2021 VACATION ARTS PROGRAM:
PARENT/GUARDIAN HANDBOOK

Welcome to camp at Arlington Center for the Arts. We look forward to meeting you and your child this summer! Please check that the sessions and dates on your confirmation letter are correct and retain the information for tax purposes.

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I. Welcome, Philosophy & Values:

It is with great pleasure that we welcome you to the Arlington Center for the Arts. ACA is looking forward to working with you and your family in our Vacation Arts Program! It is our hope that you find it a fun, creative and enriching experience for your child.

Arlington Center for the Arts is a community Arts Center devoted to the mission of "transforming lives and building community through the arts." In our Vacation Arts programs, we provide a fun and creative arts-based vacation program for children in grades 1 through grade 10. We offer a mix of performing and visual arts, as well as outdoor activities that encourage creative thinking, socialization, experimentation, and positive self-expression.

Please note: ACA is offering the following programs during the 2021 camp season:

- **Vacation Arts Camp**: Full day camp for grades 1-6, featuring visual art, music, drama and outdoor games each day, all based on a weekly theme.
- **Art Academy Program:** Full day camp for grades 3-6, featuring visual arts activities and outdoor play time each day
- **Teen Studio**: Half day art experience for grades 6-10. New ceramics programs (AM and PM sessions available).

For detailed information about each program and sample schedules, please visit our website at **www.acarts.org.**

Non-Discrimination:

Here at ACA, we strive to create a welcoming and inclusive environment for everyone. As such, we do not discriminate on the basis of race, religion, gender identity, national origin, cultural heritage, political beliefs, sexual orientation, disability, or marital status.

- **Accessibility and Modifications:**

  At ACA, we are more than happy to offer modifications and accommodations to anyone who needs them. Please speak with our Education and Programs Manager, Cat Beaudoin (cat@acarts.org), to discuss specific accommodations for your child.

- **Camp Inclusivity:**

  ACA utilizes the following practices in regards to respecting and recognizing gender identities:
  - Using requested gender pronouns
  - Using requested names and/or nicknames
  - Allowing for reasonable accommodations including comfortable access to restrooms and/or other organization facilities

If you have any questions or concerns please contact the Education and Programs Manager, Cat Beaudoin at cat@acarts.org.

Camp License Information:

The Vacation Arts Program must comply with regulations of the Massachusetts Department of Public Health and be licensed by the Arlington Board of Health. If you have any concerns, please contact Tom Formicola, Executive Director, at tom@acarts.org.

II. Registration Policies

Refunds & Cancellations:
Our camp cancellation policy is as follows:
A $50 processing fee applies to all cancellations
**four weeks or more before camp week begins: full refund less cancellation fee*
**two weeks or more before camp week begins: 50% refund less cancellation fee*
**less than two weeks before camp begins: no refund*

Unregistered, No Show, Late or Absent Policy:
A parent or guardian must be present at check in each day, although Teen Studio campers may be given permission by a parent/guardian to sign themselves in and out each day. If a Teen Studio camper arrives on Monday without a parent or guardian, it will be assumed that they have parental permission to sign themselves in and out.

Please note: Teen Studio students signing themselves in must still submit a daily Parent Attestation form upon arrival each afternoon.

If a parent or guardian knows that the camper will be late or absent from the program for any period, they must contact the ACA Office as soon as possible at (**781)-648-6220**. Further on in this handbook, you will find more information regarding our late attendance policy for our 2021 summer arts camps.

During the 2021 camp season, students will be expected to arrive during pre-assigned drop-off windows, based on their group.

- Should a student arrive early, the student and parent/guardian will be asked to remain in their car until their drop-off window begins.
- Should a student arrive during a later time window than originally assigned, the student and parent/guardian will be asked to remain in their car until all drop-off windows have completed. At that time, the student and parent/guardian will undergo their screening process before the child is allowed to enter the camp facility.

Scholarships:
ACA offers a limited number of 50% - 100% scholarships each year. To apply, submit a written request based on the information in the ACA's Scholarship Information packet (available at www.acarts.org).

III. Preparing for your Week at Camp

Important COVID-19 Policies & Procedures Update:
ACA has instituted a number of new policies and procedures for our summer camps in order to account for social distancing and risk minimization in light of COVID-19. Please consult our **COVID Camp Safety Plan** (click here) for a comprehensive list of our updated camp policies and procedures. Please also consult our website for all associated policies and procedures at: https://www.acarts.org/camp-policies

Please read on for more details about updates to our usual camp processes, including drop-off and pick-up, first aid procedures, etc.

