

CAMP POLICY AND PROCEDURE

The PCAA makes all efforts to provide a safe, secure and fun environment for our students. PCAA instructors are all given a state and federal background screening before employment.

Arrival and Departure

- Camp Schedule:

9:00- 9:05 Camp sign in

AM CAMP

9:05-10:20 Group 1

10:20-10:40 Break (Teacher reorganize)

10:40-11:55 Group 2

LUNCH/ PICK UP AND DROP OFF

11:55-12:00 Campers gather for lunch

12:00-1:00 Lunch (12:15 movie)

1:00-1:05 Campers gather for PM camp

PM CAMP

1:05-2:20 Group 1

2:20-2:40 Break (Teacher reorganize)

2:40-3:55 Group 2

- Instructors must arrive 15 minutes before the start of camp and can arrive up to 30 minutes prior. All set up must be done before the camp begins.
- Campers are in the classroom at 5 minutes past the camp start time.
- Camp Assistants and PCAA staff will address check in and snack time, giving instructors an opportunity to prepare for class. Instructors will be asked to fill in with these duties if in some instances.

Classroom Cleanliness

- Campers will be involved in the clean up of their activities as appropriate for the camp and age group.
- Floors must be swept after each session. If clay activities were done, floor must be mopped in areas worked.
- Tables must be wiped down with rag and cleaner after each session. Canvas clay table should be scraped of clay and then wiped down with a large wet sponge.
- Bins for collecting dirty water/cups/brushes etc. are kept in front classrooms. These bins should be carried to hall sink by adults only and all items cleaned. Water jugs should be refilled after use.
- Clay students must wash hands in a bucket of water (to be emptied in the yard) or in the clay room sink only. There is a trap for collecting clay in this sink.
- All materials, tools and equipment must be put away after use. Please report and missing or damaged items and well as inventory shortage.

- At the end of each week teacher must ensure that the room has been thoroughly cleaned, everything is orderly, and is back in the condition in which it was found.

Snack/Restroom and Lunch Breaks

- Restroom breaks will be given to students during snack time and will be facilitated by PCAA staff and camp assistants. Instructors may allow students breaks at their discretion. Only 1 student at a time may leave the classroom for a restroom break.
- Good behavior expectations still apply at break and lunch times ie, indoor voices, no running etc. Instructors and volunteers must set these expectations.
- During restroom breaks have campers sit lined up against the wall. They can go in two at a time. When one comes out, send the next one in. Kids can wash their hands in the hallway sinks outside the restrooms to keep everything moving faster.

Outdoor Activities

- Outdoor activities are permitted and encouraged
- Note that outdoor situations can have different safety concerns. Be mindful of outdoor safety including insects, exposure to elements, parking lot and roads, and ground and structure concerns.

Camper Supervision and Safety

- Kids must be supervised at all times. They should never be left in a classroom alone
- Assistants and volunteers are not allowed to be alone with kids. They can not be in restrooms with kids. If a room door is open, this is permitted.
- Instructors must maintain a safe environment in classrooms

Discipline

- Use positive redirection
- In an instance where a child is unsafe or disruptive, notify PCAA staff
- To call for quiet among the group establish on the first day that you will be silent and raise your hand when you need quiet and children should follow your lead. Use this method consistently throughout the camp.

Tracking Work

- At the beginning of the week paper bags with campers names will be lined up in the Gallery classroom. Work will be collected in the bags as it finishes/ dries and kids will take home everything at the end of the week.
- When using clay, whenever possible time glazing and firing so the work is ready to go home on Friday. Communicate with PCAA staff about firing.
- For labeling clay work, assign campers a number at the beginning of the week. Use this number as an ID and clearly carve numbers on the bottom of clay pieces. Do not rely on campers to write their names on the bottom of pieces, this can be unclear and lead to confusion during pick-up.

- There will be space along the wall to hang drying 2D work.

Classroom Tips and Tricks

- Students must wear “smocks” provided by the PCAA during messy activities.
- When painting with kids: Put paint in cups and designate 1-2 brushes for that color. Brush stays with paint cup and they have to share/take turns with different colors. If given multiple colors or asked to rinse their brush, they will over mix colors to brown and also introduce way too much water.
- Emphasize the need for them to not touch the art supplies until they are given directions. They will have a strong urge to dive into the materials as they are put in front of them
- Don't be afraid to demand that they use indoor voices and be respectful. Be careful to keep all of the kids on task. If they wander they are likely bored and may need some encouragement or a new perspective.
- Make sure they are learning and having FUN. IF a project bombs, it is OK just move on.
- If campers are getting restless and need to move around do a stretching activity or something like this: Everyone stands in a circle, the instructor introduces a series of stretches and model them i.e. touch your toes, stretch your arms up high, roll your neck back and forth, jump up and down etc. This can center the kids as they regroup.

CAMPER RULES

- 1. Be Nice, Nothing Negative! (Keep your hands to yourself, no hitting, no mean words, have kind words for each other)**
- 2. No running or yelling!**
- 3. Follow Directions**
- 4. Do not touch art! (in the gallery, the walls are lava, or art that you did not make)**
- 5. Have FUN and be CREATIVE**