

Camp MAC 2023 Guidelines & Policies

Camp MAC is located at the Manhattan Arts Center 1520 Poyntz Ave. Manhattan, KS 66502
Phone: 785-537-4420. Office hours: Mon-Fri 12:00-5:30 pm
Education Director: Susanne Glymour (education@manhattanarts.org)
Office Manager: Blakely Bunning (office@manhattanarts.org)

Fees & Enrollment Policies

Camp Fees:

- **One-week, half-day camp tuition: \$95** (for each 9am-12pm **or** 1-4pm 5-day session). To enroll in a week of full-day camp, you must enroll in the morning and the afternoon sessions separately. Whole day camp tuition per week is \$190. (Week 1 is prorated to \$85 for a 4-half days).
- **Two-week theatre, art, or clay camp tuition: \$190**

Camp Times:

- **Morning camps are from 9:00am-12:00pm. Afternoon camps are from 1:00-4:00pm.** Full day camp is from 9:00am-4:00pm. (Full days include supervised lunchtime. *MAC does not provide food.*)
- Morning drop-off is from 8:50-9:00am, afternoon drop-off is from 12:50-1:00pm (available at 11:50am for lunch bunch).
- Morning pick-up is at 12:00pm, afternoon or full day pick up is at 4:00pm.
- You may add on Lunch Bunch for AM or PM camps for \$15 for the week, and stay late in the AM or drop-off early for PM.
- Students are not to be dropped off before 8:45 or picked up after 4:15 as MAC does not have the staffing for this. We appreciate your cooperation.

Enrollment Information:

- Camp MAC camps are for kids who have **finished kindergarten** up to kids who have **the highest grade listed** (grade levels are indicated with each camp).
- Enrollment is taken on a first come, first served basis. Once a camp week is full, your child's name will be put on the waiting list in the order it was received. It does not cost anything to be registered to the waitlist.
- Enroll online through MAC's website (www.manhattanarts.org) or in person at the Manhattan Arts Center office (M-F 12-5:30 pm).
- Once you create an online account, you will receive access to a parent portal where you can register your children for each camp without having to re-enter their contact information or waiver forms.
- Each camper must have a set of permission forms completed *prior to the start of camp*.

Payment Policies:

- A minimum of 50% of each session's fee is due at the time of enrollment to hold your child's spot.
- \$20 of each session fee is a non-refundable deposit. See our website for full refund details.
- Sessions must be paid in full *one week prior* to the first day of a camp session.
- Payment plans are available for multiple week sessions. Please ask us if you need this option.
- Scholarships are available for kids who qualify for free or reduced school lunch. Military families receive a 10% discount. (Only one discount applies.) *Please ask us about this before registration!*

Refund/Prorating Policies:

- A non-refundable \$20 deposit will be held for each camp session.
- If you cancel your registration more than one week before the starting date, you will receive a full refund, less the deposit, for your paid amount.
- A 50% refund will be given if your registration is canceled between one week and 4 days prior to the start date. (*You must cancel by 5pm the Thursday before the Monday start.*)
- Refunds *will not* be given for cancellation within 72 hours of the start of camp.
- Weeks will not be prorated for partial attendance.

Class Cancellation:

In the event that circumstances arise beyond MAC's control, MAC reserves the right to cancel a camp. You will be notified as soon as possible if that happens. You will be offered a full refund if MAC has to cancel.

What to Expect at Camp MAC

What to Bring/Wear:

- Dress in play clothes that can get dirty and NO FLIP-FLOPS, please! (Athletic shoes preferred).
- MAC reserves the right to require masking at any time when Riley County Covid numbers are high and if camp continuation is threatened.
- A water bottle and snack (*MAC does not provide food*).
- A hat and/or sunscreen for walks to the park (if you are here during lunch).
- Lunch (if you're here all day - use an ice pack if necessary) *MAC DOES NOT SUPPLY FOOD*. Students may NOT use the soda machine.

Classes: Classes are divided into approximately grades K-2/3, 3/4-5. All projects will be age appropriate.

Personal Electronics Policy: *Please complete the Camp MAC Student Policy!!*

- Children should leave their personal games, electronic devices, or any other valuables at home.
- No personal electronics, videos, games, or social media may be used by campers during camp.
- Camp MAC staff reserves the right to take away any electronics or personal items that become a problem during camp.

