

Revised January 2021 for Covid-19 Guidelines



Spruill Center FOR THE Arts

SUMMER CAMP



Summer Camp Handbook 2021

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Welcome to Spruill Arts Summer Camp 2021

Greetings! My name is Leontyne Robinson, and I am the Camp Director at the Spruill Center for the Arts. Originally from South Carolina, I am in my 12th year with youth development--most notably with the Boys & Girls Club of Metro Atlanta.

As social distancing is currently part of our every day, Spruill Center for the Arts has changed our practices, updated procedures, and revised some of our traditions to ensure a safe, creative environment for your children. Please take a moment to review our procedures and guidelines for safety and health as listed on pages 5-6, and talk with your camper about the importance of following these guidelines to ensure a safe, healthy experience for all of our campers this summer.

I look forward to assisting you and your campers, working with Spruill's energetic camper-focused staff, and becoming fully immersed in the many traditions and stories that have made Spruill Summer Camp home for so many year after year. The opportunity to provide safe, art-focused, creative experiences in an artistic setting is very purposeful work to me.

Summer Camp at Spruill is such a special time of year, the energy and excitement of both our campers and instructors permeates throughout the building for ten fun-filled weeks. The children are eager to dive in and explore new creative art projects while the instructors are thrilled to share their love of art.

The entire Spruill Summer Camp team is ready for another fabulous, art-filled summer! If there is anything we can do to help you prepare for a summer of creative fun and adventure, please do not hesitate to call or email.

We look forward to seeing you this summer.

Leontyne Robinson
Director of Summer Camp
Sпруill Center for the Arts
770-394-3447 ext. 226
camps@spruillarts.org



Weekly Camp Dates:

Week 1	6/01 - 6/04 *
Week 2	6/07 - 6/11
Week 3	6/14 - 6/18
Week 4	6/21 - 6/25
Week 5	6/28 - 7/02
Week 6	7/06 - 7/09 *
Week 7	7/12 - 7/16
Week 8	7/19 - 07/23
Week 9	7/26 – 7/30
Week 10	8/02 – 8/06

***(4-day camp week for holiday closing)**

Complete camp listings, information, and registration are available at

<https://www.spruillarts.org/youthclassesandcamps>

Camp Location

Spruill Arts Education Center
5339 Chamblee Dunwoody Road, Dunwoody, GA 30338

Procedures & Guidelines for Safety & Health

These policies and procedures are based on the latest guidance from the Governor's office and from the Georgia Department of Health that were available at the time of publication. Realizing that these recommendations may change as the year progresses, we will update these policies as needed, to ensure our compliance with the most recent guidelines.

Facilities – Until broader guidance is given, the following procedures will be utilized to ensure the health and safety of our campers:

- Spruill Center for the Arts will be opened only to admin staff, camp instructors, campers & students of all age-registered programs.
 - Campers will be divided into classrooms by age group for program delivery.
 - Each of the classroom group cohorts will remain together to help limit interaction between other groups.
- Classrooms not used for programming will remain locked.
- All campers and instructors will be screened prior to entrance for signs of illness or exhibiting a fever over 100.4 degrees F, cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell. All will be asked to verbally verify the absence of symptoms in addition to the staff screening.
 - Anyone exhibiting such symptoms will be prohibited from entry.
- Signage and instruction will encourage frequent hand washing.
- Facemasks will be required by all who enter the building.
- During camp, admin staff will wear masks when in building (outside of their offices).
- On days when the buildings are opened for programming, frequently touched surfaces (i.e., tables, doorknobs/handles, light switches, countertops, toilets, faucets, sinks, etc.) will be cleaned and disinfected frequently throughout the day. Spruill staff will be assigned to ensure this schedule is adhered to.
- The public bathrooms will be maintained by the City of Dunwoody staff and cleaned throughout the day.

