



Visual Art Camp Policies

Health and Wellness:

Saratoga Arts follows CDC and OCFS guidelines for educational facilities. While masks are now optional at educational facilities, we encourage all guests and students to take precautions to keep everyone as safe as possible, such as staying home if you are not feeling well.

Registration and Payment

Payment for the class/camp is due at time of registration. Please reach out to Saratoga Arts directly should you require a payment plan or alternative arrangements due to financial need.

CANCELLATION POLICY

15 or More Days-Cancellations that occur between 15 or more calendar days before the start of a Kids Camp week or Teen Workshop will result in a full refund. Or credit can be issued on the account of the registrant for future use with Saratoga Arts.

14 Days or less-No refunds will be given to any cancellations received 14 days or less prior to the start of Kids Camp Week or Teen Workshops. Credit can be issued on the account of the registrant for future use with Saratoga Arts.

Illness

Saratoga Arts cannot refund any cancellations due to illness 7 days or less.

CANCELLED OR POSTPONED CLASSES

Kids Camps cannot be rescheduled or postponed. Should Saratoga Arts cancel a camp, a full refund will be given or a credit will be added to the registrant's account.

Saratoga Arts may cancel camps for any reason including, but not limited to inclement weather. Saratoga Arts will provide reasonable notification to contact registrants via email and/or text and phone call.

Saratoga Arts will generally cancel, delay or reschedule educational programming based on Saratoga Springs City School District (<https://www.saratogaschools.org/>). Saratoga Arts will post about closures and delays on social media (currently Facebook and Instagram [@saratogaarts]) and our website (saratoga-arts.org)

Inclusiveness and Accessibility:

Saratoga Arts seeks to provide arts education accessible to all. The camp staff builds relationships, fosters a sense of belonging, and creates opportunities for our students to achieve and learn different art mediums. Each camp week has a focus on fun with a wide range of engaging activities. At camp, we consider the needs of each student to promote success and provide a positive experience. Let us know when you register if your child requires another type of assistance. We have the resources necessary to provide customized plans for special needs that will ensure the best experience for all. Should your child



need additional support, please contact Saratoga Arts at least 2 weeks before the start of camp. Having this conversation will help ensure that we have the appropriate staffing.

Student Behavior Requirements:

Children are expected to display appropriate behavior at all times. To assure the maximum enjoyment of the program by all participants, please review the following guidelines with your child.

Students Will:

Exhibit individual and group respect and responsibility that doesn't disrupt the flow of teaching and learning. Be pleasant to others and refrain from using foul language. Use equipment, supplies, and facilities as instructed. Have the ability to follow verbal and/or visual directions.

Food and Beverages:

- Full - day camp students will need to bring a lunch, snack, and a water bottle each day. Lunches cannot be stored in a refrigerated area, nor can they be heated or microwaved.
- Half - day camp students will need to bring a snack and a water bottle each day.
- Note-There are no water bottle refill fountains inside Saratoga Arts. Bring adequate water for the entire time at camp.

Severe Food Allergies:

Saratoga Arts wants to ensure that all children can enjoy their time with us. ALL OF OUR PROGRAMS ARE PEANUT AND TREE NUT FREE, do not pack any foods containing peanuts or tree nuts. If your child has a severe allergy, please let us know so we can take the appropriate steps:

Attendance:

Saratoga Arts is not responsible for absence due to illness or other commitments of students. If a student is absent without notice, our staff will reach out to confirm. Please try to let us know in advance of expected absences. Late Arrivals and Early Pick Up: Please notify Saratoga Arts staff if you expect to be late or need an early pickup. Call the Saratoga Arts Center at (518) 584-4132 to alert staff.

Drop-off and Pick Up:

The entrance for drop off and pick up is the Saratoga Arts building side entrance on Spring Street. This is the entrance also posted for the Public Restrooms.

- A legal guardian as identified on student intake paperwork, or
- Another adult approved by a legal guardian. Such approval must be received in writing at least 24 hours before the pickup.
- Students must be signed in and out each day by a legal guardian. When picking up, students may only be picked up by one of the above persons.

Please note, for student safety, there are NO EXCEPTIONS to this policy.



Walkers: Ages 14-17 only. Students who will be walking to camp may sign themselves in and out, but parents must provide a letter that states the student has permission to do so.

No Tolerance Bullying Policy:

Saratoga Arts understands that art, whether visual, theatrical, or literary, is best created in a safe, comfortable environment, where children are allowed to freely express themselves. Because of this, Saratoga Arts has adopted a no-tolerance policy against bullying. We define “bullying” as any act or verbalization that is intended to physically or emotionally hurt or intimidate another individual. This includes name-calling, making negative comments to or about another student, physically touching another student in a harmful or hurtful manner, and/or being disrespectful toward another student. If Saratoga Arts’ faculty or teaching staff witness bullying, the following progressive steps are taken:

1st Occurrence: The student will receive a verbal warning and a reminder about out "no bullying" policy.

2nd Occurrence: The student will be asked to leave the classroom, will speak to the Education Coordinator about the consequences of his/her/their actions, and the parent/guardian will be notified.

3rd Occurrence: The parent/guardian of the child will be contacted and the child will not be allowed to return to camp. No refunds will be issued if a student is asked to leave.

Cell Phones:

Personal devices (cell phones, tablet and/or headphones are permitted for the following only: digital art making, visual photo/video references, research, to listen to music during studio time. They’re to be put away during teacher instruction and lunch/snack breaks to socialize with peers and enjoy the outdoors.

Art Camp is Messy!

Please send your child in appropriate clothes to ensure good clothes do not get ruined. We provide smocks. We take lunch and snack breaks outdoors when weather is permitting, make sure appropriate footwear is worn (sneakers or boots - weather depending; flip-flops are not recommended). Please do not send your student to camp with any other electronic devices, unless requested by the teacher for artwork. If you need to get in contact with your child during the camp day, please call the Saratoga Arts Center at (518) 584-4132 for assistance.

Saratoga Arts Policies Review

Signature and date of Parent/Guardian is due digitally at the time of registration.