

ALBANY MUSEUM OF ART

# Art Camp

## Orientation Packet and Important Information

We at the Albany Museum of Art are very excited about your child's upcoming art camp experience! As we prepare for the arrival of you artist, we ask that you review the following information.

If anytime you have questions or concerns, please feel free to contact the Director or Education and Public Programming by phone at 229-439-8400 or by email at [chloe.hinton@albanymuseum.com](mailto:chloe.hinton@albanymuseum.com)

### **Information in this packet:**

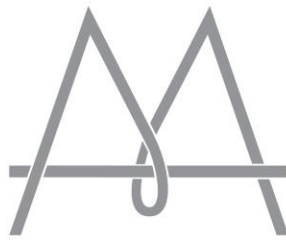
- First Day Check-In and Orientation
- Daily Schedule
- Lunch Procedures
- Drop-Off and Pick-Up Procedures
- Policies and Guidelines for Young Artists
- Camper Forms
- FAQ

### **Please note:**

- Your registration will not be complete until you have submitted a waiver form for each child attending camp. Once you have purchased your session, we will send the waiver form(s) to the email address you provide during checkout. Please complete it as soon as possible to finish your registration. ( This only applies if you paid for camp over the phone. If you register online, you will complete the forms then.)
- The Albany Museum of Art reserves the right to cancel, change, or alter any program due to attendance.
- The AMA will not pro-rate or offer make-up days for student absences.

### **Cancellation Policy:**

**Cancellations made less than two weeks prior to camp start date will NOT result in a refund. Cancellations or changes made prior to two weeks before camp start date will result in an administrative fee of \$25.**



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## First Day Check-In

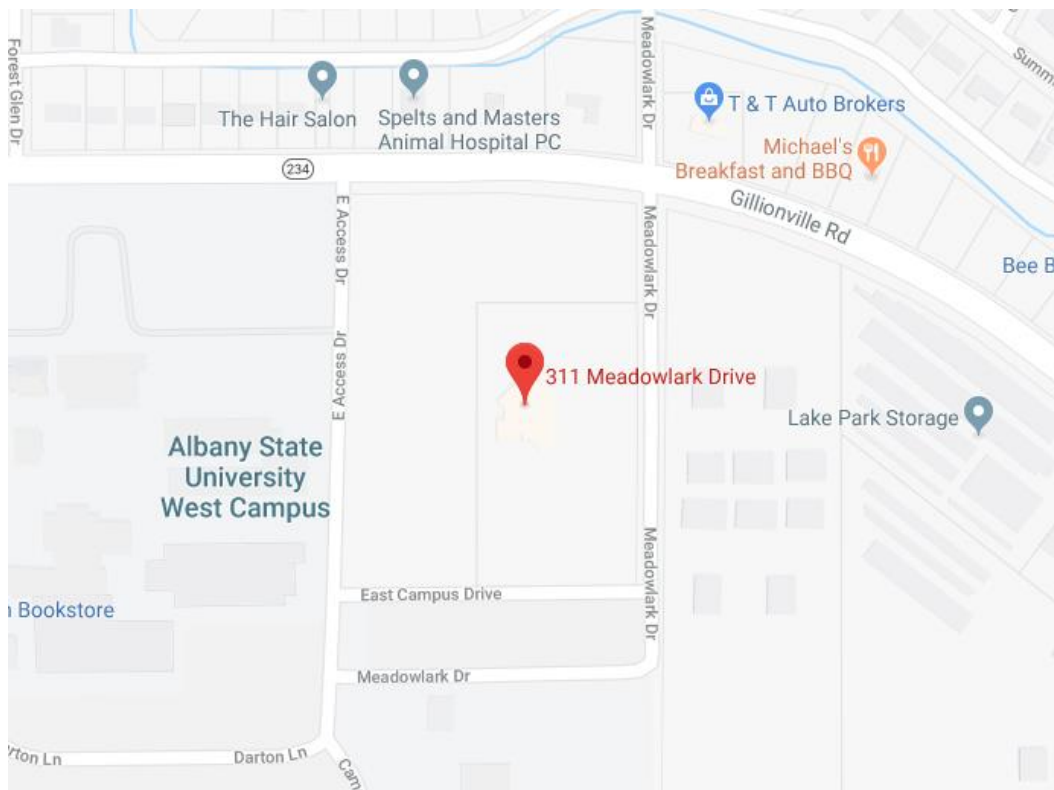
When: Early Drop off begins at 8:00 am unless otherwise specified.