Drop off/Pick up/Absences:

- Camp will use a **drive-up drop-off and pick up**. *Please do not enter the building with your student!* Enter off 15th St and circle around to the ramp on the 15th St. side of the building. (A drawing is attached!) A counselor will be there to check your child in and make sure they get into the building. The reverse will go for pick-up; you'll pull up, give the counselor your child's name and they will call the camper to the car. The adult picking up must be a parent or on the list of people authorized to pick up (photo ID required the first day).
- If you drop your child off late and the front door is locked (which will happen in the mornings), please **ring the doorbell**.
- Please notify us if your child will be absent, dropped off late, or picked up early. *No refunds will be issued for missed days*. If we are not notified and your child is not present we will try to reach you.
- If your child is walking or riding home alone, we must have your permission, please see the staff about a waiver. You must be available by phone in case of bad weather. Staff is not authorized to transport children.
- If your child is not feeling well, please keep them home. We will call you if your child is too ill to participate and needs to be picked up.

Camp Locations/Excursions: Most of our camps will be held in the MAC main building and Creative Arts Annex. If weather and activities permit, we may walk to a park for part of camp. *Please notify us if you will be picking your child up early in case we are at the park.*

Behavior Issues: Camp MAC staff and MAC staff work together to resolve behavioral issues with students. If the behavior necessitates it, a parent will be notified. Manhattan Arts Center reserves the right to exclude the child from camp. The exclusion will be at the instructor's and the office's discretion. If your child has behavioral issues of which we should be aware, please contact Susanne Glymour/Education Director in the MAC Office or speak with the staff in advance. *We recommend that you speak with someone prior to drop-off.*

Activity Policy: We plan activities that we hope everyone will enjoy but we realize that some will enjoy them more than others. We will always work to incorporate all students but we will never force a student to

participate in an activity. While many weeks will include art, clay, and drama, each day's content will vary. We reserve the right to change our lesson plans due to staffing, weather, or other conditions.

Emergency Policy: Minor injuries will receive appropriate first aid. In the event of an extreme medical emergency requiring immediate treatment, the following procedures will be followed:

- Families will be notified and, concurrently, the staff will contact emergency personnel.
- The responding emergency team will determine whether hospitalization is necessary.
- If a hospital visit is required, the child will be transported to the closest hospital by ambulance.
- In the event the injury does not require an ambulance, but does require a hospital visit, you will be contacted and may elect to have a staff member transport your child to the hospital where you can join them.
- If the parents are not available, staff will notify the emergency contacts listed on the enrollment form.
- Parents are responsible for all costs involved in emergency medical treatment.

Camp MAC Student Policy

(This is your copy of these policies from the registration form)

Parent Information Section

As the parent of a Camp MAC camper, I understand that:

- Students should not be **dropped off** unaccompanied before 8:45am or 12:45pm for afternoon (11:50am for Lunch Bunch afternoon session).
- Students must be **picked up** on time after camp. Please inform staff if you are leaving early. Staff compensation does not include staying late with your child.
- Camp MAC does not supply food.
- There is no food allowed in the theatre.
- Students may not use the **soda machine**. We encourage you to bring a water bottle.

