

# Fleisher Art Memorial Day Off Camp Caregiver Handbook

## Contact Information

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Youth Education

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**Ellie Tomlinson**  
Registrar

[registration@fleisher.org](mailto:registration@fleisher.org)

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*Contact with questions related  
to payment and registration*

## 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](mailto:registration@fleisher.org).

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

## Daily Life at Camp

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

## Drop Off

**Drop off is at our entrance with the double blue door at 719 Catharine Street**

Camper drop-off is between 8:30 – 9:30am. Please do not bring your child before 8:30AM. Late arrivals should report to the main lobby (Fleisher's main entrance) at 719 Catharine St. and check-in at the front desk.



### 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, are required to show photo ID.** If you would like your child to have the authority to sign themselves out and leave independently, please also make a note in your account.

To update authorized pick up details, please login to your [ProClass account](#).

Please refer to our tutorial [here](#) or email [registration@fleisher.org](mailto:registration@fleisher.org) and we can update it on your behalf. **Your child cannot begin summer camp with us until this information is filled out.**

### Pick Up

**Pick up is at our entrance with the [double blue door](#) at 719 Catharine Street**

Pick up is 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 runs 3:30 – 5:30 pm.

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



### What to bring to Fleisher

**Be sure to label everything.**

- Clothes that can get dirty! We'll be working with paint, clay, ink, and who knows what else!
- Close-toed shoes or sneakers
- Your clearly labeled snack and lunch (more info below)
- Your clearly labeled refillable water bottle
- Sunscreen (optional, label the bottle)
- A hat and sunglasses (optional and labeled)

### Nut-free snacks and lunches

- All artists should bring at least two snacks to enjoy during their mid-class breaks 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

### Food Allergies

While camp prohibits the bringing and/or consumption of nuts, if your child has a food allergy, please let us know in your camper's profile. We also request that you be in touch with the Manager of Children of Youth before the start of camp 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 medication during the day, a caregiver must complete the [Medication Distribution Form](#).

- For those children who may require injections and/or have other special medical needs, Fleisher will consider all requests for reasonable modifications to its program, including meeting with parents and caregivers of such children to discuss such modifications and strive to develop a mutually acceptable plan designed to address the medical circumstances of each child.
- Over-the-counter medications, vitamins, homeopathic remedies, and nutritional supplements will not be accepted unless they are scheduled for daily administration and accompany a physician's prescription.
- Caregivers are required to bring medication with them on the first day of the camp session and hand the medication off to a Program Manager. As a safety precaution, the child will not be allowed to bring in or take home medication. Medication should never be in the child's possession unless medication is dispensed on their person or a doctor has specifically indicated in writing that the child may self-administer and safety precautions are met for the safe handling of the medication. If a doctor has given this written permission, a copy must be provided to Fleisher staff.
- Medication must be in the original container.
- It is the responsibility of the caregiver to make sure the child has the proper amount of medication.
- If, at the conclusion of the program, your child has unused medication, you will be notified to claim the medication within 30 days. If unclaimed, the medication will be discarded appropriately.
- No medication will be administered to any child, nor will any child be allowed to take any medication without a completed Medication Distribution Form.

## **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](mailto: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 August 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 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 [here](#).

### **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](mailto:registration@fleisher.org).

### **Ages of Children**

Participants in Fleisher Day Off Camp must be between 5 and 11 years. Please note that due to health and safety concerns, all children must be toilet trained to participate in camp.

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.

### **Camp Policies**

#### **Registration Changes and Refund Policy**

To withdraw or transfer to a different class, please submit a request in writing to [registration@fleisher.org](mailto:registration@fleisher.org). Class transfers are available within the same term, depending on availability. There is no fee to transfer classes. Reimbursements, whether credits or refunds, are subject to the following schedule:

- 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](mailto: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.

### **Tuition and Tuition Assistance**

Fleisher is committed to making our youth programs accessible regardless of economic means or artistic background. While summer camp applications are reviewed and approved on a first-come first-served basis, applicants enrolled in the following schools or participants in the following organizations may receive priority consideration because of ongoing arts integration partnerships: Southwark School, Kirkbride School, Edwin M Stanton School, Francis Scott Key School, Cambodian Association of Greater Philadelphia, Puentes de Salud, Juntos, and Vietlead. Please visit the [Tuition Assistance page](#) for more information.

### **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.

### **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 at [cy@fleisher.org](mailto:cy@fleisher.org) 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](mailto: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.

#### 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](mailto: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](#).