



**City of St. Charles**

# FOUNDRY ART CAMP

**Parent Manual**

# Foundry Art Camp

Thank you for your interest in the Foundry Art Camp. The Foundry's week-long, full day Art Camp is taught by experienced art teachers that foster self-expression through social and environmental engagements. A small classroom with student teacher ratio of 1:15 helps cultivate a classroom of trust and artistic development. Students will be divided based on age and all materials are provided. Registration includes an exciting afternoon of climbing, exercise and team building at Climb So iLL.

Our primary goal is to offer your child a safe and fun environment to create, learn, grow, experience new adventures, and interact with other children.

Foundry Art Camp provides program participants with art activities, climbing time and more. This program is open to all participants' ages 6-14 years old. A five year old who has completed kindergarten, may register after approval of the Education Coordinator. Pre-registration is required for all participants. Registration is taken on a week by week basis. If your child needs special accommodations, please notify staff at the time of registration or contact the Camp Coordinator.

## Program Contacts

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Foundry Art Centre: 636-255-0270  
Foundry Art Centre, 520 N. Main Center  
Monday-Friday, 10 a.m. - 6 p.m.

For registration, payment, or other inquiries, please call or email the Foundry Art Centre or visit:  
[www.foundryartcentre.org/art-camp](http://www.foundryartcentre.org/art-camp)

Michele Kerans, Camp Director 636-255-6179 / [Mkerans@Foundryartcentre.org](mailto:Mkerans@Foundryartcentre.org)

## Program Dates and Hours

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The Foundry Art Camp is eight weeks, starting the week of Monday June 5th through the week of Monday, August 4th. Note: There will be NO camp the week of July 4th in observance of Independence Day.

Regular Camp hours are: 9:00 a.m. to 2:45 p.m.

## Camp at a Glance

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Weekly Schedule: Each day participants will experience a variety of indoor and outdoor activities. These activities change each week and consist of the following: arts, crafts, painting, sculpting, drawing, games, team building, nature, climbing and park play time. Program participants travel by age group to a variety of stations throughout the day in order to experience all of these different activities. Program participants will also visit Climb So iLL located directly behind the Foundry Art Centre one day a week. Planned programs and/or locations are subject to change without prior notification.

### **What campers should bring and wear each day to Camp**

Come dressed appropriately for camp and the weather on a daily basis. We recommend clothes that can get dirty, your child is welcome to bring an apron or smock as well. Program participants should wear comfortable clothing, socks, and tennis shoes for indoor and outdoor activities. Flip flops, and open toe shoes are NOT permitted. Please apply sunscreen to your child each morning before arriving at camp. Staff will assist with reapplication throughout the day, if needed.

### **Personal Belongings**

Campers are responsible for their own belongings. The City is not responsible for any program participant's personal possessions that are brought to camp and which may be lost, stolen, or broken. Please notify a staff member or Education Coordinator if something is lost.

All articles brought to camp should be clearly marked with the child's name.

Cell phones or any electronic devices, toys, games or items deemed inappropriate by staff should NOT be brought to camp. If any of the above items are brought to camp, they must remain in the campers backpack or lunch box at all times.

No skateboards, scooters or wheeled shoes are permitted.

On climbing days, each program participant should bring tennis shoes and socks and their belongings in a bag that is marked with their name. Please do not share bags between siblings as they may not be climbing at the same designated time each day.

### **Lunch**

Weather permitting, Foundry Art Camp participants will eat lunch in Frontier Park and will need to bring non-perishable lunch, drink and snack EVERY day. In addition to a drink for lunch, please send a water bottle with your camper each day. Water fountains and water coolers are made available for campers to refill their water bottles throughout the day. Please send their lunch in a small cooler or lunch box that is clearly marked with their name. Campers' lunch will be stored in a cooler or refrigerator, though an icepack in the lunch is welcomed. It is advisable to pack hand sanitizer, an extra snack for your child and a small towel to sit on if picnic tables are not available. Program participants will not be allowed to "trade" or give their lunch/snack items to other campers. Program participants are not permitted to bring or distribute any "homemade" or store bought items of any kind to program participants or staff members.

