

Parents/Guardians:

We are thrilled to have your camper with us this year! Please be sure to read the COVID Protocols document for our current health guidelines and policies.

On the first day:

- Your student and parent/guardian will check-in at the registration area outside the administration offices of the location where summer camp will take place. A site map is provided in the same welcome packet as this document.
- Please plan to arrive 10-15 minutes early to check-in.
- Please discuss camp expectations with your student before classes begin.
- Make sure you have turned in all signed medical/liability release forms that include emergency phone numbers.
Your student cannot attend camp without them.

Safe Pick-Up/Drop-Off Procedures:

Each day upon arrival, children must be accompanied to the check-in area by an adult and signed in. We are asking adults to bring their own pen for signing their student in and out. Please drop off your student no more than 10 minutes before class each day and pick up your student no more than 5 minutes after class ends. ECA is not equipped for supervision before or after camp. At the end of the day, an authorized adult must enter check-in area and sign campers out. Adults authorized to pick-up a child are listed by parents/guardians on the Emergency Form. Campers will not be released to adults at pick-up if they are not authorized to do so, and call-in changes will be verified by ECA staff. ECA will not relinquish any child to an adult who is impaired due to the consumption of drugs or alcohol.

We encourage the same adult to check their camper in and out each day when possible.

Food and Drink:

- Please be sure your student brings a snack and lunch each day. **No peanut products please.**
- There will be no snack sharing.
- Water is available on site. **Please bring a reusable water bottle labeled with name.**

ECA's Cancellation Policy

In general, camp registration is non-refundable. If a student/family cancels, we will use the following refund policy:

- 25% refund OR credit for any ECA performance or program-- if cancelled up to 14 days before start of registered camp session.
 - A written request for cancellation is required by email - addressed to Diana Ortega-Chance at **diana@ec4arts.org**.
- COVID-19 cancellation: If a student leaves camp due to COVID-19, partial refunds will be offered on a per day basis.
- ECA reserves the right to cancel a camp. In this case, any tuition paid will be refunded in full, including the registration fee.

Sick Policy: If your student comes to camp with a fever and/or is experiencing vomiting, you will be contacted to take them home immediately. All sick campers will be asked to not return to camp until they have been symptom free for 24 hours and can provide proof of a negative COVID test. If they are unable to return due to illness, your student will be provided the opportunity to participate in alternative ways.

Disciplinary Issues: If your student fails to make a good faith effort to observe the expectations listed below or is deemed excessively disruptive by ECA and/or Teaching Artist, you will be contacted to pick up your student and future attendance may be prohibited. No refunds will be provided in the event of disciplinary dismissal.

Campers, please discuss the following expectations with your parent/guardian before attending camp. As an ECA camper you will:

- Be on time.
- Bring a positive energy to camp and a willingness to explore new ideas.
- Be supportive of other students and treat everyone with kindness.
- Respect the ECA building and grounds.
- Wear comfortable and appropriate shoes and clothing.
- Let us know in advance if missing a day for any reason.
- Not chew gum on the ECA campus.
- Not Text, use headphones or make phone calls on cellular devices
- Stay in the classroom area during camp time unless given permission to go elsewhere.
- Wait in the designated area after camp for pick-up.

If you have any questions, please contact Diana Ortega-Chance at Diana@ec4arts.org.