

# AGNES ETHERINGTON ART CENTRE AT QUEEN'S

## ARTmania: March Break Art Day Camp: What Parents Need to Know

To ensure everyone has a safe and enjoyable time at Art Day Camp

- Campers will respect the instructors and assistants.
- Campers will listen when others are speaking and obey instructions.
- A camper who is disruptive or does not follow rules will be asked to leave the camp.
- The camp runs from 9 am to 4 pm each day, with a one-hour supervised break for lunch. Campers must arrive promptly.

### What to Bring:

- A lot of time will be spent in the studio making art, which can be messy, so please dress your child appropriately.
- Campers will go outside for some activities (weather permitting). They should bring weather appropriate attire such as gloves, mittens, scarfs, winter boots and coat.
- Campers bring their own snacks, including drinks, and their own lunches. NO peanut products, please.

### Morning Drop-Off:

The counsellors will greet the campers at the front doors of the Art Centre at 9 am.

### Afternoon Pick-Up:

Counsellors will note who is authorized to pick up your child, and request to see Photo I.D. before the child is released. Children must be picked up promptly after the camp at 4 pm.

### Parking:

The Art Centre is located on the corner of University Avenue and Bader Lane. Parking is available in the underground lot (entry off Stuart St) across University Avenue from the Art Centre, or at metered parking on Stuart St. Surface parking on the campus is with permit only, except during evenings and weekends and in limited visitor pay-and-display locations. Please bear this in mind when bringing and collecting your child.

### Cancellation Policy:

One week prior to start of camp: full refund less \$25.00 administration fee. Less than 7 days: 50% of fee. After camp has started: no refund.

### Collection of Information:

Queen's University requires that we collect the camper information requested on the following pages. This information will be handled confidentially, and is collected solely for the purpose of providing a safe camp for your child.

### Contact Information:

Camp Director

Pat Sullivan, Public Programs Manager (613) 533-6000 x 77053

Camp Staff\*

pubprog@queensu.ca or (613) 533-6000 x 77863

\*Please use this email or phone number to notify us if a camper will be absent, is arriving late, or has to leave early.

Please complete all 3 of the pages that follow.

# AGNES ETHERINGTON ART CENTRE AT QUEEN'S

## ARTmania: March Break Art Day Camp

Registration Form (please use a separate form for each child)

Name of child (please print) \_\_\_\_\_

Age at time of camp \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Home telephone \_\_\_\_\_ Business telephone \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

All persons who will pick up child:

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

In case of emergency call \_\_\_\_\_

### Medical information:

Allergies \_\_\_\_\_

Medical conditions \_\_\_\_\_

Other helpful information \_\_\_\_\_

We are not responsible for administering your child's medication. If your child does require medication, the parent/guardian will be required to administer it at camp.

### Epinephrine Administration Waiver

The camper is responsible for carrying his/her EpiPen or inhaler with him/her at all times. The camper will show the counsellor where it is carried. The use of a fanny pack has proven the most successful way to do this. In the event of an incident, the child will administer the EpiPen. Please sign here to indicate you agree with this policy:

\_\_\_\_\_  
Camp option:

\_\_\_\_ 13–17 March

Fee: \$200 per child per week. Members: \$180 per child per week.

**Registration is confirmed with payment.**

(continued)

# **AGNES** ETHERINGTON ART CENTRE AT QUEEN'S

## **Payment:**

### Register by Mail:

Public Programs, Agnes Etherington Art Centre, Queen's University, 36 University Ave., Kingston, ON K7L 3N6

### Register in Person:

You may leave completed registration forms at the Art Centre's Reception Desk during regular open hours.

### Register by Email:

Email scanned signed form to [aeac@queensu.ca](mailto:aeac@queensu.ca). Call (613) 533-2190 to provide credit card information.

\_\_\_\_\_ Cheque made out to Queen's University

\_\_\_\_\_ Debit – Please apply in person at the Reception Desk at Agnes Etherington Art Centre.

\_\_\_\_\_ Credit Card – Please apply in person at the Reception Desk or call the Agnes at (613) 533.2190.

For internal use only. The credit card information was taken by phone on:

Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

(continued)

**Parental Permission for Child to Participate in the Camp**

# **AGNES** ETHERINGTON ART CENTRE AT QUEEN'S

## Photography

We would like to photograph the Art Day Camp in action. These photographs will be used in the following manner:

- In the Art Centre newsletter *At Agnes*.
- As publicity photographs.
- For documentation of our programs, use in future funding applications and reports, and use in educational workshops.
- On our website and in social media.

The children will not be individually identified in reproductions for these purposes.

### **Statement of Release from Liability**

I release Queen's University from liability arising from injury, damages, or loss which may occur as a result of my child's participation in the camp, except those caused by neglect.

### **Permission to Allow Off-Site Activity**

This camp includes walking around Queen's campus, when weather allows, with adequate supervision.

I give my consent to the above.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **How did you hear about the ARTmania: March Break Art Day Camp?**

\_\_\_ Ad in *Recreation and Leisure* magazine \_\_\_ *At Agnes* newsletter \_\_\_ Agnes website

\_\_\_ Queen's camp listings \_\_\_ Email from the Agnes \_\_\_ Tweet from the Agnes \_\_\_ Facebook

\_\_\_ Other (please specify) \_\_\_\_\_