

Minnetonka Center for the Arts Summer Arts Camp 2012 Important Information for Parents

Welcome to the Minnetonka Center for the Arts Summer Arts Camp 2012! Please read the enclosed information on the procedures and schedule we will be following for campers this year. Also please note the attached Health and Publicity release form. **TO ENSURE YOUR CHILD'S SAFETY, THE HEALTH FORM MUST BE COMPLETED AND RETURNED TO US PRIOR TO THE START OF YOUR CAMPER'S CLASS OR YOUR CHILD WILL NOT BE ALLOWED TO ATTEND.**

DROP OFF AND PICK UP

Campers should be escorted to the Summer Arts Camp reception desk by the main gallery to receive their room assignment and nametag; we will have a staff person at this location by 9:15 AM for morning classes and 12:45 PM for afternoon classes. When picking up campers after class please pick them up at the classroom. Observe the no parking signs and park in the parking lot only so the driveway will not become congested and unsafe for the children.

- Morning Class – 9:30 AM – 12:00 PM. Campers should be escorted to the reception desk between 9:15 AM and 9:30 AM; **THERE IS NO SUPERVISION AVAILABLE FOR CAMPERS BEFORE CLASS BEGINS.** Please do not drop your child off before 9:15 AM. Following morning class, full-day campers, which are B and C age groups only, will be escorted to the lunch area. All others should be picked up at the classroom door promptly at noon.
- Lunch Time – 12:00 PM – 1:00 PM. Supervised lunch period is for full-day campers only. **CAMPERS MUST BRING THEIR LUNCH FROM HOME.** Lunch period will include supervised games, projects and activities and may be held outside, weather permitting. Following lunch, campers will be escorted to the appropriate classrooms for their afternoon class.
- Afternoon Class – 1:00 PM – 3:30 PM. Afternoon campers should be escorted to the reception desk between 12:45 PM and 1:00 PM. **THERE IS NO SUPERVISION BEFORE THIS TIME.** Following afternoon class campers should be picked up at the classroom door promptly at 3:30 PM. **THERE IS NO SUPERVISION AVAILABLE AFTER CLASS, SO YOUR PROMPT PICK-UP IS ESSENTIAL.**
- A \$10 per 15 minute fee will be charged per child to parents when campers are not picked up on time after their summer arts camp activities. This will help keep our program running smoothly.
- Open Summer Arts Camp classes are listed on our website, minnetonkaarts.org

CLASS LOCATION

Generally, all programs will be held in the Minnetonka Center for the Arts building. Breaks and some activities may be held outdoors, weather permitting.

CAMP ATTIRE

Children should dress appropriately for art projects. Many classes use paints, dyes, inks, plaster, clay, etc., that may stain clothing. The Art Center cannot be responsible for clothing that is damaged in art class. Some paints and dyes will temporarily stain hands and face. Most of the paints are readily washable but a few may take a day and need to be washed a number of times before disappearing totally. Please wear tennis shoes for any clay or sculpture class.

BREAKS AND SNACKS

Each class will have a fifteen-minute break sometime during the class; the Art Center does not provide snacks. **CAMPERS WILL BE ABLE TO HAVE A SNACK IF THEY BRING IT FROM HOME.** Breaks may be held outside, weather permitting.

ENROLLMENT CONFIRMATION

Your Summer Arts Camp confirmation is enclosed. Please use it to verify the dates and times of the classes for which you have registered and contact our office immediately if there are any discrepancies.

HEALTH AND PHOTO RELEASE FORM

Please complete the enclosed health and publicity information for each child attending Summer Camp and return it in the envelope provided. This information could become very important in case of a medical emergency. If you do not return the completed health form to us before your child comes to camp, you will need to fill one out when you check in the first day. We occasionally take pictures of Summer Arts Camp classes and projects to include in Minnetonka Center for the Arts publicity or publications. The publicity form gives us permission to include your child in these photos or videos.

CANCELLATION AND REFUND POLICY

- No refunds will be issued 0-14 days prior to the class start date.
- Campers who withdraw 15-28 days prior to the class start date will receive a 50% refund and charged a \$15 administrative fee per class.
- Campers who withdraw 29 or more days prior to the class start date will receive a 100% refund and charged a \$15 administrative fee per class.
- Due to the low-cost of Group A classes there will be no additional administrative fees for cancellations, (this is for Group A \$33 classes only).

TRANSFERS

Campers may transfer from one class to another up to 14 days prior to the class start date with a \$15.00 administrative fee per class.

In case of documented illness campers may transfer until the first day of class, subject to availability, with a \$15.00 administrative fee per class. No refunds will be issued after the start of the class week due to illness. The Art Center will request a written confirmation of illness from healthcare provider.

REGISTRATION INFORMATION

Summer Arts Camp classes have a maximum number of students of 16 per class (maximum 12 students in photography, wood carving, and stone carving classes) and a minimum of 6. Minnetonka Center for the Arts reserves the right to cancel classes that do not meet their minimum enrollment. In the event the Art Center must cancel a session due to insufficient enrollment, a full refund will be promptly issued.

Tuition cannot be pro-rated for missed classes (see CANCELLATION and TRANSFERS). While many campers will need to miss one or more classes due to last minute family changes or illness, when you register we reserve space for your child and hire instructors and assistants; therefore we cannot make exceptions.

DIRECTIONS TO THE ART CENTER

Take I-394 west from downtown Minneapolis and exit on 15W just past Wayzata. Continue on 15W for three miles around Lake Minnetonka. Turn right at County Road 51W. The Art Center is three blocks from the 15/51 turnoff, on the right side.

If you have any questions regarding Summer Arts Camp or the enclosed information, please call the Art Center at 952.473.7361 extension 16. Minnetonka Center for the Arts is located at 2240 North Shore Drive, Wayzata, MN 55391. We look forward to seeing your campers soon.