Please note, if the temperature outside is above 90 or the humidity and temperature combined is above 90, campers will eat inside the grand hall at the Foundry Art Centre.

### **Parent and Guardian Communication**

The week before camp parents will receive an email with parent packet reminders, information regarding special projects and drop-off and pick-up information. Program participants are only allowed to contact their parent/guardian if they are injured/feeling ill or a unique circumstance arises. Participants will always consult with the Camp Coordinator or staff before a phone call is permitted. Staff will always dial and speak with the Parent/Guardian first before the participant. Parent/guardians are only to call the Foundry and contact their child if there is a family emergency or important information that needs to be passed along to the child. The Summer Camp Coordinator will always answer the phone and speak with the parent/guardian before the program participant.

# Camp Safety

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## **Emergency Contacts**

A Consent Waiver Form must be completed and signed by the parent or guardian for each participant when registering in Regfox. Children cannot be signed into camp until the Parent/Guardian completes and signs the Consent Waiver Form. It is very important that reliable emergency contacts are provided and are always available to pick up a child in case of accident, illness, or behavior issue. No less than two emergency contacts and phone numbers must be provided. If at any time the emergency contacts change or additional contacts need to be added, please inform the Camp Coordinator.

## **Medication**

Campers are not allowed to have medication of any kind in their possession during day camp hours unless otherwise noted in the Medication Needs Form for emergency situations. If a camper does require medication during camp hours, then all medications will be given in accordance with the following policies:

The Foundry Art Centre must have a completed and signed Medication Needs Form for medication the child needs to take during camp hours. A Medication Needs Form must be filled out in the Medical Needs section during online registration before the child may be signed in on the first morning of camp.

A Consent Waiver Form must be completed and signed by the Parent/Guardian for each child attending camp. Only the Parents/Guardians listed on the Registration Form will be allowed to make any changes to the Pick-Up Authorization or Medication Needs Form including medical information.

All medication must be in the original container with the label affixed when given to the day Education Coordinator or staff member. A Parent/Guardian may provide up to one week of medication or may drop off and pick up the medication daily or as needed.

Parents/Guardians are responsible for making sure their child has the exact dosage(s) of medication at camp each day per the dosage instructions listed on the Medication Needs Form and for picking up unused medication.

The child, accompanied by a teacher, is responsible for coming to the Camp Coordinator to receive medication at the scheduled dosage time.

Staff will document all actions pertaining to medication at camp.

## **First Aid and Incident Reports**

For minor cuts and scrapes, in which a child can administer his/her own band-aid, an accident report will not be completed.

For any other injury, or if staff is needed to administer a band-aid, an accident report will be completed.

Parent/Guardians will be made aware of minor injuries and will be required to sign the accident form at the time the child is picked up from camp for the day.

A parent/guardian will be notified immediately in the event of a severe accident, injury, or sudden illness, by a Foundry Staff member and may be required to pick up the child from camp.

A parent/guardian or emergency contact listed on the Emergency Contact form must be available at any time to pick up a child from camp.

If the child has head lice, he/she will be sent home and not allowed to return to the camp until not free per state guidelines.

**If your child is sick or feeling ill prior to camp, please do not send he/she to camp.**

Please call or email to let us know as soon as possible: Michele Kerans, 636-255-0270 or 636-255-6179. Fees are not prorated for camp absences.

**In case of an emergency**

In the event of an injury or medical condition that requires emergency medical care, we will attempt to contact the parent/guardian, primary, secondary and emergency contact (in that order).

In the event the parent/guardian, primary, secondary and emergency contact cannot be contacted, the child will be transported by ambulance to the nearest emergency room, which is SSM St. Joseph Hospital at 301 First Capitol Drive, St. Charles, Missouri 63301.

