



## Scrap U & Artistry Too Studio Policies for Kids Day Off/CAMP

### Q1. What is your Covid - 19 Screening Protocol & Procedures?

- **Temperature Check & Hand Sanitizing** - All guests of the studio will undergo temperature checks and hand sanitation upon entry. The studio doors will open a few minutes prior to 9 am. While you wait, please **do not wait in the sun, this will cause your child's temperature to potentially rise, especially in the summer months. You will be turned away if your temperature is above 100.4 degrees F. NO MATTER WHAT THE CIRCUMSTANCES ARE.** If we believe that it is because you were waiting in the sun or overheated, you will be asked to return in 15 minutes for a re-take. If after ONE retake your temperature has not gone down to normal, you will not be permitted into camp and no refund or credit will be issued.
- **Refusal of Entry** - The studio reserves the right to refuse entry to any child or send a child home, at any time during camp if we feel they are not well enough to participate fully or are at risk of infecting others. If a family has more than one child at camp, all of the children must go home at the same time as a safety precaution.
- **Masks** - Your child should come to camp wearing a child size mask that fits their face appropriately. This means that it is NOT falling down around their nose and/or around their ears at any time, nor is it too tight around their ears or face. \*please see additional mask information below in what to bring to camp.
- **Health Screening Form** - Every morning at check in, parents will be required to complete a health screening form, confirming the health of everyone that resides in your household and the possible risk and exposure to Covid -19. By signing this form, EACH DAY, you are stating that, to the best of your knowledge that you, nor anyone else, in your household has been ill, or is currently experiencing ANY of the symptoms outlined within the daily screening form or has been exposed to anyone with Covid-19.
- **Work Stations** - Studio work stations are set so that the kids are sitting six feet apart from one another. If the CDC guidelines are modified, we reserve the right to make modifications, without warning. Work stations do not change throughout the week. Every afternoon after campers leave, tables and chairs are sanitized for the next day.
  - **Seating** - If you are comfortable with your child sitting together with another camper, at the same table, please indicate that on your registration form. This information is required in writing by both parties in order to be accommodated. You can list as many children as you would like.
  - **Supplies** - Each camper will be provided their own set of essential art supplies that they will keep at their work stations for the week. This includes a smock, scissors, glue sticks, a ruler, pencil, a marker, etc.
  - Any miscellaneous shared supplies will be captured in a bin and sanitized each day.

**Q2. What does Kids Day Off/ Camp start and end each day?**

- Camp starts at 9:00 am each morning. Staff will open the doors a few minutes before nine am. Please do not arrive too early and expect to be let in. Parents **MUST SIGN THEIR CHILD IN EACH DAY**. Do not drop your children off at the car and let them come into camp alone. **This is not acceptable.**
- Camp ends at 3:00 pm SHARP each day. Parents are expected to be waiting outside of the camp doors to pick up their child and **SIGN THEM OUT EACH DAY**.
- Staff may have notices or information they may want to communicate with you, so please make sure that you are present in the morning and afternoons.

**Q3. What forms should I fill out in preparation for Kids Day Off/ Camp?**

- **Kids Emergency Form** – This form is mandatory and needs to be completed by **every camper** before the start of their camp session. For your convenience we have put an easy access button on the **CAMP PAGE** that will take you directly to the form. **Even if you are a current client, this form has been updated and is required to be completed again. We apologize for any inconvenience this may cause. Please not wait until Monday Morning to complete this form, as we may not have access to it and we will make you stay and complete it again BEFORE you can drop off your child.**

**Q4. Will you administer medication to my child during Kids Day Off/ Camp?** No.

Unfortunately, we do not have a nurse or doctor on staff and cannot administer any medication. **EpiPen's are the only exceptions. See Procedure Below.**

- If your child is taking medication, it is important that it is continued, even while they are at camp. It is our expectation that since we cannot administer medication to your child during Kids Day Off/Camp, that you will coordinate the administration of your child's medication yourself (or by an alternate adult) and administer it as needed at the studio, while they are registered for any programs or services at Scrap U & Artistry Too. As a parent, you agree not to forgo your child's medication during their time at Scrap U nor neglect to share any important medication information and/or side effects that may affect your child and/or their interactions with staff and peers during their time at Scrap U & Artistry Too.
- **EpiPen Review & Procedure**
  - Your form should be printed and completed in advance. Please ensure that your handwriting is legible and that all fields are completed accurately.
    - **You will be asked to review your form and the EpiPen procedure with staff at drop off. \*You may have to wait a few minutes so that we can complete camper check in first, so please plan accordingly.**
  - EpiPen must be in its original container with the prescription information on the label.
  - EpiPen and your form should be in a zip lock bag with the child's first and last name on the outside.
  - At no time may a child hand EpiPen to a staff member. All medication should be checked in and out by a parent to a staff member.

