

CAMP HANDBOOK

 **CUMMER MUSEUM**
ART | GARDENS | EDUCATION

Updated February 2025

Welcome to Summer Camp!

Cultivate your child's creative abilities in our summer camp. Campers will observe and explore artwork in the Museum's galleries and gardens, experiment with different art media in the studio, as well as create and showcase their artwork during a special open house each week. Each camp is taught by professional Museum Educators and Teaching Artists trained in the fields of art history, fine arts, education, or science who will build the skills for students to look at, connect with, and create art in more personal ways. The Camp team creates fun and engaging art projects and experiences inspired by the Cummer Collection, gardens, and special exhibitions that will spark your child's creativity and imagination.

Please read this packet carefully to prepare for a great camp experience!

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CAMP HOURS & PRICES

Summer Camp 2025

Choose from four weeks of Summer Camp for kids entering grades 1 through 6. Summer Camp is Monday through Friday, 9 a.m. to 3:30 p.m. Members \$305 per week, Future Members \$360 per week. Scholarships are available. Extended care is not offered.

Each week, campers will benefit from small class sizes (up to 12 students), which allows additional instructor support. Classes are organized by age groups: rising first to third graders and rising fourth to sixth graders, ensuring that campers receive the best instruction tailored to their developmental stage.

Camp Open House

All parents, guardians, and caregivers are invited to attend the camp open house, Thursday 3 to 3:30 p.m. in one of the studios. Families can see some of the artwork in progress, explore the studio, meet one of the teachers, and visit the rest of the Museum. This is a great opportunity for the campers to show off some of their creativity and tour family members through the galleries and gardens they have visited!

CAMP REGISTRATION POLICIES

- Complete and submit the online Registration Form in advance to secure your spot for camp. Payment is due at the time of registration. Camp registration will be reviewed by Cummer Museum staff; if registration is incomplete or does not meet the registration requirements, Museum staff will contact you.
- Refunds are not given for any reason once registration is complete. Refunds are not given for missed days of camp, nor do we prorate any weeks. Please make sure that the week you register for will work for your schedule prior to completing registration.
- Late fees:
 - Camp ends at 3:30 p.m. and we allow a 10-minute grace period. (We understand traffic and delays).
 - Any camper not picked up by 3:40 p.m. will accrue an additional cost of \$5 for the next 10 minutes and \$10 for every 5-minute period after.
 - Reminder that the Museum closes on most days at 4 p.m. It's important to plan camp pick up accordingly.
- Because art projects span multiple days, campers attending partial weeks of camp will not be able to complete all projects.

- With the exception of the camp open house each Thursday at 3 p.m., parents, guardians and caregivers are not permitted to join Camp activities. This includes snack and lunch.

CAMP SAFETY POLICIES

Camper Registration Form

The camper registration form is essential for the Museum to ensure a safe and engaging experience for all campers. Please provide all relevant information regarding your child's health, allergies, special needs, or required accommodations. While all information remains confidential, it may be shared with our staff as needed to provide the best care.

Sick Procedure

Campers should be well enough to participate in the camp. If a camper is suspected of becoming ill, the camper's parents, guardians and caregivers will be contacted, and they must pick up their camper as soon as possible. Sick campers will be supervised in our Learning & Engagement offices until they are picked up. Campers need to be fever-free for 24 hours before returning to camp.

Serious Injury

Serious injury or illness means any injury or illness occurring on Museum property which requires immediate professional medical care. For example, seizures, falls that cause broken limbs, head injuries, or any other type of serious injury.

The staff member on the scene will call for emergency medical assistance (911), and the camper will be transported to the nearest hospital emergency room. Guardians will be called will be responsible for any resulting treatment and costs.

Minor Injury

Minor injury or illness does not warrant an emergency response of an ambulance, and the person can be treated with simple first aid.

First Aid is "any one-time treatment" for the purpose of minor scratches, cuts, and splinters or other minor injuries, which do not ordinarily require medical care. In the case of minor injury, the staff member on the scene will assist and staff will communicate with guardian at pick up.

DROP-OFF & PICK-UP

DROP-OFF

- Campers may be dropped off no earlier than 8:45 a.m. each morning. Camp begins promptly at 9 a.m.

Drop-off Location – First Day of Camp - Monday

- Park in the parking lot across from the Museum on Riverside Avenue and walk your camper to the north Education Entrance of the Museum under the gray awning.
- Check in your camper at the Art Connections desk, review paperwork, and pick up your Dashboard Plaque.

Drop-off Location – Tuesday through Friday

- Park in the parking lot across from the Museum on Riverside Avenue and walk your camper to the north Education Entrance of the Museum under the gray awning.
-or-
Follow the carpool route on the reverse side of the Dashboard Plaque (also shown on page 7 of this handbook) and pull up to the north Education Entrance.
- Check in your camper with Museum staff by signing the daily check-in sheet.