Camp Forms/Emergency & Medical Info:
ACA *must* have completed and returned First Aid and Emergency Contact forms, as well as a copy of the child's latest immunization record, before any child may attend our camp programs. Forms may be submitted through our website (https://www.acarts.org/camp-policies) or emailed to our camp staff at camp@acarts.org.

We ask that a child's forms be submitted, as possible, **at least 2 weeks** in advance of the program for which the child is enrolled**. ACA must have these completed forms in hand before your child may attend our camp programs.**

PLEASE NOTE: In addition to ACA's required First Aid and Emergency Contact forms, our camp will also require daily written Attestation Forms from parents/guardians, to be submitted to ACA staff upon arrival at camp each day. This form asks parents/guardians to monitor their child's symptoms. **You will receive this form in advance of the camp week(s) for which your camper is enrolled.**

Camper Medication:
If your child will require a prescription medication at camp (including epi-pens and inhalers), please be sure to submit an Authorization to Administer Medication form. Depending on the medication, your request may need to be approved by ACA's Health Care Supervisor before camp begins.

If a camper is planning to attend multiple weeks of camp throughout a given year, one set of forms may be submitted before the start of the first program for which the child is enrolled. If any of the information denoted on these forms changes before the start of a subsequent program, we will require an updated set of camp forms.

Use and Distribution of Digital Photos of Children:
The ACA occasionally uses digital images in our publicity and to allow parents/guardians to see what happens during the program day. Parents/guardians may opt out of all photos of their children by letting the ACA know in writing prior to the camp week that we may not use their child's photo in any publicity or weekly activity updates. Names are never attached to photos unless authorized by the parent/s to do so.

Friend Requests and Group Assignments:

Campers at Vacation Arts Camp are split into groups. The groups are decided based on the child's birthday, so children are always grouped with their peers. Groups will consist of no more than 10 campers, each with a designated counselor and instructor. If we receive more registrations for younger or older kids, the ages of the groups will reflect that, in order to make sure that we have balanced numbers of campers in each group.

Most of our campers attend Vacation Arts Camp with no known friends from school or other activities. We take very seriously our role to foster friendships, ease nerves and be inclusive of all our campers. From the first morning of camp until the end of the summer, your child will meet new campers each week and develop lasting friendships.

Should you decide to make a friend request, please keep in mind that it's easier for us to accommodate if both campers are the same age. It can also be challenging to accommodate friend requests for more than two campers, due to the size of our groups. We don't want to create a situation where a child isn't in the appropriate group, due to a friend request.

We try to accommodate each camper's friend request; however, our main concern is to provide a safe and well-balanced group experience for everyone. ACA does its best to honor one friend request per camper, and *both campers must request each other*. **Friend requests for one's child must be made at least two weeks before the start of camp.** ***Please note****: We cannot accommodate friend or group requests made on the first day of camp.*

What to Bring & Wear

Please note, in addition to the items listed in the sections below, ACA **requires** that students attending our 2021 summer camps arrive each day with the following:

- **A backpack or bag** with the student's name clearly labelled on the front. All other personal items should be placed in the camper's bag/backpack.
- **A mask/face covering**, to be worn for the duration of the camp day. Please supply an extra mask, if possible, in a clearly marked Ziploc bag, to be placed in your child's backpack. Should a camper arrive without a mask/face covering, they will be asked to leave and return once they have retrieved one.
- **An extra set of clothing**, in case their original clothing gets torn, dirty or soiled. This applies to children of all ages.
- **Art supplies from home (if possible)**, to help limit sharing of supplies and increase efficient social distancing practices. ****You can find our Camp Supplies List here. You can also purchase supplies through Arlington art store, Artbeat, by using this Order Form.** *If you believe you will be unable to bring supplies from home, please contact our camp staff at camp@acarts.org. ACA will have limited supplies available at our camp facilities for campers who may need them.*

Lunch, Snack & Water Bottle

**** Please bring a nut-free lunch and TWO snacks each day. ****

- We have a no-nut policy due to the prevalence of allergies. Please do not pack items with peanuts or tree nuts including almonds, cashews, hazelnuts, nutella or peanut butter candy.
- Bring a water bottle with your child's name on it every day. Please be sure to fill the water bottle each morning before arriving to camp.
- We do not have refrigerators or microwaves available for camper lunches.

- We are not able to provide food for campers!
  In the event that your child forgot his/her lunch or snack, we will contact you.