**PARENT/GUARDIAN RESPONSIBLE FOR COST OF EMERGENCY MEDICAL CARE**

**THE CHILD'S PARENT OR GUARDIAN IS RESPONSIBLE FOR 100% OF THE COST OF EMERGENCY MEDICAL CARE, INCLUDING EMERGENCY MEDICAL TRANSPORTATION.**

**THE CHILD'S PARENT OR GUARDIAN IS RESPONSIBLE FOR THE COST OF CARE REGARDLESS IF THE CHILD IS TREATED AT A FACILITY OR BY MEDICAL PERSONNEL THAT IS IN OR OUT OF YOUR HEALTH INSURANCE NETWORK. WE RECOMMEND THAT YOU DETERMINE IF SSM ST. JOSEPH HOSPITAL IS COVERED BY YOUR HEALTH INSURANCE AND IS IN YOUR HEALTH INSURANCE NETWORK BEFORE PARTICIPATING IN THIS PROGRAM.**

**UNDER NO CIRCUMSTANCES WILL THE CHILD BE TRANSPORTED TO A FACILITY SOLELY FOR THE PURPOSE OF BEING TREATED AT A FACILITY THAT IS COVERED BY YOUR HEALTH INSURANCE OR IS IN YOUR HEALTH INSURANCE NETWORK.**

**NO CHILD WHO HAS A MEDICAL EMERGENCY WILL BE TRANSPORTED IN A CITY VEHICLE.**

## FOUNDRY ART CAMP PARTICIPANT CODE OF CONDUCT

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At camp, three simple rules are followed: Respect, Safety, and Responsibility. I will follow these rules and the Participant Code of Conduct to the best of my abilities at all times.

- ☐ I will be signed in and signed out by a Parent/Guardian each day before I enter or leave camp.
- ☐ I will remain at camp and stay with my group and teacher at all times.
- ☐ I will listen and follow directions from all staff members at camp, the climbing gym, and park.
- ☐ I will be respectful to all staff, campers and the environment by treating others the way I would like to be treated.
- ☐ I will show respect by using kind words, safe actions and will be fully responsible for my actions.
- ☐ I will be careful not to hurt myself, other campers or staff by keeping my hands, feet, teeth, and items to myself. I understand that abusive or offensive words and actions, for example: deliberately hurting myself or others by pushing, hitting, kicking, spitting, scratching, biting, fighting, rough play, or bullying of any kind will not be tolerated.
- ☐ I will wear proper camp attire (shorts/pants/closed toed shoes/swimwear/sunscreen.) while at camp and when appropriate.
- ☐ I will not bring cell phones or other electronic devices, toys, games or items deemed inappropriate by staff to camp. If approved and appropriate, I will keep all items in my backpack or lunchbox at all times.
- ☐ I will not take items that do not belong to me.
- ☐ I will participate in the fun activities that are planned for me each day to the best of my abilities.
- ☐ I will have a FUN and safe summer at camp!

Program participants or their parent/guardians are not permitted to give any staff member a gift or anything of value. Likewise, staff is prohibited from giving a gift or anything of value to a child or parent/guardian.

### **Corrective actions, discipline & program dismissal**

A positive approach is used for discipline. If inappropriate conduct occurs, a prompt resolution will be sought specific to each individual situation. Staff will maintain open communication with parent/guardians when a discipline problem occurs. All disciplinary issues will be documented on an incident form and the parent/guardian will be required to sign the incident form when the child is picked up that day.

Violent or aggressive behavior, leaving camp premises, or any situations deemed unsafe by staff towards one's self, another child, or staff member may result in the immediate dismissal of the child from the Foundry Art Camp. If the child is dismissed from the Program, no refund of fees will be made.

The following corrective actions may be taken to address inappropriate conduct. The severity of the conduct determines the corrective action:

- 1) Verbal reminder for inappropriate conduct
- 2) Verbal warning to correct inappropriate conduct
- 3) Disciplinary action commensurate with the inappropriate conduct. Disciplinary action may consist of: picking up trash or activity supplies, an oral or written apology to make amends.
- 4) Staff supervised time away from the activity or group.
- 5) Camper meets with the Camp Coordinator to correct behavior. If this level of discipline occurs, an incident report is prepared, parent called and the parent/guardian must sign the report the day the child is picked up from camp stating they will address behavior.
- 6) Telephone call or meeting with the parent/guardian and child informing them that if behavior continues they may be dismissed from camp.
- 7) A meeting with the child, staff, and the Camp Coordinator to re-sign Code of Conduct or discuss corrective action.
- 8) If a child damages property as the result of inappropriate conduct, the parent/guardian is financially responsible for the damage.

