



# The 2019 Camp MusArt Parent Handbook

Welcome to Camp MusArt, a place where fun and excitement is experienced through music and arts. We are certain that your child will enjoy participating in the many projects and activities our program offers.

We are looking forward to welcoming your child!

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*To nurture the whole child through individual, small and large group experiences.*

## **PHILOSOPHY**

At Camp MusArt, we believe it is essential for children to have a positive, and a well-rounded learning experience in life. We nurture the whole child: mentally, emotionally, physically, and socially. We also support children by encouraging, expanding and facilitating their learning. We provide a safe, loving, age appropriate environment in which children are encouraged to create, question, discover and grow their love for music, performance and arts.

## **ABOUT OUR PROGRAM**

Our program is focused on music and arts. We are proud and excited to have your child experience and learn piano, classical guitar, violin and cello through an immersive and hands on approach based on the Suzuki method. In addition, musical exposure is complemented by structured and unstructured performing and visual arts activities. We welcome ages from Kindergarten through Fifth Grade during track out 1, 3, and 4 by offering half day, full day, weekly, or full track out programs. Furthermore, we also invite homeschoolers and traditional calendar summer campers to enjoy our variety of hands-on activities and experiences that address the whole child and seek to make learning fun.

## **RECITAL**

There is a recital at the end of the week for sessions of four days or more, as well as an art exhibition for the children to present their accomplishments.

## **HOURS OF OPERATION**

Camp hours are Monday through Friday 9am – 3:45pm. Camp MusArt does follow the Wake County Public School System year-round and traditional calendars.

## **ATTENDANCE**

Please call Camp MusArt before 9:00am if your child will be absent for any reason.

## **SCHOOL CLOSINGS**

In the event of inclement weather, we will close if Wake County Schools close. We will follow Wake County policy for delays as well. Parents will be contacted by phone only if Camp MusArt makes a decision contrary to this policy. Remember to always check the radio and television, to find out about school openings during inclement weather.

**Please do not drop off your child early on a delayed school opening. Staff members are not required to report to work until 30 minutes prior to the delayed opening time. No one is here to supervise, and the decision to delay school because of weather conditions also includes the safety and well being of staff members.**

## **ARRIVALS AND DEPARTURES**

Every day an authorized adult must accompany your child to and from the Camp, signing them in and out. Do not send siblings under 18 years of age to pick up your child. Only an authorized adult is allowed to do so. Your child's safety is very important to us and this will be strictly enforced.

### ***Drop-off: Arrival time is at 9:00 AM***

Please inform us at this time, in writing, if someone other than a parent will be picking up your child. This person must be on your authorized list. A parent may call during the day to change the pick up person, just provide the code word. Please make sure a teacher knows your child has arrived. Never just drop off! Try to be prompt, late arrivals make for difficult transitions. If you need to discuss any concerns with the teachers, please do so quickly and discreetly.

### ***Pick-up: Please pick up by 3:45 PM***

A teacher will call your child to come to you. Make sure you sign your child out. Teachers may need to discuss information about your child's day with you before calling them over. Please refrain from discussing issues regarding children at length during this time. Arrangements for after camp/phone conferences can always be made. Your child looks forward to your return; therefore children should be picked up on time. If you are unavoidably detained, please contact the school and let us know when you will arrive and why you are late. If this becomes a habit, a late fee may be charged. In an emergency, please contact someone on your authorized or emergency list to pick up your child and then call the school to let us know who that person will be. Be prepared to give us your code word to verify that it is you calling.

If no one has contacted the school and a child has not been picked up within 15 minutes of the designated closing time, teachers will:

1. Call the child's parents/guardians at the work, home and cell numbers listed. If they cannot be reached:
2. Staff will call the emergency people listed. If someone is reached, we will ask them to pick up the child. We will then leave a message for parents to let them know who has their child. If every effort has been made and the child still hasn't been picked up after 30 min...
3. Apex police may be contacted to assist if no one has come for the child and it is past 4:30pm.

## **ADMISSION**

Due to limited space availability parents may enroll their children for the upcoming session by filling out a registration form and paying a non-refundable fee of \$50 which will be applied to tuition upon enrollment. Registrations are taken on a first come, first serve basis. Once classes are full, a waiting list will be started. Parents will be informed when an opening is available. All Camp MusArt forms must be completed and turned in before your child may attend along with the session's tuition due prior to the start of each student's session. For commitments of 3 or more weeks of camp, parents may pay in equal monthly installments based upon written agreement at time of enrollment.

## **PAYMENT, CANCELLATION, AND REFUND POLICY**

Payment for the enrolled program has to be made prior to or on the first day before start for your child to be able to participate in the program. There will be a \$25.00 processing fee for any checks returned for insufficient funds. Payment to cover the NSF check must be made in cash. Parents are required to provide a 30 day notice of cancellation in order to receive a tuition refund. Based on a 30 day written notice tuition will be refunded minus a \$50 cancellation fee. Any cancellation and request for refund without a 30 day written notice will be subject to management's review and approval. Upon the approval of the Camp MusArt management, weeks may be exchanged to accommodate unforeseen extreme illness, injury, rescheduling, or emergency situations. This is pending prior approval, availability, and a doctor's note may be required.

## **COMMUNICATION WITH PARENTS**

Our staff is always available for parent questions, concerns or suggestions at any time. You are encouraged to discuss any questions or concerns you may have during the day with our management. If a more formal meeting is desired you may schedule an appointment. Parents of prospective students may arrange a time convenient for both the parent and the Camp to ensure little to no interruption of the program. Parents of students are encouraged to visit the program at any time and observe first-hand how your child is spending the day. Please observe discretely. If you wish to visit the class, please call in advance to schedule a time.