Programming - Until broader guidance is given, the following procedures will be utilized to ensure the health and safety of our campers:

- Group sizes will be limited to a maximum of 15 to 20 people per camp, including instructors/volunteers.
- Program areas will be confined to designated indoor spaces and groups will be restricted from interaction with other program groups. Groups will be limited to one classroom except for entry/exit and bathroom usage.
- Participants will be distanced in classrooms as much as possible.
- Each classroom will have its own CDC approved cleaning supplies and will be sanitized during the day by the Spruill staff and instructors.
- A new signed waiver will be required.
- Spruill Center for the Arts will follow the guidance issued by Governor Kemp's most recent Executive Order
- Signage will be placed as required by Governor Kemp's Executive Order.
- Classes will be assigned a base classroom that doesn't change all week.
- Per the Governor's order, parents will not be allowed inside the building during the program times.
- All parents will be instructed on our new drop off/pick up procedures via registration, email prior to camp start date, and via signage in the parking lot during camp.
- Carpool arrangements will be configured for all drop off and pick up scenarios.
 - Drop off: Drivers will be instructed to stay in their car with their campers. Staff will open the door and assist the camper as they get out of the car. After completion of the health screening process, the camper will sanitize their hands upon entering the building, and then be escorted by another staff member or junior volunteer to their class.
 - Pick up: The procedure from drop off will effectively be reversed. Adults will not get out of their cars. Staff will be in the carpool line to assist. Parking lot staff will request campers for dismissal with a walkie-talkie and each camper will be escorted to their car by another staffer or camp volunteer. Staff will open the car doors and assist campers into their cars.

- Snacks and lunches will be consumed in the camper’s individual classrooms. Campers will not be allowed to share food or drinks.
 - Campers are required to bring their own lunch or snack in a sealed container with their name on it.
 - Campers and instructors will sanitize hands before and after any meals or snacks.
 - Table surfaces will be cleaned before and after snacks or meals.
- Each instructor, along with assigned camp volunteer(s), will ensure the cleaning protocols are followed for their classroom.
- Spruill will provide each camper with their own art supplies (kid scissors, crayons, markers, glue stick, pencil, etc.) labeled for their use only. If you would like to supply your child with their own kit, you are welcome to do so.
- Spruill Center for the Arts will prohibit use of common equipment that cannot be cleaned and sanitized.
- Camp equipment (like balls and games) that can be sanitized, will be cleaned after each class use.
- Campers will be expected, and directed, to wash hands frequently throughout the day in addition to arrival, after they use the restroom, before and after eating, and before leaving for the day.
- Hand sanitizer will be available in classrooms, and used during transition of activities.
- Class groups will not intermingle or join up with other camp groups for activities.
- Staff, other than the camp instructor, will be available to assist each classroom as needed.
- Any camper showing Covid-19 symptoms will be quickly isolated, and the parents called to come and pick up the child. Parents must agree prior to drop off that any call for pick up will be addressed immediately as stated in the Procedures and Guidelines section on page 5.
- An isolated area will serve as a quarantine area should any camper begin showing any symptoms of illness.

Supplies

- Spruill Center for the Arts will maintain adequate supplies of the following items:
 - Hand sanitizer
 - Soap for handwashing in all bathrooms
 - Disinfectant cleaners for all classrooms and the buildings in general
 - Paper towels for all classrooms

Hours of Operation

Camp Hours

Camp programming begins at 9:30am and ends at 3:00pm

Summer Camp Office Hours

The Camp Director will be available by telephone or email 8:00am to 6:00pm Monday - Friday. All camp voicemail and emails will be answered during that time. In-person meetings must be arranged in advance and by appointment only. Please call the camp office 770-394-3447 ext. 226 or email Leontyne Robinson at camps@spruillarts.org.

