

CAMP GUIDE

CAMP SCHEDULE

Morning camp- 9:00-1:00

Afternoon Camp-1:30-4:00

Full day camp 9:00-4:00

MORNING DROP-OFF- 9:00am

We allow campers to enter the studio no more than 10 minutes early as we have preparations and planning before camp begins so please arrive on time. Full payments and registration are due in advance (3pm the day before or earlier) to make sure we know all allergy information and not dealing with forms or payment during drop-off or pick-up makes the transitions much smoother.

ART CLASS 1- 9:30-10:00

Please dress your child for art. Although we wear art smocks, things can still drip or get on your child's clothes, so while they are at our art camp, please dress in clothes that you wouldn't mind getting dirty. Art class 1 is related to the theme of the summer and each project is either a painting, sculpture, collage or drawing.

FREE TIME- 10:00-11:00

Toys and games are rotated weekly so kids have fun new toys to play with all the time.

LUNCH- 11:00-11:30

Children must bring their own lunch **without any nut products**. All nuts are included, not just peanuts. We have so many students with severe peanut and tree nut allergies, so please tell your babysitters and any other person who may be packing their lunch to observe this rule. If possible pack an ice pack. We are not sure if we will be able to fit all the lunches in our refrigerator.

PARK (summer only) OR DRAMA- 11:45-12:45

Please put sunscreen on your child before they come to camp everyday. It takes up a lot of time to make sure all our campers are protected with sunscreen. You can also send a hat if you want them to wear a hat. On really hot or rainy days we will stay at the studio, but on nice days we will be walking to Hamlin Park or Felger Park. If it rains we may switch drama and park days so please put sunscreen on every day.

MORNING CAMP PICK-UP- 1:00pm

Each parent or sitter picking up is responsible for making sure their child has their lunch, hats, jackets, water bottles, backpacks and ART (if dry). Please help us make our day run smoothly, by picking up on time, the beginning of one activity usually depends on the ending of another so please try not to pick up late. If you are running late give us a call to let us know. We usually have room in the afternoon camp as well, so let us know if you need to have your child stay all day. Please observe our late pick-up policy below.

TRANSITION- 1:00-1:30

Morning campers who stay all day will receive a snack during transition (pre-packaged snacks at Unicoi and water are served). Please pack extra food if your child may need more than 1 snack.

AFTERNOON CAMP DROP-OFF- 1:30pm

Children socialize and have free play until all afternoon campers arrive.

ART CLASS 2- 2:00-3:30

Art class 2 is a mixed media project- painting drawing, collage or sculpture. We also may let children choose their own subjects and surfaces to create independence works of art.

FREE TIME- 3:30-4:00

Toys and games are rotated weekly so kids have fun new toys to play with.

PAYMENT POLICIES:

Please make all camp reservations and cancellations ***by 3pm the day before you would like to attend or preferably in advance for guaranteed availability.***

There is a non-refundable \$10 fee for any camp days added or cancelled after that time. We will not add you to the camp schedule until we have received all forms and payment. If you are unable to attend your scheduled camp day/week, we can reschedule to another available date if we are notified of any cancellation prior to 3pm the day before it occurs. If we are not notified of the absence, your camp payment will be lost. We prepare materials and staff according to your requests.

ABSENCE POLICIES

Missed camp days can only be made up IF YOU HAVE NOTIFIED US OF THE ABSENCE BY 3pm THE DAY BEFORE YOUR MISSED CLASS OR CAMP DAY BY E-MAIL OR WRITTEN NOTE. (verbal notification during class is not always recorded or remembered). Camp must be made up in the same summer. Call or e-mail us by 3 pm the day before to schedule a drop-in class, make-up class or schedule a friend to come to class with you as a make-up! Friend's must schedule in advance as well and fill out our registration form. Drop-ins scheduled or cancelled after 3pm the day before you plan to attend class are subject to a \$10 late fee.

CANCELLATION POLICIES:

Unicoi does not give refunds unless there is a family emergency or other serious reason for the cancellation. We are happy to offer a credit to your account or reschedule the missed camp to alternate days/weeks if we are given notice of the absence before the missed day. If we are not notified of the absence, we prepare materials for that child and staff according to expected class sizes, so there is no refund. You can check for availability and schedule camp up to 24 hours before the day you would like if you are uncertain about your schedule.