



BBAC SUMMER CAMPS

General Information

CAMP FORMS

Download forms @ www.BBArtCenter.org

FORMS MUST BE COMPLETED BEFORE YOUR CHILD CAN ATTEND CAMP – SEE BELOW

MAIL, FAX OR BRING FORMS TO CHECK-IN ON THE FIRST DAY OF CAMP

Birmingham Bloomfield Art Center, Att: Art Camp
1516 South Cranbrook Road, Birmingham, MI 48009
Fax: 248.644.7904

Required forms for 1st day of camp:

- Art Camp Emergency Form
- Authorized Persons for Pick-Up Form

Additional camp forms:

- Administration of Medication Form
*If your child requires medication during camp hours, it must be administered by staff and requires the completion of an **Administration of Medication Form** signed by a parent/guardian.*
- Metals Studio: Equipment Permission Form
This is a required form for all students in the Jewelry/Metals Camp or Middle School Camp.

If your child is attending more than one camp, it is recommended that you make a copy of your forms. Forms are shredded at the conclusion of each camp.

SPECIAL REQUESTS

If you have a special request for your child's class placement or other camp or health-related concerns, please attach an additional letter with your camps forms and fax/mail it to the BBAC (att: art camp) at least two weeks prior to the first day of camp.

Questions regarding special requests, contact Susan Owens
SusanOwens@BBArtCenter.org / 248.644.0866 x128

1st day CHECK-IN

On the first day of camp **only**, please walk your child into the art center. Check-in tables will be set up in the LaBan Commons Gallery. Additional camp forms will be available to complete at this time.

CAMP ATTIRE

All campers are required to wear closed toe shoes and should dress for a mess. Art smocks are not provided.

Middle School Camps & Jewelry/Metals Camps:

Students are required to wear long pants and closed toe shoes in the metals studio. It is recommended that all students have their own safety goggles and snug fitting gloves. These can be old leather gloves or gardening gloves.

LUNCH & SNACKS

Full day campers should bring a non-refrigerated lunch, beverage and snack daily. If your child is registered for a half day program (pre/K camps), please provide a snack and beverage. Children enrolled in Art Extras should bring an additional snack for after camp. The BBAC vending machines and microwave will be off-limits to all campers with the exception of the high school programs.

DROP-OFF & PICK-UP

P/K Arts Discovery Camps/ Half Day

Drop off & pick up in the art camp studio

All preschool & kindergarten campers should be dropped off and picked up in their camp studio. Your child's studio location is assigned on the first day during the camp check-in. Please park in the north lot or front entrance only.

Art Camps & Workshops: Grades K – 12

Drop off & pick up in the south lower lot

With the exception of check-in on the first day, camp staff will be at the south lower parking lot 10 minutes before the start of camp to greet and escort your child into the building. Pick-up will also be in the south lower parking lot until 15 minutes after the conclusion of camp. If you arrive late, your child will be brought to the Art Extra program and a fee will be charged for late pick-up. We cannot accommodate drop-in day care but we understand there are emergency circumstances. If possible, please notify the BBAC office in advance so we can make arrangements with camp staff.

Whether dropping off late or leaving early, all campers must be signed in/out by the parent or authorized driver in the Commons Gallery. Please do not drop off children at the door to enter the building unsupervised.

All authorized drivers must have a camp sign displayed on their windshield with campers' names. Windshield signs will be distributed at the camp check-in on the first day. Drivers should form a pick-up line entering the south lower lot and campers will be brought to your car. If your child has permission to go home with someone not on your **Authorized Persons for Pick-Up Form**, a written note must be provided to camp staff in advance.

Art Start & Art Extras

The Art Start and Art Extras program for grades 1 – 8 offers daily enrichment activities before and after-camp. Please be advised that we cannot accommodate a drop-in program. Children must be registered for a minimum of one week.

Optional Art Start: One hour before camp - \$30/week (Mon - Fri)
Optional Art Extras: Two hours after camp - \$60/week (Mon - Fri)

*TUITION REFUND POLICY

Up to 7 days prior to the first day of camp, a refund less a \$25 processing fee will be issued. The 6 days prior to the first day of camp, but not including the first day of camp, a 50% tuition-only refund, less a \$25 processing fee will be issued. Refunds apply to tuition only.

No refunds or partial refunds will be issued on or after the first day of camp.

PROMOTIONAL PHOTOGRAPHY

Unless otherwise notified in advance, the BBAC reserves the right to photograph activities that occur on its premises.