Clothing

- Make sure your child is wearing clothes that you don't mind getting messy.
- Please pack an extra set of clothes, just in case of spills, weather or other accidents.
- No flip-flops, please.
- We will go outside every day, weather permitting. Please dress accordingly.
- Please, no electronics, special toys, or "good" clothing that may get lost or damaged.

What NOT to bring:

- Electronic devices must be left in the campers backpacks
- Collectable cards
- Personal sports equipments
- Flammables, knives or weapons of any kind (including toy weapons)
- Tobacco or drugs of any kind
- Peanuts or tree nuts – we are a nut free camp!

Program Structure and Sample Schedule:

Campers will be in groups of **no more than 10 children**, with one assigned teacher and one counselor. Groups will have one designated classroom where they will engage in multi-disciplinary activities over the course of the week.

Campers, in their groups, will get at least two outdoor free play periods each day (weather permitting). There will be no cross-group activities during the 2021 camp season. Campers will only engage in activities with the staff and other campers assigned to their group.

Sample Schedules:

On the next page, you can find sample schedules for both our Vacation Arts Camp and Art Academy programs. Please note: groups in each schedule are ordered from left-to-right, in ascending age order. As such:

- For Vacation arts Camp, Yellow Group represents our *youngest campers* and Purple Group represents our *oldest campers*.
- For Art Academy, Orange group represents the *younger campers*, Red Group represents the *older group of campers*.

Vacation Arts Camp Sample Schedule:

VAC 2021: Theme (Dates)

6 Groups

Counselor & Teacher Breaks to taken during Outside Time 1 & 2 each day

Camp Office Phone Number: (339)-368-4453

Group	**Yellow**	**Green**	**Orange**	**Red**	**Blue**	**Purple**
Teacher						
Location	*1st Fl: Clrm 1*	*1st Flr: Clrm 2*	*2nd Fl: Clrm 2*	*1st Fl: Clr 3*	*2nd Fl: Clrm 1*	*Fellowship Hall*
8:45 - 9:30 *Drop-Off*	**Window 1:** 8:45 - 9:00am	**Window 1:** 8:45 - 9:00am	**Window 2:** 9:00 - 9:15am	**Window 2:** 9:00 - 9:15am	**Window 3:** 9:15 - 9:30am	**Window 3:** 9:15 - 9:30am
9:30 - 10:30 *Activity 1*	**Outside 1: 9:30 - 10:00**	**Outside 1: 9:30 - 10:00**	**Outside 1: 10:00 - 10:30**	*Classroom*	*Classroom*	*Classroom*
10:30 - 10:45 *Cleaning*	**Student Handwashing & Classroom Cleaning**					
10:45 - 11:15 *Snack & Games*	**Outside**	**Outside**	*Classroom*	*Classroom*	*Classroom*	*Classroom*
11:15 - 12:15 *Activity 2*	*Classroom*	*Classroom*	*Classroom*	**Outside 1: 11:15 - 11:45**	**Outside 1: 11:15 - 11:45**	**Outside 1: 11:45 - 12:15**
12:15 - 12:30 *Cleaning*	**Student Handwashing & Classroom Cleaning**					
12:30 - 1:00 *Lunch & Games*	*Classroom*	*Classroom*	**Outside**	**Outside**	*Classroom*	*Classroom*
1:00 - 2:00 *Activity 3*	**Outside 2: 1:00 - 1:30**	**Outside 2: 1:00 - 1:30**	**Outside 2: 1:30 - 2:00**	*Classroom*	*Classroom*	*Classroom*
2:00 - 2:15 *Cleaning*	**Student Handwashing & Classroom Cleaning**					
2:15 - 2:45 *2nd Snack*	*Classroom*	*Classroom*	*Classroom*	*Classroom*	**Outside**	**Outside**
2:45 - 3:45 *Activity 4*	*Classroom*	*Classroom*	*Classroom*	**Outside 2: 2:45 - 3:15**	**Outside 2: 2:45 - 3:15**	**Outside 2: 3:15 - 3:45**
3:45-4:00 *Cleaning*	**Student Handwashing & Classroom Cleaning**					
4:00 - 4:45 *Pick Up*	**Window 1:** 4:00 - 4:15pm	**Window 1:** 4:00 - 4:15pm	**Window 2:** 4:15 - 4:30pm	**Window 2:** 4:15 - 4:30pm	**Window 3:** 4:30 - 4:45pm	**Window 3:** 4:30 - 4:45pm

