

# Greater Norristown Art League (GNAL)

800 W. Germantown Pike

East Norriton, PA 19403

Email: [gnartleague@gmail.com](mailto:gnartleague@gmail.com)

## Summer Art Camp Family Handbook

**Camp is offered to children from 7½ to 14 years old  
(Children must have turned 7 by January 1 to be eligible)**

### TUITION AND FEES

Summer Art camp is \$280 per week, payable online through our website: [www.gnal800West.org](http://www.gnal800West.org). Every family is required to fill out an online Summer Camp Information form before their child is permitted to participate in camp.

### ARRIVAL AND DEPARTURE PROCEDURES

**\*\*\*IMPORTANT\*\*\*** Please check your email and cell phone each day before camp and during camp to assure that we have not tried to communicate important messages to you regarding camp that day.

**Camp begins at 10am and dismisses PROMPTLY at 3pm, Monday through Thursday.**

**Every Friday, you are invited to come at 2pm, park, view your child's camp creations and enjoy a nice art show! Dismissal will be immediately after the show, or at 3pm at the latest.**

**All lunch boxes, water bottles, jackets, towels, etc must be taken home each day after camp. Any belongings left in the building will be placed on the front porch at the end of the day for pick up. GNAL is not responsible for any belongings.**

#### **Drop-off procedure:**

Summer art camp entrance is at the back door which is in the back parking lot. Entrance to this lot is on the left side of the building. Please use caution when entering and exiting the back parking lot as it is very narrow. Please be patient as some cars will be dropping off and some will be leaving at the same time using the narrow driveway.

Please park and accompany your child to the back door. You will be asked to verify all information you provided during the registration process. Please be patient, as this may take some time, especially on the first day of camp.

#### **Pick up procedure:**

Your child will be picked up at the front entrance of our building promptly. You must come up to the front porch and announce your name and the camper's name to the teacher. The teacher will then escort your child to the front door. Since our front parking lot only has a few spaces, we ask that you also utilize the back parking lot, and walk to the front porch.

## HEALTH AND HYGIENE-PROCEDURES

**Daily home health check:** Each day parents should check their child's temperature and general health before sending them to Summer Camp. If a child shows symptoms of illness, keep him/her home.

**Handwashing:** Children will wash hands when they come into the building, after using the bathroom, and as needed.

**Mask wearing:** Optional.

**Illness Procedure:** If your child is ill we will be calling you to pick them up and you will be expected to be available.

**Admission/Exclusion due to symptoms of illness**

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning.

## GENERAL POLICIES

**Seating:** Each student may be assigned a seat all week where they will be doing their activities and eating their lunches. This is up to the teacher's discretion.

**Visitors:** No visitors will be allowed in the building.

**Food:** Campers are to bring a beach towel, bagged lunch, and a beverage each day.

**Water bottles:** Each child should bring their own full water bottle each day (labeled with name).

**Mobile devices:** Children are not allowed to use mobile devices of any kind during camp. If they must bring a device, it needs to remain in their backpack. It may only be used during lunch. Students will get one warning if caught with the device during session, after which the instructor may hold the device until end of camp day.

**Allergies:** It is up to the parent to let the staff know if their child has life threatening allergies before camp begins so that we can alert all families. Email [gnartleague@gmail.com](mailto:gnartleague@gmail.com) with any allergies at least one week before the start of camp.

**Clothing:** Please dress your child in practical clothing that allows for freedom of movement and is appropriate for paint, clay, and other art mediums. Art materials may permanently stain clothing.

**Outdoor activities:** The camp instructor will use discretion on whether or not to include any outdoor activities during the camp day. These activities will be held in the back parking lot.

**Injuries:** First aid will be administered by a staff member in the event that your child sustains a minor injury (e.g., scraped knee). The classroom is equipped with a first aid kit.

In the event of a serious medical emergency we will call 9-1-1 and the child may be taken to the hospital immediately by ambulance, while we contact you and/or an emergency contact.

**Photography:** Unless explicitly notified otherwise, GNAL may take photos of kids during the camp to be shared with you and/or used on social media to showcase the work our young artists have done.

**Respectful Behavior:** All children and caregivers will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior and have a zero tolerance policy. Should this occur, we will call and ask that you pick up your child. Hostile behavior may be cause of expulsion from the program.

**Child Custody:** Without a court document, all guardians listed have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. Please inform GNAL of any special custody situations. Email [gnartleague@gmail.com](mailto:gnartleague@gmail.com)

**Fire Safety:** Our Summer Camp is equipped with fire alarms, emergency lights, and fire extinguishers. Our fire evacuation plan is reviewed with the children and staff.

## **BELONGINGS LEFT AT CAMP**

Each day, every child is required to bring home with them any items they brought to camp. Any items left behind will be placed on the front porch benches. GNAL is not responsible for any items left, lost, or otherwise misplaced. It is highly recommended that no valuables be brought to camp.