PICK-UP

- Camp ends promptly at 3:30 p.m.
- Pick-up begins at 3:25 p.m. *If you arrive before 3:25 p.m., please refrain from entering Art Connections to retrieve your camper until pick-up begins.*
- Late Fee – Any camper not picked up by 3:40 p.m. will accrue an additional cost of \$5 for the next 10 minutes and \$10 for every 5-minute period after, as outlined on page 3.

Pick-up Location – Monday through Friday

- Park in the parking lot across from the Museum on Riverside Avenue and walk to the north Education Entrance of the Museum under the gray awning.
-or-
Follow the carpool route on the reverse side of the Dashboard Plaque (also shown on page 7 of this handbook) and pull up to the north Education Entrance.

Pick-up Procedures

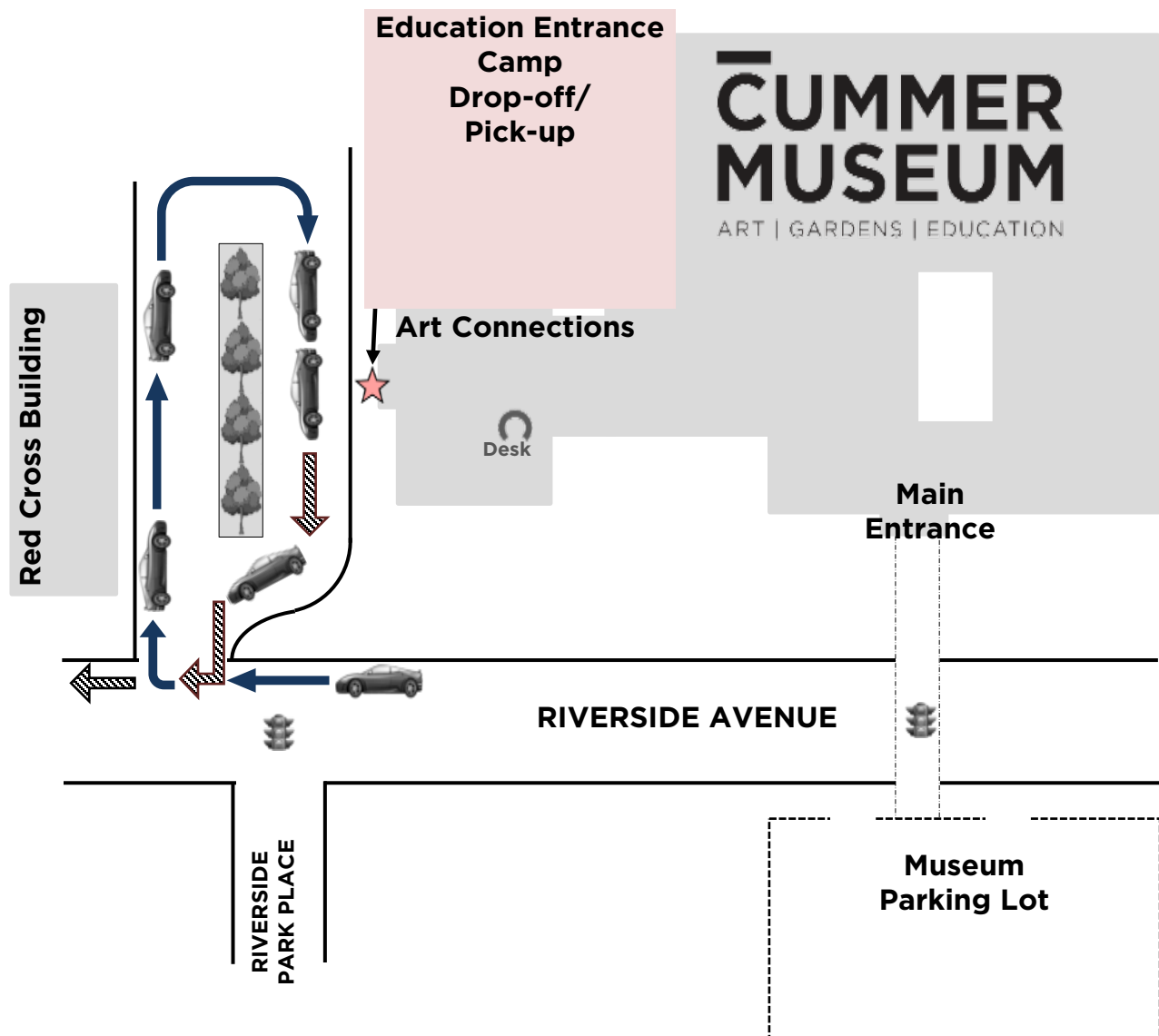
- For the safety of all campers, everyone picking up a camper must show photo ID for each and every day of camp. Photo ID is not necessary at drop-off. Please be patient – we need to properly check every camper in and out.

- To expedite the pick-up process, please clearly display the Dashboard Plaque with your camper's name.
- An authorized person must sign their camper IN and OUT of Camp. Everyone picking up must either be listed on the Registration Form or have written consent from the camper's parent, guardian, or caregiver. This person will need to sign the daily check-out sheet.
- If you plan to carpool with other families, please inform staff in writing prior to the day of carpool.
- During extreme rain or any storm with active lightning, staff will hold campers indoors until it is safe to load. You may choose to park and walk up to retrieve your camper during these times.

