



Fleisher Art Memorial Summer Camp Handbook 2024



Welcome to Fleisher Summer Camp!

Thank you for your interest in summer camp at Fleisher Art Memorial. The Summer Camp Family Handbook provides families with key information about our summer camp program, registration policies, a snapshot of the day in the life of a camper, and our policies and procedures for keeping children healthy, safe, and supported during camp.

Please read through the handbook, and I welcome you to talk with myself and camp staff about any questions or concerns you have. Questions and conversation are encouraged!

Looking forward to a wonderful summer,

Tessa Kennamer
Manager of Children and Youth Education
tkennamer@fleisher.org
312-922-3456 ext. 327



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General Information

Contact Information

Tessa Kennamer
Manager of Children and
Youth Education

Cy@fleisher.org
(215) 922-3456 x.327

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

Info@fleisher.org
Front desk: 215-922-3456

Ellie Tomlinson
Registrar
*Contact with questions related to
payment and registration*

registration@fleisher.org
(215) 922-3456 x.328

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. Please refer to our tutorial [here](#).

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

Daily Life at Camp

Daily Schedule

8:30 to 9:30 am: Drop off

9:30 am to 12 pm: Morning session

12 to 1 pm: Lunch

Full day campers will bring their own lunches, snacks, and water bottles

1 to 3:30 pm: Afternoon session

3:30 to 3:45 pm: Pick up

3:30 to 5:30 pm: After Camp Club

Pick-Up and Drop-Off

Artists under 13

All artists 12 and under 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.

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.

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. with your camper's name

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.

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.

In the case of inclement weather, excessive heat, or air quality advisories, campers will remain indoors which is air-conditioned during the day.

Inclement or Excessively Hot Weather

In the case of any weather-related delays in openings, closings, or other related announcements we will notify caregivers via email. We will also share updates via our website. If you have weather-related questions during camp hours you can also reach out to the front desk at 215-922-3456.

Registration & Fees

Once your student is registered, please fill out your student's information through your account [here](#). By completing your camp registration, you agree to the following releases:

Minor General Release

I, parent/guardian of the above-named child, hereby give my permission for my child to participate in any and all Fleisher Art Memorial, programs and activities. I authorize Fleisher Art Memorial, and its authorized representatives, to take whatever actions it may consider warranted under the circumstances regarding my child's health and safety. I hereby waive, release, absolve, indemnify, and agree to hold harmless the Fleisher Art Memorial, its directors, teachers, staff, volunteers, and authorized representatives, for any claims, damages, losses, or liability, including any injury to my child while participating in its programs or activities. I also hereby waive, release, absolve, indemnify, and agree to hold harmless the Fleisher Art Memorial, its directors, teachers, staff, volunteers, and authorized representatives, for any claims, damages, losses, or liability, including any injury to my child in connection with walking to attend or leave any programs or activities.

Fleisher seeks to work with families toward a child's success in our art programs. I understand that my child may be released from the program if the child or parent/guardian's behavior is inconsistent with program expectations, e.g. verbal or physical abuse to staff or other children, or for other reasons that do not violate federal, state, or local law. Fleisher will work with a family to take constructive steps to find a solution that resolves the problem before disenrollment occurs.

You can find additional details about our Family Partnership on [Page 6](#).

Minor Child Release

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.

You can find additional details about dismissal on [Page 3](#).

Minor Photo Release

Class images help us to tell the story of our organization and our mission. They may be used for non-commercial purposes only, such as print publications, Fleisher's website, e-communications, presentations, and documents about Fleisher for fundraising or institutional purposes. We appreciate your cooperation and consent in allowing us to photograph your child for use in various mediums without any personal identifiers. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which you are entitled. If you do not give your permission to use images of your child following our policy, please email registration@fleisher.org.

Ages of Children

Participants in Fleisher summer camp must be between 5 and 18 years old by their first week of camp in order to participate. Please note that due to health and safety concerns, all children must be toilet trained to participate in summer camp. Teen students can attend through their first summer after high school.

Approval from the Manager of Children and Youth Education must be made in advance for children participating in programs outside of the given age ranges.

Tuition Assistance & Accessibility

Fleisher is committed to making our youth programs accessible regardless of economic means or artistic background. Tuition assistance is available for our summer workshops, granted on a first-come, first-served basis. Please visit the [Tuition Assistance page](#) for more information.

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.

Family Partnership

At Fleisher, we are dedicated to ensuring children and youth have a variety of opportunities to develop their artistic skills and build community in a supportive environment. To achieve that goal, it is essential for families and program staff to mutually recognize our mission, share our core values, and work together cooperatively.

Individual Needs

Fleisher's Summer Camp seeks to be an accessible space to explore the arts for all learners. We strive to accommodate children with special individual needs. In order to determine how and if we can meet your child's individual needs, please communicate to our staff as soon as needs are known. However, due to staffing limitations, children that do require a one-on-one aide in a school setting are also required to have a grown-up and/or aide with them every day they are at camp. For students who may require accommodations, contact the Manager of Children & Youth Education to discuss your child's specific needs.

If your student requires an aide in the class, the aide must be approved by the Manager of Children & Youth Education and 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 agent

Families are encouraged to provide staff with any information early and often that will help the Fleisher support their child. We recommend communicating in writing to cy@fleisher.org

Please note that our Digital Lab, Darkroom, and Jewelry Studios are not wheelchair accessible. If you have questions about the accessibility of our spaces or programs including accessibility or assistive devices, contact the Manager of Children & Youth Education.

