



# Parent/Guardian Information 2023

## Drop Off/Pick Up/Absences

All drop offs and pick-ups must be on time as we do not provide before or aftercare available. If you have an unplanned delay, or your child will be absent from camp, please notify the office at 847-432-1888 or the Director of Education, Mairin Hartt, at [mhartt@theartcenterhp.org](mailto:mhartt@theartcenterhp.org).

## Reporting Safety Concerns

The Art Center Highland Park (TAC) is committed to providing a safe, fun and creative environment for your child/teen. If you have any concerns regarding safety or questions regarding the facility, instructors or staff, please contact the office at: 847-432-1888 or the Director of Education.

## Health and Safety

TAC is dedicated to ensuring the health and safety of our staff and our students. It is very important to keep your child/teen at home if are feeling unwell or exhibiting any symptoms of COVID-19: fever, cough, sore throat, loss of taste or smell, headache, fatigue, nausea, or vomiting. Any child that is exhibiting these symptoms will be sent home and asked to not return to TAC for at least 5 days after onset of symptoms. Masks are required ONLY if a student has been exposed to Covid-19 in the last 10 days, or a student is returning from a Covid-19 infection 5 days from positive test result or onset of symptoms. To view our safety measures in detail, please read our In-Person Open Studio and Class Safety Protocols.

Your child/teen must have an EMERGENCY CONTACT FORM on file in the TAC office due by the first day of camp. If your camper needs any other accommodations, please specify on the form. or contact the Director of Education.

## What to Bring to Camp

Campers will be using materials, such as acrylic paint, that can stain clothing and shoes, so please pack a smock (old oversized t-shirt or button-down) or where your messy clothes! All shoes should cover the feet and NO FLIP-FLOPS in the studios (this is for safety reasons). You may pack flip-flops or sandals for outdoor breaks. Long hair must be pulled back and NO short shorts. Cell phones are not allowed out during studio, and must be either turned off or muted. Campers may turn them on during breaks or for pick-up time only.

If your child/teen is attending a morning or afternoon session, please pack a snack and drink. If your camper will be attending BOTH a morning and afternoon session, please pack a lunch and a drink in a cooler bag labeled with your camper's name. We recommend campers put on sunscreen before coming to camp and bring a hat if necessary, as all snack and lunch breaks are held outside (weather permitting).

## **Permission to Photograph**

TACHP retains the right to photograph/record video any class, camp, camper's artwork and reproduce the images at its discretion without incurring obligations. If you have any questions regarding TAC's photography policy please contact the Director of Education.

## **Code of Conduct**

In order to provide an optimal art camp experience for all participants, TAC reserves the right to refuse admittance to any camp participant if administration or faculty deem the camper to be disruptive or dangerous. No guns, firearms or any type of dangerous materials may be brought into TAC or the surrounding TAC grounds.