

# **William King Museum of Art Teen Art Camp Policies**

## **Prior to camp:**

If you have any questions or concerns, contact Laken Bridges, Director of Higher Education, at (276) 628-5005 ext. 109 or [lbridges@wkmuseum.org](mailto:lbridges@wkmuseum.org)

## **During Camp:**

During camp, Art Lab staff may not be in their offices. To reach staff during camp time, call the reception desk at (276) 628-5005 or the Security Office (276) 628-5005 #200 so someone can be sent to the classroom with your message.

## **General Policies:**

- WKMA is not responsible for lost/damaged items
- There is a no refund policy for summer camps. If a teen is unable to attend camp due to injury or illness, a make up day can be discussed. This will be determined on a case by case basis.
- Refunds will be issued in the case that WKMA cancels camp for unforeseen circumstances or if WKMA is unable to host the camp
- Teens must take all artwork home at the end of each camp, even if they are registered for multiple camps, with the exception of clay camp. Parents / guardians will be notified when pottery is fired and ready for pickup.
- All camp projects must be removed by the teens at the end of each camp period, with the exception of clay projects which must be fired first.
- Clay projects must be picked up within 10 days of the “ready for pickup” notification that will be sent to the email address on file for the teen.

## **Arrival and Dismissal:**

- Parents and Guardians of teens who are not driving themselves to camp are encouraged to accompany their teens the first day to sign them in so staff can put faces with names for safety purposes.
- After the first day, Parents and Guardians may allow their teens to sign in/out.
- All individuals dropping off and picking up a teen must be listed (with contact information and vehicle description) on the teen’s camp registration form.
- Drop off and pick up will take place outside Art Lab. An email with more information about drop-off and traffic flow will be sent closer to camp time.
- Staff will not be present to receive teens for camp any earlier than 8:45AM. Teens must be picked up by 4:15PM.
- Failure to comply with pick up and drop off times may result in dismissal from camp.

- We appreciate parents and guardians alerting us to planned camp absences at least 1 day prior so we can prepare accordingly for each day of camp and your teen does not miss out on a part of their project or return to camp when we are mid project.

### **Decorum Policy**

- Teens are expected to engage in camp. This includes paying attention to instructor demonstrations, using studios, tools, and equipment with care, and being respectful towards others.
- Camps are coordinated by a Safe Space trained staff person. All teens are welcome.
  - Behavior determined to be bullying, violent, aggressive, bigoted, or generally unkind will not be tolerated and will result in dismissal from camp at the Director's discretion. No camp refunds will be provided upon this type of dismissal.
  - Differences of opinion will arise and calm and considerate discussions are welcomed.
- Teens must stay with the camp group and shall not explore the campus unsupervised or work in other rooms unsupervised. Failure to respect this policy may result in dismissal.

### **Clothing Policy:**

- Teens should wear "art" clothes that can get stained
- Teens are encouraged to bring layers of clothing to protect from sun and to warm up in cold air conditioning.
- Teens are encouraged to bring/wear sunscreen, insect repellent, and other protective gear as needed
- Teens are encouraged to bring a change of clothes in consideration of water hose use, sloshing water buckets, etc.
- Menstruation products will be available in the admin office if needed.
- Teens should wear closed-toe shoes like boots or sneakers that are slip resistant as we may step in water or oils

### **Personal Device Policy:**

- Phones and tablets are welcomed but should only be used on breaks. Teens should put away devices during demonstrations and when working with others on

projects. If a teen is distracting others or disengaging from the group, their device may be put away or kept at the instructor's desk until break times.

- Earbuds / headphones are discouraged as camp is a collaborative environment.
- Teens may be asked to leave their phones in the lunch room until break at lunch time. If this will be an issue for your family, please discuss this with the Dir. of Higher Education ahead of time. Please refer to the top of page one for alternate ways to reach your teen in the event of an emergency.

### **Entertainment Policies**

- Teen camps may include an afternoon movie. Any media streamed will be rated PG-PG13. If a parent or guardian has concerns about entertainment, they are encouraged to contact the Dir. of Higher Education for a list of potential movies, shows, etc.
- Music, podcasts, etc. played during work time will be chosen by teens and at the instructor's discretion.

### **Food Policies:**

- WKMA and Art lab do not provide daily snacks or lunches
- A peanut-free snack or sweet may be available on the last day of each camp. We do consider special diets, but cannot always accommodate. Please let us know ahead of time if you have concerns about an end-of-week treat.
- Teens must bring their own lunches and snacks:
  - Pre-cooked / microwave-free
  - Peanuts / peanut oil discouraged
  - Extra drinks (we have tap water, but no vending or water fountain)
  - Do not share / trade food

### **Health and Safety Policies**

- Do not bring sick teens in to camp: teens who appear ill will be sent home
  - If a teen has to miss camp days due to illness, they can have those days transferred to another week of camp (make-up days)
  - If a teen is sent home after they are brought in appearing sick, they will forfeit that particular make-up day of camp
  - If a teen has to be sent home BUT had no symptoms when dropped off for camp, they will not need to forfeit that particular make-up day of camp
- Staff will not come in if exhibiting any symptoms of illness. In this case, an effort will be made to secure substitute instructors. However, due to the specialized topics of teen camp, projects or media may change based on the skill and experience of the substitute instructor.
  - Staff who exhibit signs of illness will also be sent home

- Teens will be properly trained in how to use various tools such as gouges, x-acto knives, pliers, hammers, needles, and other sharp art-making objects.
- Parents or Guardians shall sign a hold harmless agreement at the beginning of each week of camp and be aware of the assumed risks of camp, using art-making tools, playing outside, etc.
- Instructors will be aware of safety protocols, the location of the nearest fire extinguisher, and the location of first aid kits.
- For liability reasons, **Instructors and staff cannot provide any medications to teens**. This includes Tylenol or Ibuprofen for headaches and periods. Please ensure your teen has any medications they may need.

**Contagious Illness:**

- We encourage vaccination against COVID-19, flu, and other illness to reduce the chances of transmission and infection, but do not require vaccination for campers or instructors
- Masking when recovering from covid, flu, or similar illness is expected
- If your teen is ill, they are encouraged to stay home. If your teen comes to camp and is visibly ill, they will be sent home.

**FAQs**

*Can I sign up for one week now, and then sign up for the other weeks of camp after my teen attends the first week to see if they like it?*

- Yes, registration closes 2 weeks before the start of each camp. If your teen wants to register for an additional camp after the registration deadline, you may contact Laken Bridges at 276-628-5005 ext. 109 or [lbridges@wkmuseum.org](mailto:lbridges@wkmuseum.org) or Alice Salyer at 276-628-5005 #123 or [asalyer@wkmuseum.org](mailto:asalyer@wkmuseum.org) to find out if another teen has dropped out and a space is available.

*Early drop off/late pickup policy?*

- Early drop off and late pickup are not offered this year.

*Why do you have a no refund policy?*

- WKMA is a small 501C non-profit organization. Unused registration fees are considered donations to the museum's operating costs. Because we don't offer refunds, we make an effort to offer make-up days or discounts in response to certain circumstances on a case by case basis.

*How do you source your instructors?*

- We look for guest artist-instructors who specialize in the topics we plan to offer, often local artists and/or teachers or retired teachers. Our instructors are background-checked and supervised by WKMA staff.