When We Can't Provide Needed Support

It is our hope that every child enrolled in a Fleisher program will complete their experience, but this is not always possible or ideal. If after receiving individual support, a camper continues a pattern of situationally inappropriate behavior, such as fighting or running away, with such frequency, duration or intensity that it disrupts that camper's own experience or the experience of others. In these instances, we will need to withdraw the child's enrollment in camp, as our goal is to serve all our campers within the context of our available resources. If a camper is withdrawn from camp, we will prorate a refund for tuition based on attendance. Program fees are non-refundable.

Family Grievance Procedure

In our regular communication with families, we aim to address concerns that arise. However, if a family should ever feel that a concern has not been sufficiently addressed or resolved and may need to be pursued further, we want to provide opportunities for recourse. The earlier a concern is identified and shared with staff, the better able we are to initiate a prompt resolution, avoiding further issues.

- First, speak with Tessa Kennamer, Manager of Children and Youth at cy@fleisher.org or 215-922-3456 ext 327 about your concern; she will work with you to determine a mutually agreeable course of action.
- If you still feel the issue is not resolved, contact the Director of Education, Caitlin Deutsch, at cdeutsch@fleisher.org or 215-922-3456 ext 312.

In very rare cases where family behavior undermines mutual trust and respect, including verbal abuse, the use of threats, bullying and other similar behavior, Fleisher reserves the right, at any time, to immediately terminate the camper's and family's relationship with summer camp.

Health and Safety

General Safety Measures

Fleisher follows these guidelines to ensure the safety and security of all children in our buildings and during walking field trips:

- With the exception of the drop-off and pick-up window, all exterior doors remain locked except for the lobby's entrances.
- To keep track of children, we conduct headcounts, position our staff throughout groups of children and implement a buddy/hand-holding system to ensure all children stay together.
- We maintain appropriate staff-child ratios and check in with families as they drop off and pick up their child.
- We keep current copies of health and emergency paperwork at the front desk and in a binder that educators keep with them at all times (indoors and outdoors).
- Each classroom is equipped with a first aid kit. First aid kits also travel with groups during walking field trips.
- We conduct regular fire drills and evacuation routes are posted throughout the building.
- All cleaning supplies and toxic substances are stored in locked cabinets.
- Staff members are trained in a variety of emergency response procedures including lost child, travel emergency, and shelter in place.

Emergency Response Procedures

If an emergency occurs at camp, we will take the following actions:

1. If it is a life-threatening emergency, we will contact emergency medical services (911).
2. If it is not a life-threatening emergency, we will determine appropriate next steps in caring for the child.
3. In both cases, the child's family will be called. If we are unable to reach the family, we will try the other emergency contacts listed in their paperwork.

You must keep your child's emergency contact name and number current in the camp records. Notify us immediately if there is any change.

Reporting Child Abuse and Neglect

Pennsylvania law requires professionals who work on behalf of children (such as teachers and counselors) to report child abuse and/or neglect whenever they have reasonable suspicion of child abuse and/or neglect. If a Fleisher staff member suspects that a child in the class is being emotionally, sexually, or physically abused or neglected, they are required by law to directly report their suspicions to ChildLine and then notify their supervisor that they have made a report. Once a report of suspected abuse and/or neglect has been made, child services determine whether or not to conduct an investigation. Any person can make a report of suspected abuse or neglect by calling ChildLine: 800-932-0313

All Fleisher Art Memorial staff who work with children and youth are required to complete the state's Mandated Reporter Child Abuse training.

Incident Reporting

If an accident, injury, or emergency should occur, we aim to learn from that experience, and modify our policies and procedures if necessary. An incident report will be completed, and a member of the program staff will follow up about the accident or incident with the caregiver either in person, over the phone, or over e-mail.

Food Allergies

While camp is a nut free, if your child has a food allergy, please let us know in your camper's profile. We also request that you be in touch before the start of camp with the Manager of Children of Youth if an Allergy Action Plan is required so Fleisher staff can understand prevention as well as the steps required in case of exposure.

Illness

Please see our [Community Safety](#) page for our policies regarding illness among staff and campers.

Medication

If a camper requires the administration of a medication during the day, details must be shared in the camper's profile. All medications must be received in the original prescription container with the original date and instructions. Medications will be kept in staff medical kits if appropriate (epi-pens, inhalers, etc.) or in a locked medicine cabinet. When medication, prescription or over-the-counter, is to be administered to a child during the camp day, we ask that the following steps be taken:

1. Written orders from a physician giving the name of the drug, dosage, when the medication is to be taken, diagnosis and/or the reason the medication is being given. A doctor's order is required for all medications, prescription or over the counter.
2. Written permission, separate from the note provided in the camper's profile, from a family member requesting that the camp complies with their physician's order.
3. Medication is given to staff in an appropriately labeled pharmacy container and/or, if over-the-counter medication, in its original container as purchased. In either case, a family member should give the medication directly to the Manager of Children and Youth who will look for the right name, right medicine, right dosage, right time and right route of administration.
4. Inhalers are permitted at camp ONLY when the medication form is filled out. Inhalers and all other medications require these forms and will be stored appropriately.