

# Biggs Museum of American Art

# Art

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## Summer ArtVenture Camp Policies and Forms

THESE FORMS MUST BE RETURNED PRIOR TO or ON THE FIRST DAY OF CAMP

To: The Biggs Museum of American Art  
c/o Kristen Matulewicz  
406 Federal Street  
Dover, DE 19901

OR

[kmatulewicz@biggsmuseum.org](mailto:kmatulewicz@biggsmuseum.org)

## Summer ArtVenture Camp at the Biggs Museum of American Art

### Important Information

- Camp hours are 9:30 AM - 3:30 PM.
- Extended Morning Care is included with tuition and begins at 8:45 AM.
- Extended Afternoon Care is included with tuition and ends at 4:00 PM. If your camper has not been picked up by 4:00 PM the police will be called to collect the camper.
- Each morning, park in the Biggs Museum lot and walk your camper to the check in desk.
- First Day of Camp:
  - A hard copy of the Behavior Expectation Agreement must be signed by the camper and caregiver.
  - The caregiver will be given a special pick-up pass. This pass must be present to pick up your camper. No previous camp passes will be accepted.
  - Campers will receive their camp t-shirt. If your camper wishes to change shirts, we ask that this is done in the washroom stalls and their old shirt is taken home by the caregiver.
- We want every camper to have an enjoyable and positive experience at Biggs Summer ArtVenture camp. In order to ensure this we ask that campers:
  - Be able to take care of their own personal needs
  - Have effective group interactions (group projects, discussions, and presentations)
  - Abide by the Behavior Agreement
  - Are not sick and have been fever free without medication and/or stomach illness for 24 hours
- Museum staff is not allowed to dispense medication, prescribed or over the counter.
  - **In case of emergency, please contact:**
    - **Name:**
    - **Relationship:**
    - **Phone:**

## Lunch and Snacks

The Biggs Museum's Summer ArtVenture Camps are full day programs during which campers will have a 30 minute lunch and a 15 minute snack. Please note: there is no on-site venue to purchase food. Please be sure to send your camper with both a healthy lunch and snack.

- No peanut products please.
- Please include a water bottle. We will have recess outside. (weather permitting)

## Authorized Persons for Pick-up

Campers will only be released if:

- A valid pick-up pass is presented, OR
- The individual is listed as an emergency contact or pick-up person on your camper's packet. This person **MUST** bring a photo ID to receive the camper.

**Please list persons who are authorized to pick up your child/children:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## What to Wear

Campers should come to camp dressed to get messy, create, and innovate. All clothing should be comfortable and able to be managed independently by the camper.

- Each week campers will receive a name tag. We ask that all campers wear their nametags at all times. For convenience, nametags will be stored at the Biggs Museum so they do not get lost.
- Campers should wear clothes they can get messy – we may be using paints, pastels, markers, inks, and clay. Campers should wear comfortable and closed-toe shoes and be prepared to go outside each day, weather permitting. Heels, sandals, flip-flops, and roller shoes are not permitted.

## What Not to Bring

The Biggs museum does not take responsibility for any broken or missing items brought into the museum. It is strongly suggested that all jackets, hats, and lunchboxes are labeled with the camper's name.

- All electronic devices are strictly prohibited. MP3 players, cell phones, cameras, gaming systems, toys, or pets of any kind are not allowed at the Biggs Museum's Summer ArtVenture Camp. If a cellphone must be brought to camp it will be stored until the end of the day.
- If personal items are brought to camp they will be confiscated by staff and held until they can be returned to the camper's caregiver.

**Tuition and refunds:** Adjustments will not be made for camper(s) absences.

- Members: \$250; Non-Members: \$300
- Your Tuition Includes:
  - Extended care beginning at 8:45 AM through 4:00 PM
  - 1 ArtVenture Camp t-shirt per week
  - All activities and supplies
- In order to receive a refund a written cancellation request must be made to the Curator of Academic and Community Programming ([kmatusiewicz@biggsmuseum.org](mailto:kmatusiewicz@biggsmuseum.org)) 10 days in advance. A 20% processing fee will be deducted from all refunds. There are no partial enrollments or refunds.
- In the event that a session is canceled by the museum for any reason, all tuition and fees will be refunded.

I have read the above document, understand it and agree to abide by the rules set forth.