Camp Programming

Ages 5-6: Creative Arts Camp

Explore the wonders of art in a playful, stimulating environment offering visual art projects, music, dance, games, and storytelling. Campers will exercise their imagination each day through interactive activities. Discover clay, collage, drawing, painting, and more! No two camp sessions will be the same as each week will offer new and exciting creative opportunities for campers to enjoy. A Creative Arts exhibit will take place on the last day of each camp session.

All campers must be 5 years of age and potty trained at the time of camp. We are aware that accidents can happen, so please send a change of clothes with all 5-6 years old campers.

Ages 7-10: Visual Arts Camp

Exciting hands-on art projects allow campers to explore art, meet creative challenges and exercise their imaginations. Campers will broaden their creativity through drawing, painting, sculpture, printmaking and many other artistic mediums. A Visual Arts exhibit will take place on the last day of each camp session.

Ages 7-10: Performing Arts Camp

Discover the art of acting, improvisation, song, dance, and performing before a live audience. Campers will explore how to create characters and costumes as well as prop and set design while learning about stage direction. No two camp sessions will be the same as each week will offer a unique and exciting theatrical experience. A performance will take place on the last day of each camp session.

Ages 11-14: Visual Arts Camp

The camp program focuses on creating project-based art. Campers will learn a variety of techniques and explore their conceptual ideas. Additional time will be devoted to creating a personal project. Campers will use a variety of mediums and work closely with staff to bring the projects to fruition. They will engage in all steps of the artistic process, from idea to creation, critique, and exhibition. Camper will create art projects in painting, drawing, and ceramics.

Ages 11-14: Studio Arts Camp

Explore new and exciting specialty art camps each week! Sessions are led by seasoned professional instructors providing campers the opportunity to experiment or refine techniques in a specific art medium. Comprehensive art camps are a great way for campers to strengthen their skills and learn to express their creative talents. A Studio Arts exhibit will take place on the last day of each camp session.

A Typical Day at Camp

Campers experience creative discovery each day by participating in structured and self-directed art projects and activities. Professional instructors engage campers throughout the day in a variety of ways. Spruill Arts Summer Camp is a welcoming and supportive program that encourages campers to make new friends, build self-confidence, and exercise their imagination through art. There will be breaks for lunch, snacks, and also for outdoor play in the enclosed courtyard.

Registration

- Campers must be within the age range for each camp at the time of the camp session, without exception.
- Registration forms must be completed in full and include payment to be entered.
- The Spruill Center for the Arts does not offer partial camp sessions or pro-rate camp fees.
- Payment is due at the time of registration.
- We accept Cash, Checks, VISA, MasterCard, and Discover. **We do not accept American Express.**
- Registration is available online and by phone.
- Early registration is encouraged to ensure space in the camp of your choice.
- Each camper must have a completed 2021 Emergency Contact Information form on file prior to registering for camp.

Changes, Cancellations, And Refunds

- All summer camp changes/cancellations must be confirmed by a Spruill Arts employee at least two (2) weeks prior to the start of the camp session for which your child is enrolled.
- Spruill Arts reserves the right to refuse/cancel registration, change or cancel any class for any reason.
- Parents will be notified in the event of a course changed or cancelled by Spruill Arts as soon as possible.
- No refunds, transfers, and cancellations after a course has begun or beyond the registration deadline.
- Emergency/Medical refunds may be available at the discretion of The Registrar with documentation.
- Memberships and donations are NOT REFUNDABLE.
- Monies will not be held as a credit for future use.
- Previously retained fees will not be refunded.
- There is a fee for all student cancellations and changes, based on the camp fee.

