



**Thank you** for registering for Summer Camp at Markeim Arts Center (MAC)! We look forward to spending time with your child (ren). Below you will find some important information and answers to frequently asked questions.

**Schedule:**

- When you drop off or pick up your child, you must confirm your check in/out with the Markeim staff person assigned to taking attendance at the check-in desk. Morning Drop-Off is no earlier than **8:45 am**.
- Drop off desk is located by the rear door at the top of the ramp.
- Morning Pick-Up is from **12:00 pm to 12:10 pm**.
- Afternoon Drop Off is no earlier than **12:45 pm**.
- Afternoon Pick-Up is from **4:00 pm to 4:10 pm**.
- Extended Day charges will apply for earlier drop off or later pick-up than those listed above.

**Extended Day Options** (\$10 per session per child): Play games (blocks, Legos, cards and board games), make crafts, drawing time, read stories and listen to music before and after camp.

- Extended Day Early Drop-Off is **no earlier than 8:00 am**.
- Extended Day Late Pick-Up is **no later than 5:00 pm**.

**What to Bring:**

- **Little Kids (ages 3-4)** should be able to use the bathroom independently and may bring extra clothing (labelled with child's name/ **NO** diapers) in case of "accidents".
- **Only Full Day Campers** should pack a lunch. Please send lunch in an insulated container. Please label lunch containers and water bottles with your child's name.
- "Dress for Mess" as students will be working on a variety of art/ceramic projects.
- Sneakers or closed-toed shoes are required. No flip flops or sandals.
- Sunscreen is recommended for outdoor playtime.

**Snacks:**

MAC provides snacks for all campers. Examples of snacks include popcorn (non-GMO, non-buttered), Wheat thins, Cheese-itz, veggie straws, honeydew melon, cantaloupe, bananas, apples, oranges, grapes and pineapple.

All snacks provided by MAC are **nut free**; however, there are no restrictions on other campers' lunches brought from home.

**Ceramic/Pottery Work:**

Your child is encouraged to create several clay projects. All work is left at Markeim for processing. Once the clay is completely dry it will be bisque fired, glazed, fired again, sorted and bagged. This process takes approximately three weeks to complete after the camp session ends. You will be notified via email when the work is ready to be picked up. Please note: due to the nature of clay, Markeim Arts Center cannot be responsible for any damage to work caused by construction or the firing or glazing processes.

**Special Considerations:**

- Allergies and medications. If your child has special medical needs or allergies, please inform Markeim staff thoroughly and immediately.

- Nut allergies. All snacks provided by MAC are **nut free**; however, there are no restrictions on other campers' lunches brought from home. If this is a concern for you, please discuss with Markeim staff thoroughly and immediately.
- From time to time there may be different animals brought in as part of an art project. Also, MAC sometimes has students/volunteers that are accompanied by professionally-trained service animals. If this is a concern for you, please discuss with Markeim staff thoroughly and immediately.

#### **Publicity Policy:**

Unless informed otherwise, Markeim Arts Center will consider photographs taken of students in the camp, and of their artwork, to be permissible for publication in MAC informational and promotional publications, including the web.

#### **Code of Conduct/Dismissal Policy**

MAC strives to create a safe and fun environment for your child. MAC prohibits physical and mental harassment, bullying, intimidation or disruptive behavior. MAC reserves the right to dismiss any camper whose presence is detrimental or disruptive to the safety or well-being of other campers and staff members or the program's best interests. In such an event, no refund or credit will be issued.

#### **Cancellations and Refund Policy:**

MAC reserves the right to cancel classes or camps with insufficient enrollment. If the MAC must cancel a class/camp due to insufficient enrollment, registered students will be notified two (2) business days (or more) before the scheduled start date, and tuition will be reimbursed within two (2) weeks of notification.

MAC does not offer make-up classes/camps or tuition reimbursement for student absenteeism or prorate tuition for classes that the student cannot attend. **Individuals who miss class do so at their own loss.** Teachers are contracted well in advance of camp, and number of teachers hired is dependent upon number of students. A teacher cannot go unpaid for a student that misses a class without proper notice. See cancellation policy below.

If a student must cancel his/her enrollment in a class/camp, the following cancellation/refund policy will apply:

Class/camp cancellations made at least three (3) weeks prior to the start date of class will be refunded (less registration fee). All requests for refunds must be made in writing to [info@markeimartscenter.org](mailto:info@markeimartscenter.org). A refund will be issued, minus a \$25 administrative fee OR a full amount credit can be applied toward another art class/camp during current camp season. No refunds will be given without three (3) weeks notice. Credit is nontransferable between students and may only be applied toward class/camp tuition.

Class/camp cancellations made less than three (3) weeks prior to the start date of class are not eligible for a refund. However, a full amount credit may be applied toward another art class/camp during the current camp season. Credit is nontransferable between students and may only be applied toward class/camp tuition.

Class/camp cancellations made less than 10 days prior to start date are not eligible for any refund or credit and will be forfeited.

Markeim Arts Center hopes to be a memorable part of your child's summer.

Warmest Regards,  
Markeim Staff and Administration