



**AL Studio**

# Art Camp Guidelines & Safety Rules

## **Kirkland**

1425 Market St, Kirkland WA 98033

P: 425.803.9988 (absence/late pick up/info & billing)

## **Bellevue Factoria**

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Manager Phone 425.908.9908 (Emergency/Complains)

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# Camper's Rights & Discipline

## **Staff Training and Ratios**

All staff has cleared a criminal and/or FBI background check based on our requirements. All staff are required to attend 30 hours of training before working at our camps. Their training hours are spent on art instruction for different ages, CPR, first aid, age appropriate activities, bullying prevention, and a variety of other topics to ensure that your children have a safe, but fun experience at camp.

For age 5-8, instructor student ratio is 1:6-1:8; For age 9+, instructor student ratio is 1:7-1:9

## **Camper's Rights Policy**

All our students in the Art Program are here to have a super fun, exciting and informative experience! However, it is very difficult for a child to have a good time at camp if they are being teased because they are different. Your child's rights will be observed by the camp counselors and other children.

Every child has the right to be treated with respect and care!

Every child has the right to be treated fairly by his/her peers and be his/her self.

Every child has the right to create art in a friendly and supportive environment.

Every child has the right to feel safe with the group. And every child has the right to have fun!

## **Camper's Discipline Policy**

For the safety and enjoyment of every child in our camp, the *Children's Rights Policy* will be strictly followed. Any child found violating the Children's Rights Policy will be disciplined. The range of disciplinary action will range from short time outs to suspension from the camp.

Use kind words to others (no name calling-not even as a joke, and no foul language).

While indoors, you must walk, no running.

Follow the camp counselor's/ art instructor's directions and listen carefully.

Use kind hands (no hitting, pushing or pretend fighting).

First incident – Parent notified by phone and/or in writing

Second incident – disciplinary write-up

Third incident – the action taken at this point is at the discretion of the program lead(s) after appropriate discussion with the parent/guardian. Range of discipline may vary from one-day suspension to removal from the camp.



## **Outdoor Trip Policy**

Each round trip is designed to be less than 1 mile in walking distance, all trips are by walking except special coordinated with other academy program. For afternoon long break, we will play game and watch movie in raining day, only go outdoor by weather permit.

At Kirkland studio, morning short break is walking around neighborhood, afternoon break is going to beach park. During July and August, campers may bring beach tower and extra clothes get into water, while 2 lifeguards from city, 2 to 3 instructors from our studio are watching.

At Bellevue studio morning short break is walking around street dead end towards to T-Mobile building, which has the least traffic at that time. afternoon break is walking across the street, to a indoor playground at Factoria Mall every other day (or inside studio for game and movie)

Campers wear a neon bright yellow safety vest, one studio staff in front, one at the end, children age 5-7 must hold a traffic rope, form a straight line. Our staff will repeat safety rule every time going out. If a child shows an inability to follow the Field Trip Policy, he or she must be escorted by their parent.

For the safety of each individual child, it is extremely important that each student follows these simple rules:

1. Do not leave the group
2. Stay with your assigned partner always!
3. Always listen to your counselor/art instructor.
4. Wear proper attire for field trips.

All outdoor Camp staff have a cell phone for making emergency calls. A First aid kit back bag is carried by counsellor/art instructor at all the time when outdoors. Parents please remember to leave your cell phones on! That way you can be contacted immediately in an emergency.

## **Arrival, Departure, and Release Procedures**

All parents/guardians must sign their camper in and out each day. For safety purposes only, before our instructors are familiar with the parents/guardians, your photo might be taken at pick up time. AL Studio will not share or release these photos.

IMPORTANT: Your camper will [only be released to the persons listed on the emergency or authorized pick up section of the registration form](#). This includes parents, relatives and good friends. All changes must be made in writing.

If you indicate on your child's registration form that he/she can be released to a sibling under the age of 18, then the sibling must be listed as an authorized person to pick up your child on the child's enrollment form.



## **Parent-Volunteers and Intern Engagement**

This is a drop-off daily camp, meaning that the parents can be present in the morning before we start, and the afternoon or evening during 15 minutes before picking up. Parents are welcome to participate in field trips.

Parents-volunteers and intern must have cleared a criminal and/or FBI background check based on our requirements. Parents-volunteers and intern will need to complete a training session and are never left alone with a group of campers.

## **Preparation List**

### **Studio provides**

Drinking water & cups. Microwave & Refrigerator  
Art & craft supplies: oil pastel, chalk pastel, acrylic, watercolor, Tie-dye, wood craft, clay, etc.  
Play cards and game material  
Outdoor neon safety vest for everyone daily use  
Sunscreen spray notify us if your child has sensitive skin and preferred use your own.

### **Half Day Camper**

Snack  
Close-Toed/Close-Heeled shoes (comfortable for walking)  
Comfortable, weather appropriate clothing; i.e. thick jacket in Spring camp.

### **Full Day Camper**

**Peanuts Free** - Snack & Lunch; Water bottle  
Optional cap or visor  
EpiPen is accepted at studio, make sure camper him/herself have knowledge about it.

Kirkland camper only- Optional beach tower, extra pants, clothes, if camper participate during July & August. We will stay inside shade as much as we can.

### **Lost & Found**

All necessary personal items that come to camp should be clearly labeled with the camper's name. Items that are lost will be placed in a lost and found area. Due to our limited storage space, if items are not claimed after 2 weeks from your camp session, they will be donated to local charities.



## Severe Weather / Emergency

### **In cases of Excessive Rain, Wind or Thunderstorm**

Outside activities will be cancelled and will be continued inside the studio. If severe weather starts while campers are outside, counselors will guide the campers to a covered area until the weather passes.

### **First Aid/CPR**

First aid and emergency kits are in the studio and assigned to one staff when on field trips. This person is responsible for contacting 911.

### **For Accident or Medical Emergency**

Your camper's safety is our number one priority. If camper is involved in a major accident or medical emergency, the camp lead(s) will call 911 immediately. The parents will assume fees for the emergency transportation.

## Tentative Day Camp Schedule (varies day to day)

### **Session 1**

9:00am – 10:15am Art time (oil pastel, chalk pastel, watercolor, acrylic painting)  
10:15 – 10:45 am Break & snacks  
10:45 – 11:45 am Craft time (mask, foam art, scratching art)  
12:00pm End of 3hr camp

### **Session 2**

12:00 – 12:45 pm Lunch  
1pm – 2:45pm Summer outdoor / 1 pm-2:00 pm Winter & Spring Indoor Break time  
Summer Kirkland: 4 days per week play time at local park; Friday end of camp show and prize  
Summer Bellevue: 2 days per week indoor playground at Factoria Mall; 2 days in studio movie;  
Friday end of camp show and prize  
3:00 pm End of 6 hr camp

### **Session 3**

3:00pm – 5:00pm or 5:30 pm  
Small Art project (oil pastel, chalk pastel, watercolor, acrylic painting)  
break and board game

**We work hard to bring your child a safe and fun art camp!**