



Fleisher Art Memorial

One Day Camp

Caregiver Handbook

Contact Information

Tessa Kenamer
Manager of Children and
Youth Education

Pick-Up and Drop-Off Location:
Fleisher Art Memorial
Philadelphia PA 19147

Number: (215) 922-3456 x.327

Email: Cy@fleisher.org

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.

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

Your child cannot be dropped off camp with us until this information is filled out.

Pick-Up and Drop-Off

All artists must be accompanied by an adult to be signed in and out unless it has been noted otherwise under student information on your online account. 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.

- 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 by emailing registration@fleisher.org 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.
- Please pack your camper a nut-free lunch.
- 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 date of camp: 100% of tuition (less a \$25 studio fee).
- After the above until one week before the start of class: 50% of tuition (less a \$25 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.

ACCESSIBILITY AND ACCOMODATIONS

Fleisher Art Memorial seeks to be an accessible space to explore the arts for all learners. For students who may require accommodations, please reach out to the Manager of Children & Youth Education (cy@fleisher.org) to discuss your child's specific needs.

At this time, Fleisher cannot provide aides for students who may need one-on-one support. Families are welcome to provide an aide, whether that be a guardian or specialist, for their student as long as this has been approved by the Manager of Children & Youth Education and the student's aide has submitted the required clearances to Fleisher. Please see below for the clearances required.

1. Report of criminal history from the Pennsylvania State Police (PSP)
2. Child Abuse History Certification from the Department of Human Services (Child Abuse)
3. A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agentPlease note that our Digital, Darkroom, and Jewelry Studios are not wheelchair accessible.

Building Safety

Adults may not be in the building or in studios during classes. If your child needs additional support beyond Fleisher Staff, please contact cy@fleisher.org to discuss accommodation.

Fleisher has a parking lot across the street from our main entrance. The lot can fill up quickly, and parking may be difficult to find elsewhere, so please keep this in mind when dropping off and picking up your child.

You can read our current community safety and minor protection policies [here](#).

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.