



Fleisher Art Memorial 2023 Summer Camp Caregiver Handbook

Contact Information

Tessa Kenamer
Manager of Children and
Youth Education

tkenamer@fleisher.org

Pick-Up and Drop-Off Location:
709 Catherine Street
Philadelphia PA 19147

Contact Number: (215) 922-3456 x.237

Student Information

Once your student is registered, please fill out your student's information through your account [here](#). These questions provide us with crucial information about campers such as emergency contacts and allergies.

Students 13 or older must be able to sign themselves in and out of class. In order to allow this, a parent or guardian must provide permissions via their online account prior to their first day of camp. Students under 13 cannot sign themselves in or out and should not fill out this form.

Please refer to our tutorial [here](#) for assistance. You can also email us at registration@fleisher.org.

Your child cannot begin summer camp with us until this information is filled out.

Pick-Up and Drop-Off

Artists under 13

All artists 13 and under must be accompanied by an adult to be signed in and out. Young artists will only be released to authorized adults. All adults participating in pick up, *including parents and guardians*, should be prepared to show photo ID.

Please pick up & drop your child off at our entrance with the **blue door** at **709 Catharine Street**

- Drop off is between 8:30–9:30 am. Please do not bring your child before 8:30 am.
 - Pick up is between 3:30–3:45 pm.
- * If you are later than 3:45 pm, your artist will be enrolled in After Camp Club for \$25/day.*

- After Camp Club is between 3:30–5:30 pm.

** After Camp Club can be purchased in advance (per week or day during registration) or in person during drop off.*

Artists 13 and older

Fleisher will require all artists 13+ to sign themselves in upon entering their classroom and sign themselves out before departing for the day. **In order for students to do so, their parent or guardian must provide this permission through their online account prior to their start date.**

If a student 13+ needs to leave early for any reason, they must communicate that to their teacher prior to signing themselves out.

- Arrival is between 8:30–9:30 am for the morning session.
- Arrival is at 1:00 pm for the afternoon session.
- After Camp Club is between 3:30–5:30 pm.

** After Camp Club can be purchased in advance (per week or day during registration) or in person during drop off.*

What to bring to Fleisher

- Clothes that can get dirty! We'll be working with paint, clay, ink, and who knows what else!
- Closed-toe shoes or sneakers
- Your clearly labeled snack and lunch (more info below)
- Your clearly labeled refillable water bottle

Nut-free snacks and lunches

- All artists should bring snacks to enjoy during their mid-class break and, if attending, After Camp Club.
- Any artist who will be staying between morning and afternoon sessions should bring a lunch with them as well.
- We cannot refrigerate or heat any lunches or snacks, as we have limited kitchen equipment.
- Please clearly label all snacks, lunch boxes, food containers, etc.

Lost and Found

We will keep misplaced items or belongings left behind in camp's Lost and Found Box, located in our lobby at 719 Catharine Street. Please email info@fleisher.org or call (215) 922-3456 if you need help locating a lost item and/or to arrange pickup. All items must be picked up before September 1 (during Fleisher's open lobby hours, which can be found on the [contact page](#) of our website), otherwise they will be discarded.

Camp Policies

Registration Changes and Refund Policy

- Requests for refunds made to the registrar within 72 hours of registration: 100% of the class cost will be refunded.
- After the above until two weeks before the start of the class: 100% of tuition (less a \$60 studio fee).
- After the above until one week before the start of class: 50% of tuition (less a \$60 studio fee).
- After the above, no refunds will be issued.

To withdraw, transfer to a different class, or for inquiries about refunds, contact registration@fleisher.org.

Fleisher reserves the right to cancel any class or workshop due to insufficient enrollment or faculty availability. In the event that Fleisher cancels a class or workshop, registrants will receive full refunds for all related fees paid.

Behavior Policy

Camp staff are trained to model and enforce age-appropriate behavior guidelines and reflective communication. Campers and staff are expected to treat one another with mutual respect to help each other achieve the best possible experience. We will do our best to provide behavioral support to any camper demonstrating a need or disrupting camp. Open communication between guardians and camp is considered key.

For the safety of our students and staff, physical behavior such as fighting, hitting, or biting, as well as verbal bullying or sexual harassment will not be tolerated. Staff members will intervene immediately should this type of situation occur in order to rectify harm and encourage more acceptable behavior. Guardians will be informed if such an incident occurs.

If the child's behavior is extremely disruptive and/or harmful to themselves or others, a guardian may be asked to remove the child from camp for the remainder of the day. Fleisher Art Memorial reserves the right to ask campers to withdraw from camp and will refund payment for the remaining days of the session.

Walking Field Trips

During the day, Fleisher staff and faculty may take your child on walking field trips during summer camp. Field trips may involve short walks to nearby parks and playgrounds to play, eat lunch, or gather art materials. Field trips will always be appropriately supervised and will take place within a short walking distance of Fleisher.