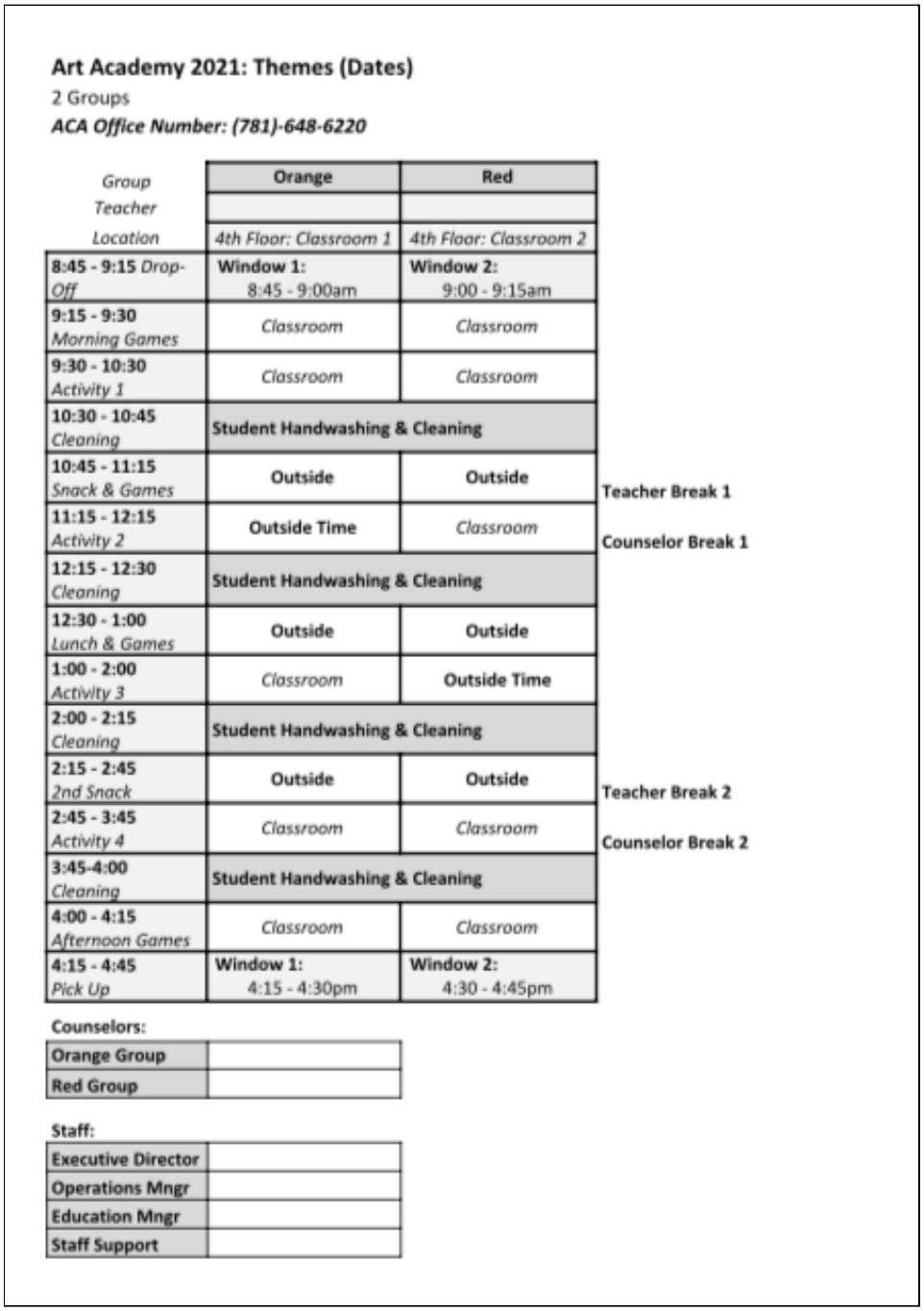
Staff:

Camp Director	
Operations Mngr	
Education Mngr	
Coordinator	
Coordinator	
Coordinator	
Outdoor Teacher	

Counselors:

Yellow		**Red**	
Green		**Blue**	
Orange		**Purple**	

Art Academy Schedule:



Art Academy 2021: Themes (Dates)

