

# BBAC ART CAMPS & WORKSHOPS

## General Program Information for Preschool to High School

### CAMP FORMS

**Download forms @ [www.BBArtCenter.org](http://www.BBArtCenter.org)**

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

**MAIL/FAX YOUR FORMS IN ADVANCE 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:**

Art Camp Emergency Form \*P/K - Grade 12

Authorized Persons for Pick-Up Form \*P/K - Grade 8

#### **ADDITIONAL CAMP FORMS:**

Authorization to Administer Medication Form: **P/K-Grades 12**

If your child requires medication during camp hours, please turn in your forms at least two weeks prior to camp and bring the medications to camp check-in on the first day. Medications must be administered by staff and requires the completion of the **Authorization to Administer Medication Form**.

Metals Studio: Equipment Permission Form: **Grades 6-12**

This is a required form for all students enrolled in the Jewelry/Metals Camps /Workshops and Middle School Art Camps.

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, which may include class placement, medications or other health-related concerns, please attach an additional letter with your camp 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](mailto:SusanOwens@BBArtCenter.org) / 248.644.0866 x128

### LUNCH & SNACKS

Full day campers should bring a non-refrigerated lunch, beverage and two snacks 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.

### CAMP ATTIRE

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

**For Middle School Art Camp & All 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.

### 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 DROP-OFF & PICK-UP

#### **P/K ARTS DISCOVERY CAMPS/ Half Day**

Drop-off & pick-up campers in their art 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 – 8**

**Drop off & pick up will be 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 arrangements can be made 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 children off 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.

\*For campers enrolled in the ArtStart & ArtExtras program, please enter through the north parking lot doors for drop-off and pick-up. 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.

#### **CELL PHONE POLICY**

Cell phone usage is prohibited during camp hours with the exception of the high school programs. The BBAC is not responsible for lost, stolen or damaged cell phones or other digital devices.

#### **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.