Student Agreement Section

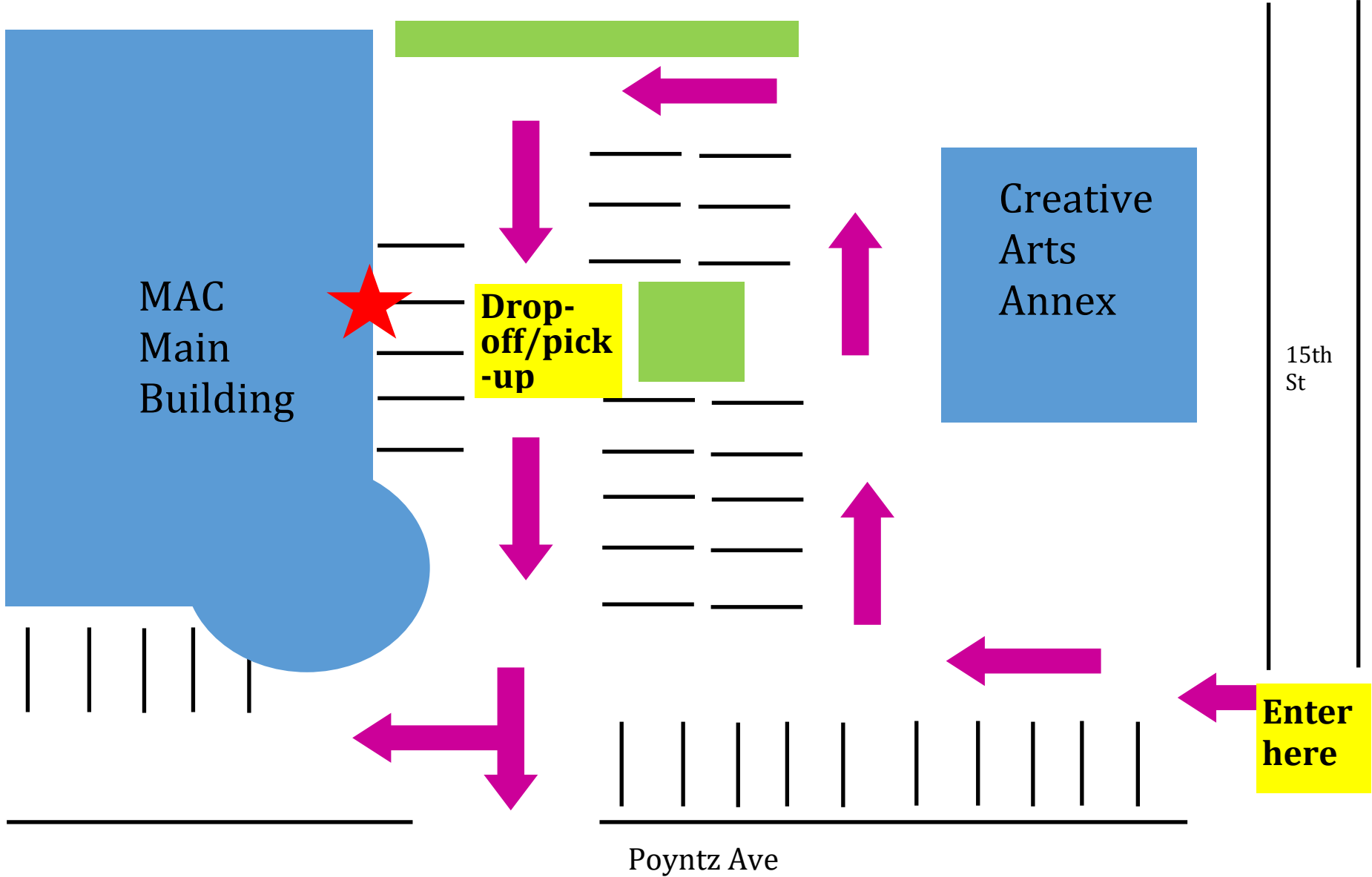
As a Camp MAC camper:

- **I promise to be respectful** of the instructors, staff, and other kids by listening to instructions, by keeping my hands to myself, and by not disrupting other kids who are doing their best to follow the rules.
- **I will NOT use my cell phone or tablet** during camp.
- I will try my best to **walk while in the building**, and **I will not climb** on the railings or furniture in the theatre.
- If I bring a snack, **I will eat in the lobby or on the porch** when allowed. I know that there is no food allowed in the theatre.
- **I understand that I may NOT use the vending machine**. I should bring a water bottle.
- If I don't get to do what I want when I want, **I will trust my instructors' decisions** and will do my best to understand that each lesson is an important part of the whole camp week.
- I will **have fun!!!** :)

Rewards for meeting these expectations: A wonderful experience with gained knowledge and skills in art, clay, and drama.

Consequences for not meeting these expectations: Manhattan Arts Center reserves the right to exclude the participant from activities for behavioral issues. After consultation with the student (and, if needed, parents), and camp staff, a decision will be made at the MAC staff's discretion.

(KIDS: in other words, you may be asked to sit out if you choose not to be respectful!)



MAC
Main
Building

**Drop-
off/pick
-up**

Creative
Arts
Annex

**Enter
here**

Poyntz Ave

15th
St