2 Groups

ACA Office Number: (781)-648-6220

Group	**Orange**	**Red**	
Teacher			
Location	*4th Floor: Classroom 1*	*4th Floor: Classroom 2*	
8:45 - 9:15 *Drop-Off*	**Window 1:** 8:45 - 9:00am	**Window 2:** 9:00 - 9:15am	
9:15 - 9:30 *Morning Games*	*Classroom*	*Classroom*	
9:30 - 10:30 *Activity 1*	*Classroom*	*Classroom*	
10:30 - 10:45 *Cleaning*	**Student Handwashing & Cleaning**		
10:45 - 11:15 *Snack & Games*	**Outside**	**Outside**	**Teacher Break 1**
11:15 - 12:15 *Activity 2*	**Outside Time**	*Classroom*	**Counselor Break 1**
12:15 - 12:30 *Cleaning*	**Student Handwashing & Cleaning**		
12:30 - 1:00 *Lunch & Games*	**Outside**	**Outside**	
1:00 - 2:00 *Activity 3*	*Classroom*	**Outside Time**	
2:00 - 2:15 *Cleaning*	**Student Handwashing & Cleaning**		
2:15 - 2:45 *2nd Snack*	**Outside**	**Outside**	**Teacher Break 2**
2:45 - 3:45 *Activity 4*	*Classroom*	*Classroom*	**Counselor Break 2**
3:45-4:00 *Cleaning*	**Student Handwashing & Cleaning**		
4:00 - 4:15 *Afternoon Games*	*Classroom*	*Classroom*	
4:15 - 4:45 *Pick Up*	**Window 1:** 4:15 - 4:30pm	**Window 2:** 4:30 - 4:45pm	

Counselors:

Orange Group	
Red Group	

Staff:

Executive Director	
Operations Mngr	
Education Mngr	
Staff Support	

<u>Helping your child to understand our camp policies and procedures:</u>

We know that our camp programs will look and feel very different this year, and understand that some parents/guardians, as well as campers, may have reservations about attending in-person programming this summer. At ACA, our highest priority this summer is to provide creative arts opportunities for kids in a way that is safe and aims to minimize risk.

It is, therefore, important that you consult our **Camp Safety Plan** (click here) to familiarize yourself and your child with the numerous modifications we've made and safety precautions we've taken in planning this year's summer camps.

We also recognize that developments related to COVID-19, and some of the changes to our own camp programs, may be distressing or scary for some campers. Below, you can find resources about effective and constructive ways to talk to your child about COVID-19.

- Talking with children about Coronavirus Disease
  https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html
- COVID-19 Resources for Parents
  https://www.acacamps.org/campers-families/news-resources/covid-19-resources-parents

Although ACA will do our best to offer reasonable accommodations and behavioral, as well as social/emotional, support for campers, the health and safety of all of our campers and staff is of the highest priority. If you have concerns about your child's ability to comfortably engage in ACA's camp safety policies and procedures this year, please make sure to contact our staff at info@acarts.org and a member of our camp team will connect with you as soon as they're able.

IV. Arrival and Departure at ACA

Program Hours:
Full day camp runs from **8:45 am to 4:45 pm**, with staggered drop-off (8:45 - 9:30 am) and pick up (4:00 - 4:45 pm) each day. Please read on below for more details about our drop-off and pick-up processes for this summer camp season.

Morning Drop-Off Information:
Morning drop-off is between **8:45 and 9:30 am.** During the 2021 camp season, campers will be expected to arrive during **pre-assigned drop-off windows**, based on their group.

**** You will receive an email in advance of the camp week, with your camper's assigned drop-off and pick-up window**. Parents/guardians should plan to arrive at camp shortly before their drop-off window begins. Please remain in your car until the drop-off time for your child's group has begun.

Please note*:* We ask that the same parent/guardian drop off and pick up each day, as possible. This will help to reduce exposure for our other campers and staff over the course of the week. Additionally, parents/guardians will not be permitted to enter our camp facilities during the 2021 camp season. This is to ensure the safety of our campers, as well as our staff.

Our 2021 summer arrival/drop-off process:

- Please double-check your child's assigned drop-off window to ensure you are dropping off at the appropriate time
- Parents/campers arriving within their time window will be directed to a line by the front entrance of the building (cones will be set to denote places in line where you can stand, accounting for social distancing)
- ACA staff will then conduct a symptom screening process with you and your camper -- the staff member will do a verbal and visual check for symptoms and you will submit the Daily Attestation form
- Once approved, your child will be brought into the building by an ACA staff member and accompanied to their assigned classroom
- Upon joining their group, your camper will drop off their backpack in a pre-labeled basket and will then be issued a nametag. They will spend the first part of the day getting to know their assigned staff and the other campers in their group in fun ice-breaker games.