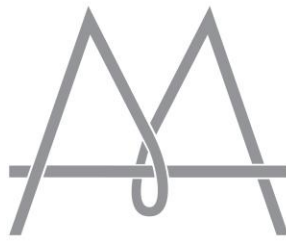
Where: 311 Meadowlark Drive  
Albany Museum of Art

Who: Camp staff will be waiting to greet you and check your camper in. You can meet our amazing teacher and see where your camper will be making art.

## Parking for First Day Check-In

Where: You may park in the parking lot to the left of the building.





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## Daily Schedule and Lunch Procedures

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**8:00 - 9 a.m.** Drop-off

**9 a.m. – 12 noon** Morning Session

**10 - 10:30 a.m.** Snack and Playtime

**12 noon – 1 p.m.** Lunch

**1 - 4 p.m.** Afternoon Session

**2:30 - 3 p.m.** – Snack and Playtime

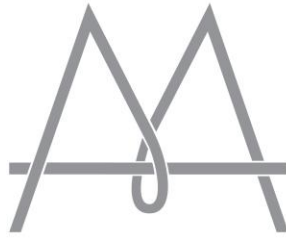
**4 - 5 p.m.** Pickup

**If your camp has a 9-3 timeframe, those are the designated drop off and pickup times.**

**If your camp has a 9-12 drop off time, early drop off will start at 8 and pickup is promptly at noon.**

### **Lunch:**

- Campers must bring a lunch and a water bottle to camp.
- We will provide two snacks a day. These are typically goldfish, graham crackers, apples or grapes.
- Friday we will have a pizza party for camps that occur during lunch time. If you do not wish for your child to participate, please let us know.



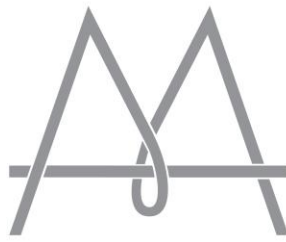
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## Drop-Off and Pick-Up Procedures

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### **Please note these requests are to ensure your child's safety**

- Parent or guardian must escort child into camp each morning and sign them in.
- Parent or guardian must come in to pick their camper up in the afternoon to sign them out.
- A parent or guardian **MUST** send a signed note with the child on the morning of the alternate pick up if someone other than the primary caregiver is picking up your child on that day. The note must include the following:
  - Name of child/children
  - Date of Pick-up
  - Name of parent(s)
  - Name of person picking up
- Due to staffing considerations, please, call 478-955-6980 if you will be late picking up your camper.
- Pick-up and drop-off both occur at 311 Meadowlark Drive at the Albany Museum of Art.



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## Policies and Guidelines for Campers

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The following guidelines and policies are for your camper's safety, comfort, and enjoyment. Please read them carefully and communicate them to your camper. If you have any questions or concerns, please speak to staff members or call 229-439-8400.

- **There is no roughhousing, running or yelling in the classroom.** We will have opportunities for outside play and free time.
- **Campers must not leave the group.** Since, we will be visiting Turtle Park and the Riverwalk they must stay with the teacher. There will always be adult supervision.
- **Apply sunscreen daily** before drop off. Campers will be spending some time outside.
- **Dress Code** clothes should be comfortable and allowed to get messy. Some projects might stain clothes.
- **Anti-Bullying Policy:**  
Zero tolerance for bullying of any kind, verbal or physical.  
Any child exhibiting this behavior may be asked to leave camp at the discretion of camp staff.  
Please encourage positive behavior with your children before attending camp.
- **Cell Phone and Electronics Policy**  
If your child brings a cell phone, camera, ipad, ipod, or other electrical device it must stay in their bag at all times. Cell phones may only be used in case of an emergency.
- **Medical**  
If your child requires an EpiPen or any type of medication, please label the item with your child's name and send it with your child on the first day of camp.

### **Important Contact Information:**

**Director of Education and Public Programming – Chloe Hinton**

**Phone: 229-439-8400**

**Cell: 478-955-6980**

**Email: [chloe.hinton@albanymuseum.com](mailto:chloe.hinton@albanymuseum.com)**