

Welcome to Summer Spree at the Community Arts Center! We are delighted to have your children join us for an exciting program of art exploration and fun. Please have your child wear **old clothes** that can get dirty, and closed toe shoes to protect their toes. **(NO FLIP-FLOPS)**

Camper Information Forms

All students are required to have fully completed Camper Information form on file in the office prior to the start of the session for which the student is enrolled. Please send a completed form to the Arts Center no later than one week prior to the beginning of the session your child is attending. **No child will be assigned to a class until the information sheet is returned.**

Morning and Afternoon Drop Off Information

For Magic Mornings: Please be to the Arts Center by **8:55 am**. Classes will start promptly at **9 am**.

For Afternoon Adventures: Please be to the Arts Center by **12:55 pm**. Classes start promptly at **1 pm**.

On the first day each session your child attends, walk your child to the side yard to check them in. The following days, please drive into the driveway and an aide will help campers from the car to their group meeting spot OR park in the LOWER LOT ONLY and walk with them to their spot. No child may cross the parking lot without an adult.

Morning and Afternoon Dismissal Information

Please park and come to the side yard or into the Arts Center to pick up your child. It is extremely important you tell the teacher you are taking your child so we know they are with the right person. Sign the Sign-Out sheet before you take your child. If someone different will be picking up your child, please send in a written note. Only those persons indicated on the registration form or in a written note will be allowed to take your child. Please help us keep all children safe!

Magic Mornings Please be here for dismissal at the end of the session at **12 pm**.

Magic Mornings and Lunch Only: Please pick up your child in the side yard promptly at **1 pm** by the Gallery doors.

Afternoon Adventures: Please be here for dismissal at the end of the session at **4 pm**.

Lunch: Your child must be registered for the entire session to attend Lunch from 12 to 1 pm.

IMPORTANT: The CAC follows a strict “Not Nut Policy”. No peanuts or Tree nuts are allowed at Summer Spree.

Snack: Pretzels are provided during both the morning and afternoon programs. If you child has dietary restrictions, you may send a snack from home.

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Water Bottles: Please send your child to camp with a water bottle clearly labeled with their name.

Teen Studios

- On the first day of each session, teens meet in the CAC side yard where their teacher will pick up their class. After that, students are to report directly to their studio.
- Teens are dismissed directly from their studio. Pick-up is in the front parking lot.
- If you are picking your teen up, please pick them up promptly at the end of class. Call the office: 610-566-1713 if you are unavoidably delayed and will be late picking him/her up.

Summer Spree Discipline Policy

Programs at the Community Arts Center are intended to be a creative and rewarding experience for everyone. When discipline is required, the Arts Center staff will follow the following procedure:

- **First Incident:** Teachers are encouraged to speak directly to the student about the offending behavior and give a “time out” from the class activity. Teachers are expected to be specific about the disruptive behavior and clear about the consequences if the behavior continues.
- **Second Incident:** Teachers are asked to send the student to the Arts Center office for the remainder of the class period. The student’s parents will be notified that the student has been removed from the class and the reasons for that decision.
- **Third Incident:** Teachers are asked to send the student to the Arts Center office for the remainder of the class period. Office staff will contact the student’s parent(s) and the student will be sent home for the remainder of the day. If a student has been sent home as a result of disruptive behavior, the teacher and staff of Summer Spree and the Arts Center will make a decision regarding the student’s continued participation in the program. Students removed from a program at the Community Arts Center because of disruptive behavior will receive no refund of payments made to the Community Arts Center.

Summer Spree Refund Policy

100% tuition refund (*less a \$25 processing fee*) up to 14 days before the first class.

80% tuition refund (*less a \$50 processing fee*) up to 7 days before the first class.

NO REFUNDS THEREAFTER

Contact Information

Main Office 610-566-1713

Program Director: Tracy Buchanan 610-566-1713 x16

Summer Spree Coordinators: Kelly Nicholson and Catherine Brewer 610-566-1713 x16