The staff of Camp MusArt reports directly to the owners, who make up Camp MusArt's management team. The owners/management teams have established the policies and procedures of Camp MusArt and are the only persons that may interpret said policies and procedures.

## **MEALS/SNACKS**

Parents must provide their child with a healthy snack and lunch (including water, juice, or milk). Please make sure that your child's snack and lunch is clearly marked with his/her name. Please make also sure that you make our staff aware of any food allergies so appropriate pre-cautions can be made. If your student's lunch requires refrigeration, please make a staff member aware of this need.

## **BIRTHDAY**

If your child wants to share a snack on his/her birthday, the snack may be purchased and sent to school for either lunch or a snack. All snacks must meet NC State Board Policy for nutritional guidelines. We also ask that parents of allergic children provide a non-allergic baked good that we can label and keep in our freezer, just in case. If you have questions regarding snacks, ask us. If inviting children to a house party, please have enough invitations for the whole class or we suggest handing them out discretely in the parking lot.

A birthday craft will be made in honor of your child's special day.

## **HEALTH AND SAFETY GUIDELINES**

In order to provide for the health and comfort of all children and staff involved in the program, a parent will be contacted to pick their child up from school if he/she exhibits any of the following conditions:

- Temperature of 100.6° or higher (A child should remain at home for 24 hours after the temperature has returned to normal.)
- Nausea, vomiting
- Severe headache
- Diarrhea
- Red, watery eyes with yellowish discharge
- Undiagnosed rash
- Head lice. (Needs to be free of head lice for at least 24 hours before returning to campus. Students will need to be checked upon returning to camp to control outbreaks.)
- Lesions or wounds with bleeding or oozing
- Constant coughing or runny nose
- Conditions requiring one-on-one care
- Any contagious illnesses
- The child may return to school after illness if they meet the following conditions:
  - No fever, vomiting, or diarrhea for 24 hours.
  - Taking of antibiotic medication for contagious infection for 24 hours prior to return.
    - Free of open, oozing skin conditions.
    - Appropriate treatment of infestations.
  - In the event of a reportable contagious disease, we will require a note from a healthcare provider stating the child is no longer contagious.

Most importantly, your child should feel well enough to participate in all programs and activities, including outdoor time.

## **NO SMOKING POLICY!**

Camp MusArt has a smoke free environment. To ensure the safety and comfort of the students and staff, our no smoking policy is strictly enforced. Smoking is not allowed anywhere on the premises of Camp MusArt.

## **MEDICATION**

Medications will only be administered to those children who need it in cases of emergency. The form, "Permission to Administer Medication," must be filled out for each medication to be given. The teachers will be the ones to administer these medicines. The administration of emergency medications will be documented. In cases of children with food allergies or insect sting allergies, the form, "Authorization of Emergency Treatment," for allergies must also be filled out.

Teachers will follow all the procedures outlined on this form.

Due to the short time frame of our program, medicines that need to be taken daily will not be administered by staff.

## **CHILD ABUSE AND NEGLECT**

By North Carolina law, all staff members are required to report suspected cases of child abuse/neglect. If such cases arise, the alerted staff member will report to a member of the Camp MusArt management. A member of management will then notify the Protective Services Unit of the Department of Social Services.

## **ACCIDENTS AND EMERGENCIES**

Camp MusArt will provide medical care as permitted by Basic First Aid Certification. There will always be at least one staff member present at all times trained in Basic First Aid and CPR. A First Aid Kit is available to teachers at all times. In the event of a minor injury your child will be treated with first aid and the incident/accident will be documented and reported to the parent at the end of the day. In the event of a medical emergency, staff members will call an ambulance and then contact the child's parents and doctor. If it is necessary to transport your child to the hospital, a staff member will remain with your child at all times.

## **DISCIPLINE POLICY**

Camp MusArt is committed to providing your child with a healthy, safe and enjoyable experience. The purpose of discipline is to teach children self control and acceptable social behavior. When discipline is necessary we will follow these guidelines:

- Use positive guidance
- Set clear limits to allow the child to self regulate their behavior
- Redirect the child to another activity
- Help children recognize their feelings and the feelings of others.
- Use natural and logical consequences in response to negative behavior (provided no harm will come to the child)
- Remove child/children to the cubby area as a Place of Peace in which we can brain storm ideas for problem solving. The teachers will model proper behavior for the children and give instructions on how to behave within the classroom.

No child will be physically restrained unless it is necessary to protect the health and safety of the child, that of another child or an adult. Under NO circumstances will physical contact, abusive or humiliating words be used to discipline a child.

## **STAFF REQUIREMENTS**

All Camp MusArt staff members have had criminal background record checks done by a certified private agency. All staff that work in direct contact with students have experience teaching children.

No electronic equipment, including but not limited to iPods, MP3 players, CD players, video game equipment, etc., is allowed on Camp MusArt property. Any and all electronic equipment will be confiscated by Camp MusArt staff and kept until the end of the day. Cell phones may be brought to camp but must be kept in camper storage space at all times and may not be brought out during the day.

Please Note: Camp MusArt does not discriminate on the basis of gender, sexual orientation, race, color, religion, disability, nation or ethnic origin in admissions or in our employment policies. Admission is on a first come, first served basis. We reserve the right to cancel or alter any camp programs. When camps reach their maximum capacity, enrollment for that individual camp is closed.

*If there should be anything you think could help improve the program, please do not hesitate to let us know!*

Your Camp MusArt team

**In one hundred years, it won't matter what house you lived in, what car you drove, or even what your clothes looked like.  
What will matter is that you made a difference in the life of a child.**

Dr. Forest E. Withcraft