**Q5. What is your lunch process for Kids Day Off/ Camp? WE ARE A NO NUT FACILITY. DO NOT BRING ANYTHING INTO THE STUDIO CONTAINING NUT PRODUCTS.**

- If the weather is nice, we will take our yoga mats and sit outside, 6 feet apart, remove our masks and have lunch. Once the kids finish their lunch they can choose to stay outside or go back in to work on their unfinished projects. This is the ONLY time they can use their electronics.
  - When the children get up from their matts, they must put their masks back on and immediately go to the restroom to wash their hands and then use hand sanitizer from counselors or at one of the stations (\*Our two-step washing process).
    - In the event we eat inside – their work stations are cleaned off, and the campers eat at their desks without masks. Campers are NOT allowed to get up from their desks at any time during their lunch without their masks and the first place they must go is immediately to the rest room to wash their hands and then use hand sanitizer for (\*Our two-step washing process).
- **Bag Lunches:** If it is not a pizza day and/or if you are not purchasing pizza. Please send campers with a spill proof drink container and/or thermoses. **Please bring all necessary utensils plates, napkins, or anything necessary for them to enjoy their meal. If we had to provide silverware and napkins to every camper, all summer, it would be costly and we do not stock for that.**
  - **Due to Covid 19 restrictions, we WILL NOT MICROWAVE FOOD BROUGHT IN FROM HOME.**

**Q6. Do you offer a snack time for Kids Day Off/ Camp?** Since our campers are older, we do not have designated “snack times” but if you feel your children will get hungry and need a snack, feel free to pack them one. When packing snacks, please pick easy, hassle free snacks that are easy to access and clean up (i.e., pre-cut fruit, pretzels, cookies, a juice). **NO NUT PRODUCTS-** Remember to check labels. **PLEASE DO NOT SEND CHOCOLATE, CANDY OR GUM TO THE STUDIO, IT’S STICKY & MESSY.**

- We let our campers decide when they want their snack breaks. Typically, they will pair it with a “mask break” and go outside for a breath of fresh air with their quick bite to eat. If not, they can remove their mask at their work station.
  - After their snack, they return their mask and immediately go to the restroom to wash their hands and then use hand sanitizer from one of the counselors. (\*Our two-step washing process).
- **Mask Breaks** – At any time during the day, if the students need it, they may take a “mask break” and step outside, Infront of the studio, under the covered porch. Then use hand sanitizer from one of the counselors or at one of the stations.

**Q7. What should I bring to for Kids Day Off/Camp? All items requested below should come to camp with your child on the first day of camp in a tote bag. These items will stay at camp for the entire week. Please make sure all items are marked with your child’s name and are in zip lock bags.**

**\*The only items that should go back and forth to and from camp each day is your child’s food and drinks containers.**

- **A Yoga Matt** if you have one. We will be doing Yoga on a weekly basis. If you do not have access to a yoga matt, please bring a SMALL throw blanket that can roll up the size of a beach towel that will fit in the tote bag. These matts will also be used each day outside to sit on during lunch and for any outside activities. So please do not send anything that you are concerned about getting soiled or grass stained.
- **Water Bottles** – Please bring enough water for your child to drink for six hours. Water should be in a spill proof container with your child's name the outside. Even if it is in a plastic bottle. Bottles can fall off tables, roll onto the floor without anyone noticing and get confused. Due to Covid 19, any plastic water bottles found unlabeled will be thrown out for safety reasons.
  - **The drinking water in the bathroom faucet is not fit to drink. Water bottles will be available to purchase for \$1.00. Please bring exact change.**
  - **Please do not send soda to camp. Storage is sometimes an issue and backpacks are often shuffled around and we do not want explosions of carbonated liquids in the studio.**
- **A Box of Antibacterial Wipes** -We are asking each camper to bring a BOX of antibacterial wipes with their child's name on it to camp for the week. These wipes will be used by your child (and maybe others) throughout the week as needed. Please have these wipes available on the first day of camp. Any unused wipes will be returned home with your child at the end of the week.
- **Masks** – Your child should come to camp wear a child size mask that fits their face appropriately. This means that it is NOT falling down around their nose and/or around their ears at any time, nor is it too tight around their ears or face.
  - Please provide a SECOND mask in a zip lock bag with your child's name on it to camp on the first day of camp. This mask will stay at camp until it is used.
  - **We ask that parents REFRESH your child's masks DAILY and send your child to camp with a FRESH mask every day.** Kids cough, wipe their noses, all without realizing it on the inside of their masks. This is the safest way to eliminate germs from spreading and lowers the risk of infection in the studio.
  - IF your child requires use of the second mask you provided us with, we will put the first mask in the zip lock bag and send it home with a note to you asking you for a replacement for the morning. **PLEASE comply and return the Ziplock bag with a replacement the following morning.**
- **Change of Clothes** – During the week of camp, we will be doing some outdoor water activities where your children may get “wet”. We will try to plan these activities near the end of the day so that the kids can change before they go home. In addition, accidents happen, paint sometimes spills, kids stain their clothes and want to change. We have found it makes your kids more comfortable to know they have an extra set of clothes on hand AND if they are wet at the end of the day from water activities, you don't want them in your car like that... LOL. Please throw a pair of shorts and a t-shirt in a zip-lock bag with their name on it.
- **Sunscreen** - We do go outside, if you are concerned about your child being in the sun, provide them with Sunscreen that they can apply as needed. This is their responsibility.