It is important, this year more than ever, **that parents/guardians arrive on time for camp each day**. Below, we have included policies for camp families that arrive before or after their designated drop-off window:

- **Should a student arrive early**, the student and parent/guardian will be asked to remain in their car until their drop-off window begins. Please note: we will not be allowing any campers to enter the building before 8:45 am. We will not have staff ready to check your camper in until 8:45am at the earliest.
- **Should a student arrive during a later time window than originally assigned**, the student and parent/guardian will be asked to remain in their car until ALL drop-off

windows have been completed. At that time, the student and parent/guardian will undergo their screening process before the child is allowed to enter the camp facility.

Please note: If you need to arrive after the morning drop-off period (from 8:45 - 9:30 am), it is important that you contact the ACA office at 781-648-6220. Please let our camp staff know that you will be arriving -- only an ACA staff member will be able to allow your child into the building, upon completion of the screening process outside of our camp facility.

We understand that the first day of camp can be tough for some campers. However, please note that, while it is our hope to create a welcoming and encouraging environment for all, the safety of our staff and campers this summer is of highest priority. As such, parents/guardians will not be permitted to enter the camp facility with their child. If you have any concerns about your child's ability to successfully transition into the camp day, we ask that you please touch base with our camp staff, prior to the start of the program for which your child is enrolled, by emailing us at camp@acarts.org. While we will do our best to accommodate the particular needs of our campers, parents may be asked to wait outside the camp facility with their child (should they be experiencing difficulty during drop-off) until all other campers have been signed-in.

Teen Studio campers take note: If Teen Studio campers arrive without an accompanying adult, we will assume that they have the authority to sign out at the end of the day.

Medication Drop-Off:
All medications (i.e. Epipens, inhalers, etc) should be dropped off with the ACA staff member checking you in and picked up with a staff member upon pick-up on Friday (or the equivalent last day of child's attendance). Please place medications in a clear, zip locked bag, labeled with the child's last name *and any special instructions*.

- **NOTE**: all medications must be in their original packaging with a valid expiration date.
- **IMPORTANT:** If your child will require a prescription medication at camp (including epi-pens and inhalers), please be sure to submit an Authorization to Administer Medication form. Depending on the medication, your request may need to be approved by ACA's Health Care Supervisor before camp begins.

Pick-up Information:
Pick up is from **4:00 - 4:45 pm each day**. During the 2021 camp season, students will be picked-up by a parent/guardian or authorized person during pre-assigned pick-up windows, based on their group.

- Please double-check your child's assigned pick-up window to ensure you are picking up at the appropriate time
- Parents/guardians/campers arriving within their time window will be directed to a line by the front entrance of the building (cones will be set to denote places in line where you can stand, accounting for social distancing)
- ACA staff will then conduct a verbal and visual symptom screening process with your camper as they exit the building
- ACA staff will cross-check our Authorized Pick-Up list and the ID of the person picking up
- Once confirmed, ACA staff will mark the sign-out sheet and report any relevant information from the day (including any symptom-related information, as applicable)

Please Note: No camper will be released to a person who is not designated as an "authorized pick up" on your emergency contact form. This includes family members. Please understand that this protocol is in place to ensure the safety of your child. You can ask for ACA staff to modify the list at drop off as needed, email or call the camp office.

- Should someone arrive to pick up your child, who is not an authorized pick-up, we will ask them to wait while we contact you or your other emergency contacts.

If you know you will be picking up early or late in the afternoon, please call the ACA office at **(781)-648-6220**. A late fee of $20 per child will be incurred for each 10 minutes past 4:45pm.

Extended Day:

In consideration of guidelines and best practices re: COVID-19, ACA will not be offering Extended Day services for the 2021 summer camp season.

V. HEALTHCARE & SAFETY PROCEDURES

COVID-19 Health & Safety Procedures
As previously noted, please consult our **Camp Safety Plan** (click here) for a comprehensive list of our 2021 safety policies and procedures. It is important that all camp families know and understand these policies and procedures before joining us for one of our camp programs --

Have follow-up questions about our safety procedures for this summer in light of COVID-19? **Please contact ACA's camp staff at info@acarts.org**

General Health Policy:
If a child is not feeling well, they must remain at home. Campers may not attend camp if they have the following symptoms:

- A fever over 101 degrees within 24 hours
- Vomiting or diarrhea within 24 hours
- Early stages of a cold
- Sore throat or swollen glands
- Undiagnosed rash or skin eruptions
- Earache or drainage from the eyes
- Head lice or scabies, until properly treated
- An upset stomach

Health Screenings:
Upon arrival each morning, all campers and parents/guardians will undergo a symptom screening process outside the building with ACA staff. This will include a verbal symptom check before allowing the camper into the building. ACA will also collect an Attestation Form, denoting that the camper has not come in contact with anyone known to have the virus within the last 14 days. **A copy of this form must be submitted daily**.