Early Pick-up Procedures

- Please give staff one day notice if a camper is being picked up early during the week or if they will not be attending camp on Friday, to help expedite the early pick-up process. You can either send a signed note with your camper or respond to the "Welcome to Camp" email.
- Upon arrival, please check in at the Art Connections desk with your Photo ID. Please be prepared to wait a few minutes for staff to retrieve your camper from class and to gather their things. Last-minute Friday afternoon pick-ups without prior notice will result in your student not receiving all of their artwork that day, and you can arrange with staff to pick up the artwork at another time.
- Due to time constraints and a full schedule, campers that leave early may not have time to complete some of their art projects.

DROP-OFF & PICK-UP ROUTE



DRESS CODE

We want campers to be comfortable and safe during camp.

- Wear comfortable clothes. No short shorts or miniskirts.
- Please wear closed toe and closed back shoes. No flip flops.
- Clearly label jackets/sweaters with camper's name.
- This is art camp so be prepared to get a little messy; dress accordingly. We will provide smocks for messier projects.

WHAT YOU NEED TO BRING

- Please pack a lunch, beverage, and morning snack with needed eating utensils for your camper every day. Label the lunch clearly with your camper's name. Lunch and snacks are not provided by the Museum.
- Microwaves and refrigerators are not available for campers' use. Campers may not purchase food from the Cummer Café. We do not provide any food.
- Campers are welcome to bring a water bottle to use throughout the day. Water fountains are also available in the Museum. Note: drinks are permitted in the studio and gardens; drinks are not permitted in the Museum galleries.
- To ensure camper's comfort in the studio, we recommend that they bring a jacket, as the temperature can be cold for some campers.
- You do not need to bring any art supplies or smocks. We will provide all art materials.

WHAT NOT TO BRING

- Gum, candy, electronic games, toys, and phones are not allowed at camp. The Museum is not liable for any lost or stolen items. If a camper brings a phone, it must remain in the camper's bag throughout the entire day.

CAMP CODE FOR KIDS – Please review with your camper.

We hope that you will join us in making Summer Camp a safe and fun environment for kids and staff alike. We feel this can be best facilitated when you are aware of the Camp Code for Kids (i.e., guidelines). These guidelines are designed to prevent accidents or incidents that might endanger your child or other children and to ensure that all campers have fun. Thank you for your cooperation in making Summer Camp a wonderful and exciting week for all!

- The Museum staff's first priority is to keep you safe. It is important to always listen to staff and volunteers and follow their instructions.
- Kindness and courtesy are expected from all campers. Summer Camp has zero-bullying tolerance. If a camper does not show respect for other campers or persists in not following the rules, they will not be permitted to return to camp.
- Art Connections is a "hands-on" area, a place where you can touch and explore the interactive exhibits. The remainder of the galleries throughout the Museum are "hands-off" areas. To preserve the artwork for other people to enjoy it is important to keep your hands to yourself when in the galleries.
- To preserve the gardens and for safety, please do not climb on trees, railings, or fountains. Also please do not pick the flowers or plants.
- Materials are important to all artists. Use all materials and equipment in Art Connections and the studios properly and with care!
- Gum, candy, electronic games, toys, and phones are not allowed at camp. The Museum is not liable for any lost or stolen items. If you bring a phone, it must remain in your bag throughout the entire day.

Positive Discipline

We believe in and use positive behavior management. If campers are having challenges or disrupting the group, we will respectfully work with individuals to address and redirect their behavior in a positive and supportive manner. If campers cannot cooperate, are disrespectful, or do not follow staff instructions, they may be timed-out and temporarily removed from the group. If the camper's behavior does not improve, the parent, guardian or caregiver will be called to help find a solution. If disruptive behavior continues, the camper will need to be picked up early from the program, and the camper may be asked not to return. In this situation, there will be no refunds for any days missed.

- Museum staff will treat each camper with respect and set clear expectations and boundaries each day. Campers are expected to show respect to their peers and staff, as well as treat the facilities and art materials with care.
- For campers who experience difficulty with this structure, staff will work with the camper and their parents, guardians and caregivers to create an

individualized plan that meets the need of the camper while ensuring the safety of other campers.

- Frequent disrespect for peers, staff, and rules will result in a camper's dismissal from Summer Camp.
- Consequence Procedures:
 - **Minor Offenses** – off-task, talking during instruction time, etc.
 1. Warning
 2. Redirect behavior
 3. Time out at AC Desk with another Museum Educator
 4. Call parent, guardian, or caregiver
 5. Removal from camp
 - **Major Offenses** - harming or threatening to harm teachers and/or other campers, inappropriate language, etc.
 1. Call parent, guardian, or caregiver
 2. Removal from camp

Thank you for reviewing the Camp Code for Kids with your camper. We look forward to an exciting, fun, and creative summer with your camper. Your participation and cooperation help make Summer Camp an enjoyable, memorable, and productive experience for all!