**Q8. How should my children dress for pair of Kids Day Off/ Camp?** We are an art studio and children should dress accordingly. Although your child will be assigned a smock for their week at camp, they may soil their clothing. Items such as acrylic paint is permanent and will not come out of their clothing. It is typically NOT recommended to wear ANYTHING white to the studio, anything NEW or any “favorite” outfits, where your child will get upset if it gets dirty.

- We have weekly **THEME OF THE WEEK** each week of camp where we try to incorporate some sort of fun, silly ideas into our dress or hair styles each day for a week. It could be something like *DIVA WEEK*, where each day we do something different to show we are a diva in our dress and/or hair style... This can be something that we come in wearing in the morning but that we take off once camp activities get started and we get some photos out of the way. We realize that staying in “character” all day can sometimes be difficult when you are trying to also re-create *Monet’s Water Lilies*... So have some fun with your kids and plan this in advance with them! **All themes can be seen in advance on the main camp page – CLICK ON YOUR CAMP WEEK and look at your camp description!!!**
- **Studio temperature** – Our studio temperature varies in this building, it is suggested that you bring an OLD sweatshirt that has sleeves that can be pulled up, that you are not worried about getting paint on. You can add this to your “tote bag” if you want to leave one at the studio. Please make sure it has your child’s name on it.

**Q9. What is your sick policy for Kids Day Off/ Camp? If your child is not feeling well, DO NOT send them to camp. Please email us to let us know if your child is not attending camp and why.**

- **Right to Refuse Services** – The studio reserves the right to refuse entry to any child or send a child home, at any time during camp if we feel they are at not well enough to participate fully or are at risk of infecting other others. If a family has more than one child at camp, all of the children must go home or may be refused entry, at the same time as a safety precaution. No refunds or credits will be applied.
- **Sick Calls to Parents** - Please see above. Once a child is at camp, we will contact the parents using the Kids Emergency Form. We will go down the list of numbers provided until we reach someone. Once someone reached, to pick up a sick child we expect your child to be picked up from camp within 30 minutes. This is for the health and safety of everyone.
  - It is YOUR responsibility to ensure this pick up in a timely manner. Your child will immediately be separated from the group in a quiet area with a counselor to supervise them.
    - Failure to pick up your child within the designated 30 minutes will result in a *studio sick fee* of \$30.00. After thirty minutes the fee goes up every 15 minutes by \$10 dollar. These fees are payable in advance, in cash, before your child can return to camp.
    - If you are not able to leave work, knowing this is our camp policy, please let your emergency contacts know that they may be called upon in the event that your child is sick and needs to be picked up from camp.



- **Covid Symptoms** – If your child displays ANY Covid symptoms they must stay home from camp for a mandatory 3 days. No Refunds or credits will be granted. No Exceptions. If your child develops COVID-19 you MUST notify us immediately so that we can follow the CDC Guidelines with regard to containment and notification.
  - If your child is registered for camp but becomes ill and is diagnosed with COVID -19 prior to camp and is unable to attend camp as a result, we will offer you a 50% studio credit toward another other programs. No refunds will be offered. Proof will be required.
- **Return to Camp** – You must keep your child home until he/she is 100% well again and fever free for 24 hours. In addition, they must be free from any of the following: coughs, diarrhea, upset stomach, fever, and/or runny noses. You may be asked to provide a doctor's note, prior to returning to camp. \*Given Covid-19, with children in a public forum, we cannot risk any of these symptoms being passed amongst one another. Therefore, if your child returns to the studio after being sick with any of the above symptoms, you will be contacted and asked to pick up your child. \*Note: As stated above, the sick pick-up policy still applies. No Refunds or credits will be granted. No Exceptions.

**Q10. What is your cancellation or refund policy for Kids Day Off/ Camp?** Because of the limited of registrations, we are able to accept for each program, there are no refunds or credits for cancellations, no shows or illnesses for Kids Day Off or Camp.

**Q11. What are your Late Fees for Kids Day Off/ Camp?** We have two late fees associated with Kids Day Off/Camp. Please do your best not to be late, our staff works a long day and has other commitments after camp and is not paid to stay after hours. Therefore, if they stay, we pay them, so you pay us.

- **Sick Fee - Failure** to pick up a sick child at camp within 30 minutes after a parent is contacted will result in a *studio sick fee* of \$30.00. After thirty minutes the fee goes up every 15 minutes by \$10 dollar. These fees are payable in advance, in cash, before your child can return to camp.
- **Late Fee - Failure** to pick up your child on time at camp end of the day (typically 3:00 pm. By 3:10, you are CONSIDERED LATE. (based on our clock) and will result in a *Late Fee* of \$10.00. After 5 minutes thereafter the fee goes up by \$5 dollar. These fees are payable in advance, in cash, before your child can return to camp.
  - if you are going to be late, please call us. Even if we have to charge you, at least we will know what is going on and can let your child know. Most of the time, they are the ones most upset because you are not here when they are expecting you and it saves us time, so that we do not have to start making calls from your child's Emergency Profile Form.