Parent Name (Print):

Signature:

Name(s) of Camper(s):

Date:

**WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT**

**Waiver:** In consideration of being permitted to participate in the Biggs Museum of American Art's ArtVenture Camp (hereinafter called "Activity"), I, for myself, my child, my heirs, personal representative or assigns, **do hereby release, waive, discharge, and covenant not to sue** the Biggs Museum of American Art, its officers, employees, and agents from liability **for any and all claims** resulting in personal injury, accidents or illnesses and property loss arising from, but not limited to, my child's participation in the Activity.

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD the Biggs Museum of American Art HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result of my participation in Activity.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks is intended to be as broad and inclusive as is permitted by the law of the State of Delaware and if any portion thereof is held invalid, it is agreed that the balance shall, continue in full legal force and effects.

**Acknowledgment of understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be bound by each term of this agreement** to the full extent allowed by law.

**EVENT ORIENTATION SHEET**

1. In case of medical emergencies, Emergency Medical Services will be contacted. If you want medical treatment to be provided to your camper, please also sign and return the Consent for Medical Treatment Form.
2. Participants are expected to represent themselves in an appropriate manner, abide by campus policies, and understand that they will be held accountable for their behavior.

I have read the above document, understand it and agree to abide by the rules set forth.

**Name of Participant(s):**

Biggs Museum  
of American **Art**

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406 Federal St | Dover, DE 19901  
[www.biggsmuseum.org](http://www.biggsmuseum.org)  
302.674.2111

Signature of Parent/Guardian:

Date:

CONSENT FOR MEDICAL TREATMENT FORM

In order for your child to receive **emergency medical treatment** in the event of illness or injury while participating in the Biggs Museum of American Art's ArtVenture Summer Camp, please provide the following information and sign the consent form below:

Camper's Name:

Date of Birth:

Social Security Number:        -        -

Parent/Guardian:

Address:

Insurance Company & Policy Number:

Name of Policy Holder:

Employer:

Date of last DTP immunization:

OVP immunization:

HIB immunization:

MMR immunization:

List any medical condition for which your child is currently being treated:

List all medications your child is currently taking:

List all food and medication allergies:

List all special accommodations and dietary restrictions:

**MEDICAL TREATMENT CONSENT:** I \_\_\_\_\_  
(parent/guardian), do hereby consent and grant permission for my camper,  
\_\_\_\_\_, to receive necessary medical treatment in event of an injury or  
illness while attending the Biggs Museum of American Art's ArtVenture Camp. I accept full

responsibility for the payment of all such medical charges. I hereby indemnify the Biggs Museum of American Art, its employees and representatives and hold them harmless in the exercise of their duties under this authority.

Parent Signature:

Biggs Museum of American Art Photography Waiver

I grant permission to the Biggs Museum of American art to use photographs taken of me or my camper taken during the Biggs Museum Summer ArtVenture Camps for the use in publications such as recruiting brochures, newsletters, magazines and to use the photographs on display boards, and to use such photographs in electronic versions of the same publications or on the institution's web sites or other electronic form or media, and to offer them for use or distribution in other publications, electronic or otherwise, without notifying me.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any rights to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless the Biggs Museum of American Art and its agents or employees, including publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claim, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name, on behalf of my camper. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address and specific questions regarding this release by submitting those question in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

I **DO GIVE** or **DO NOT GIVE** (please circle selection) permission to the Biggs Museum to take or use photographs and videos taken during Summer ArtVenture Camps for any purposes.

**Camper Name (please print):**

**Your Name:**

**Relationship to Camper:**

**Signature:**

**Date:**

**Biggs Museum Summer ArtVenture Camp Behavior Agreement**

Welcome to Summer ArtVenture Camp! We, at the Biggs Museum, want all of our campers to enjoy their time with us. In order to make sure EVERYONE has fun we all need to follow the same rules. In order to take part in the Biggs' Summer ArtVenture Camp we need you to:

- 1. Be safe.**
  - a. Stay with your class, teacher, or buddy.
  - b. Use walking feet inside the Museum.
  - c. Keep your hands to yourself.
- 2. Be Kind.**
  - a. Use kind words.
  - b. Use kind hands.
  - c. Use kind feet.
- 3. Be Neat.**
  - a. Take only the supplies you need.
  - b. Use supplies correctly.
  - c. Pick up after yourself.

I understand the rules and will do my best to follow them. I understand that if I am unable to follow the rules, I may not be able to do all of the activities.

**Camper's Name:**

**Camper's Signature:**

**Responsible Adult's Name:**

**Responsible Adult's Signature:**

**Date:**

This form **MUST** be filled out **IN PERSON** at Drop Off at the first day of camp.