

The Biggs Museum

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

programs@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.
- Morning Check in:
 - Each morning please park in the Biggs Museum lot and walk your camper to the check in desk.
 - A hard copy of the Behavior Expectation Agreement must be signed by the camper and caregiver on the first day of camp.
 - On the first day of camp 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.
- 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.

- \$250 – Members/\$350 – Non-Members
- Your Tuition Includes:
 - Extended care beginning at 8:45am through 4:00pm
 - 1 ArtVenture Camp t-shirt per week
 - All activities and supplies
- In order to receive a refund a written cancelation request must be made to the Curator of Academic and Community Programing (kmatulewicz@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 cancelled 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: _____

Consent for Medical Treatment

Camper's Name (please print): _____

Date of Birth: _____

Parent/Guardian (Please print): _____

Address: _____

Contact Number: _____

List any medical condition staff should be made aware of:

Medications your child is currently taking:

Allergies: _____

I authorize Biggs Museum of American Art to provide basic first aid treatment to my camper while attending ArtVenture Camp. Furthermore, I authorize Biggs Museum to seek medical treatment at the nearest medical facility and/or call paramedics and discharge my Camper to an ambulance in the case of a medical emergency.

I, for myself and child, do hereby release Biggs Museum of American Art, its employees, and independent contractors from liability for any and all claims resulting in personal injury, accidents, illnesses, and/or property loss arising from my child's participation in ArtVenture Camp.

Parent Signature: _____ Date: _____

Biggs Museum of American Art Photography Waiver

I, the undersigned, grant permission to the Biggs Museum of American art to use photographs of me or my camper taken during the Biggs Museum ArtVenture Camps for use in Biggs Museum publications and advertising, both digital and print, and to offer them for use or distribution in other publications, electronic or otherwise, without notifying me.

Camper name (please print): _____

Your name (please print): _____

Your relationship to Camper: _____

Signature: _____

Date: _____

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

Biggs Museum Summer 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: _____