**** You will receive a copy of this form to fill out in advance of the camp week(s) for which your camper is enrolled.**

During the screening process, students and/or staff who exhibit symptoms of COVID-19 (or who have come into contact with other exposed individuals) will not be allowed to enter the facility and will be directed to return home for at least 14 days. They will not be permitted to rejoin the camp until testing negative for COVID-19, after this 14-day period.

First Aid Procedures:
In case of any basic first aid (minor cuts, etc), a camper will be brought to the ACA office by a counselor or ACA staff member. A sign indicating the First Aid area is displayed just outside the ACA Office.

All injuries and/or illnesses are dealt with by an ACA staff member who is CPR and First Aid certified. ACA staff will wear gloves when administering any first aid, including cleaning cuts and scrapes, applying bandages, etc.

For more serious injuries, if the parent(s) or guardian(s) cannot be reached right away, an emergency contact person will be called and asked to arrange for the child to be taken to the doctor. If the accident is very serious, the ACA staff will call 911 to provide emergency care for the child; simultaneously, ACA staff will call both the parent/guardian and the child's pediatrician to arrange for the child to be met and treated at the hospital.

Illness:

In the case of illness, the child's parent or guardian will be contacted, and medication administered with permission from the parent or guardian.

If a child becomes ill while at camp, a parent or guardian will be asked to pick up the child immediately. If a parent or guardian cannot be reached, one of the emergency contacts may be asked to pick up the child.

In extreme circumstances, an ambulance may be called, or a child may be taken to an emergency center or hospital in the care of a staff member.

Medication:

In accordance with state regulations, prescription drugs can only be administered to children by the ACA staff if:

- the medication is a current prescription;
- the medication is in an original container with child's name, date, name of the medicine, dosage, and special instructions clearly marked;
- there is a written request from the child's parent or guardian with instructions

Non-prescription drugs, in an original container and not out of date, may be administered by ACA staff only with verbal confirmation from a parent/guardian or written instructions, including dosage, from a physician.

In special cases, such as bronchial inhalers for asthmatic children or a diabetic pump, the child may be permitted to administer his/her own medication with staff supervision.

Non-prescription topical creams, ointments, and sprays can be administered by ACA staff with written permission and instructions from the parent or guardian. Each item must be clearly labeled with the child's name.

ACA staff will wear gloves when administering any medication. Both ACA staff and the camper will wash hands after medication is administered.

IMPORTANT NOTE: If your child will require a prescription medication at camp (including epi-pens and inhalers), please be sure to submit an Authorization to Administer Medication form (available at: https://www.acarts.org/camp-policies). Depending on the medication, your request may need to be approved by ACA's Health Care Supervisor before camp begins. Due to state regulations, all self administered insulin or epi-pens MUST be approved by ACA's Health Care Supervisor before camp begins. Please be sure to submit your Authorization to Administer Medication as soon as possible.

Sunscreen:
Please apply sunscreen for your child before they arrive at camp. If your child will require a re-application of sunscreen, please deliver spray sunscreen of at least 25 spf to the Camp Coordinator, along with written instructions and authorization for sunscreen application. Staff will not be responsible for use of lotion sunscreen but will oversee child's application.

Medication Drop-Off:
All medications (i.e. Epipens, inhalers, etc) should be dropped off with an ACA staff member during the screening process on Monday morning and picked up end-of-day Friday (or equivalent last day). Please place medications in a clear, zip locked bag, labeled with the child's first and last name *and any special instructions*.

Preventing Abuse and Neglect:
ACA protects children from abuse and neglect while in the program's care and custody and follows state law procedures for reporting of any suspected incidents of child abuse or neglect. All ACA staff are mandated reporters of child abuse or neglect, including physical, sexual and psychological. Staff training includes written copies of ACA reporting policy, as follows:

1. All staff shall immediately report any suspected child abuse or neglect, either to the Education & Programs Manager, or to the Massachusetts Department of Children and Families.

2. The Education & Programs Manager shall immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families.

3. The Education & Programs Manager shall notify in writing the Department and Board of Health if a report is filed alleging abuse or neglect of a child while in the care of ACA. The 51A report itself shall not be forwarded to the Board of Health.

ACA shall cooperate in all official investigations of abuse or neglect, including identifying parents of campers currently or previously enrolled in the camp.