The Foundry Art Centre may at any time amend, revoke, waive, or make adjustments to the corrective action plan or the plan sequence.

### **Arrival & departure procedure**

Please follow the signs on the street for seamless pick up and drop off. Parents/guardians may drive up to the door and drop campers off OR park and walk the campers into the Foundry Art Centre. After being given the name sign on Monday morning, please have your camper's name sign in the windshield for quick and easy arrival and departure.

**Late Arrival:** If the child arrives late (after 9:30 a.m.) to camp, please accompany him/her into the Foundry Art Centre and locate a staff member to assist with sign in. Please do not sign the child in and leave the building if no one is attending the front desk. Late arrivals must call the Foundry at 636-255-6179. Finding a staff member to help will ensure that the child is escorted to the appropriate group.

Program participants are permitted to leave camp premises **ONLY** with a parent/guardian or person listed on the Pick Up Authorization Form. Children must be signed out by camp staff. If leaving prior to 3:00 p.m., please notify the Camp Coordinator, Michele Kerans more than 24 hours in advance at [Mkerans@Foundryartcentre.org](mailto:Mkerans@Foundryartcentre.org) or 636-255-6179 or 636-255-0270.

If a parent/guardian or person listed on the Pick-Up Authorization Form needs to pick up a child early for any reason (example: Doctor's appointment/Dentist appointment/lunch/outside activity) and will be returning the child back to camp, the child must be signed in and signed out according to the procedure at each arrival and/or departure from camp.

Once a child is signed out, he/she is no longer under the City's care, even if the child remains physically on the premises. For example, if a parent/guardian desires to eat lunch with the child at camp, he/she may do so, but is required to sign the child out of camp first and, at this time, the child is no longer under the City's care. When lunch is finished, the child must be re-signed in by the parent/guardian, at which time the child returns to the City's care.

A parent/guardian or other responsible party must present a valid government issued photograph identification (driver's license, state issued identification card) to sign out a child. No child is allowed to leave Foundry premises with any person who is not listed on the Pick-Up Authorization Form. Under no circumstances will a child be allowed to leave the premises with a person who is not listed on the Pick-Up Authorization Form unless the Camp Director or Education Coordinator is able to contact the parent/guardian and obtain their permission. Children may not add any person to the Pick-Up Authorization Form. Please add to the Pick Up Authorization Form the name of any person who may be picking up the child. Also, to limit confusion during drop off and pick up please have your sign with your camper's name ready in the windshield. You will be given this sign the first day of camp.

If a child has permission to walk or bike ride to camp, the parent/guardian must have authorized it in the online registration system for the child to walk or bike ride to camp and the child is required to sign him/herself in and out each day.

Children along with their belongings will be picked up at the Foundry front entrance. Staff will have the sign in/out binder ready to sign out children for contact less pick-up.

### **Late Pick-Up Policy**

We are aware that parents are sometimes late in picking up the child. In order to ensure compensated staff is available when a parent is late picking up a child, late pick-up fee of \$15.00 for each 15 minutes or portion thereof that you are late picking up the child. Late fees start at 3:15 p.m.

The late pick up fee must be paid the next morning at the Foundry Art Centre or the child will not be allowed to attend camp. If you know you are going to be late, please telephone so that the child can be informed and staff can plan for the late arrival.

### **Climbing**

Climbing at Climb So iLL days are typically Tuesday - Friday.

Children should wear comfortable and stretchy clothes and closed toed shoes on climbing days. Please review the weekly email to confirm climbing days.

Children are not required to climb, but are required to remain in the climbing area until the session is completed.