If child abuse/neglect is suspected of a staff member, it will be addressed immediately. The Education & Programs Manager will initiate the required paperwork, and contact the Massachusetts Department of Children and Families, and the Board of Health. The allegedly abusive or neglectful staff member(s) will be put on a leave of absence pending an investigation by the appropriate authorities.

All staff have state run CORI and SORI background checks before starting work. ACA also adheres to a strict "**Rule of Three**" policy, which requires that a child never be alone with a single adult (counselors, staff and teachers included) in an enclosed space.

VI. Camper Behavior Expectations

Behavior Management:
ACA strives to provide positive and consistent guidance to children based on their individual needs and development. We encourage children to respect each other, staff, and our physical environment.

Teachers begin each new session with a general discussion of appropriate behavior and language, and the safe, respectful use of materials and behavior in the classroom. If a child's behavior or language is inappropriate and is either unsafe or distracting to other students, we have the following policy:

1. A teacher respectfully asks a child to stop the offending behavior.

2. If the child's behavior persists, the teacher will ask a counselor to bring the child to our office for a cool-down period.

3. The Counselor will fill out a Behavior Incident Report to communicate the issue to the Camp Coordinators, Camp Director and/or Education & Programs Manager.

4. The Camp Coordinators, Camp Director and/or Education & Programs Manager will discuss the incident with the child to determine appropriate action before sending the camper back to the classroom.

5. If the behavior persists after the child has returned to the classroom, the ACA Education & Programs Manager will call the child's parent/guardian to discuss the behavior and plan strategies to help the child continue in the program.

6. A child may be asked to leave the program if the child's behavior makes the environment for the child or other children unsafe. No refund if a child is dismissed from the program.

All ACA programs prohibit the following practices:

- spanking/corporal punishment
- cruel or severe punishment, humiliation or verbal abuse
- no child shall be denied food, water or shelter
- no child shall be punished for soiling, wetting or not using the toilet

Suspension or termination from the program
Should it appear that a child's behavior continues to be disruptive or dangerous to him or herself or to other children after sincere attempts from both the family and the ACA staff, the ACA reserves the right to suspend or terminate participation in the program. The ACA staff will arrange for parent conferences to resolve issues. If a child is suspended, families will be referred to local services for help with the child's behavior.

VII. Communication with Families:

Staff will verbally check in with parents/guardians at pick-up concerning any injury or behavior incidents. We also provide frequent emails including any information that may affect the program. If you notice anything that concerns you or your child, please feel free to talk to the Camp Coordinator or the Education & Programs Manager.

You will receive a **Confirmation Letter** at least 2 weeks before camp begins and **Welcome Letter** with a **schedule** prior to the start of the camp week.

You will subsequently receive a **Newsletter** on Thursday of each camp week, detailing the week's activities, as well as a **Survey** on Friday afternoon, where you can share any feedback about your child's experience in our camp program.

In Case of Weather:
In case of snow or weather cancellations/delays, we will send an email to all families and list the info on our website.

VIII. Staff Roles:

We have a dedicated and caring staff in all ACA's Vacation Arts Programs. Our summer counselors are responsible and friendly young people, who love the arts and are deeply committed to creating the best camp experience possible for each child at ACA. ACA teachers are enthusiastic, professional teachers and artists who work each week to give campers an opportunity for creative self expression and to have a positive experience in the arts. The organizing and administrative staff includes:

- Cat Beaudoin, Education and Programs Manager (cat@acarts.org)
- Pam Shanley, Operations Manager (pam@acarts.org)
- Michael Mahin, Student Services Manager (michael@acarts.org)
- Aneleise Ruggles, Communications Director (aneleise@acarts.org)
- Tom Formicola, Executive Director (tom@acarts.org)
- Delia Tharnish, Camp Manager (campmanager@acarts.org)
- Camp Coordinator(s) (camp@acarts.org)

For more information, visit our website at: https://www.acarts.org/staff

Staff Ratios:
Vacation Arts – 2 staff to 10 children
Art Academy - 2 staff to 10 children
Teen Studio - 1 staff to 10 children

Further Information

ACA maintains detailed policies and procedures for the following, if you would like to review these policies, please request them in writing at the ACA Office

- Emergency Procedures
- Staff Hiring and Background Reviews
- Health Care Policy
- Behavior Management Policy
- Grievance Procedure

Arlington Center for the Arts
Administrative Office: 20 Academy Street, Arlington, MA 02476
www.acarts.org | P: 781-648-6220 | F: 781-643-7539 | camp@acarts.org