Camp Fee	Transfer Fee	Cancellation Fee
\$0 - \$50	\$0	\$5
\$51-\$75	\$5	\$10
\$76 - \$99	\$5	\$15
\$100-\$199	\$10	\$20

\$200-\$300	\$15	\$30
Over \$300	\$20	15% of course fee

Registration & Payment Contact:

Registration Office

(p) 770.394.3447 x 0

(e) registration@spruillarts.org

Dress-up Day Themes (for Campers age 5-6 and 7-10 in Creative, Visual, and Performing Arts Camps)

- **Monochromatic Mondays:** Favorite Color
- **T-shirt Tuesdays:** Graphic Tee
- **Wacky Wednesdays:** Dress up Wild and Crazy!
- **Hatastic Thursdays:** Hat Day
- **Fabulous Friday:** Each camper will have an exhibit, show, or present their work to the group on the last day of camp

Camp Instructors

The student to instructor ratio is approximately 15 campers per instructor. Background checks are run on all camp employees at the county, state, and federal levels. Our instructors include certified public and private school art teachers, professional artists, and Spruill Arts instructors. **All instructors are required to wear face mask, except when eating.**

Camp Communication & Contacts

- Summer Camp Communication, including receipts, will be sent electronically to the email address provided. (please ensure that the correct email is on file for the primary contact.)
- A reminder including a link to the Summer Camp Handbook is emailed on the Wednesday before the start of each camp session and will be available on the Spruill Arts website.
- Leontyne Robinson, Director of Summer Camp (June 1st through August 6th):
(p) 770-394-3447 ext. 226, (e) camps@spruillarts.org

What to Bring

- Send a sack lunch, snack, drink, and a refillable water bottle each day. Include an ice pack if contents are perishable.
- Optional: smock, apron or old t-shirt for art activities.
- Please label, preferably with permanent marker, all items sent to camp with your camper's name. We are not responsible for lost items.

What to Wear

- Art camp can get messy! Dress your child in older, comfortable play clothes.
- **NO FLIP FLOPS, SANDALS, OR SNEAKERS WITH WHEELS.**
- **FACE MASK** (Per the Governor's order, and to help prevent the potential spread of COVID-19)

Grouping & Instructor Requests

- Grouping requests are submitted with registration. Friends must list one another and be within a two (2) year age range. We do not guarantee placement.
- We do not accommodate camper requests for specific instructors.

Special Needs

As a community art center, we unfortunately do not have the resources or support staff available to provide the necessary services to campers with special needs. *Atlanta Parent Magazine* has a listing of camps in the Atlanta area and beyond for children with special needs, for more information, please visit:

https://www.atlantaparent.com/directory/wpbdp_category/special-needs-camps/

Medical Needs and Medications

If your child has medical needs that require our attention (i.e., nut allergy, Asthma), please make those details clear when completing the Emergency Contact Information form at registration. For medications that may need to be taken during camp hours (including EpiPen and asthma inhaler), you must complete the [Permission to Dispense Medication Form](#) and submit it to the Camp Director. All medication must be labeled and given to the Camp Director for proper storage, supervision, and dispensing on the first day of camp.

Photography

Pictures are used to promote Spruill Arts for the purposes of marketing, fundraising, information, and social media. By signing the waiver/release provided for camp registration you agree to consent to the use of the camper/student likeness (photographs, video) for publicity and promotional purposes. If you do not wish to have your child(ren) photographed please notify the Camp Director by email at camps@spruillarts.org

Scholarships

There are scholarships available for the Spruill summer camp program. The scholarship application is available online at <https://www.spruillarts.org/scholarships>. Contact the Camp Director, Leontyne Robinson, at camps@spruillarts.org for any additional questions.

Before-Care & Early Drop-off Fee

Before-Care

Before-Care is a paid service available to parents to bridge the time between their work schedule and the start of camp programming. Parents must register their camper(s) for Before-Care when registering for camp to participate.

Availability is limited.

- Before Care is available from 8:00 am – 9:30 am Monday through Friday.
- Activities include age-appropriate, drawing, games, and other social interactions.
- Weekly Fee: 4 Day Camp: \$32 per week / 5 Day Camp: \$38 per week.
- One day fee is available. Please contact the Camp Director at camps@spruillarts.org to make arrangements; please use “Before-Care” in the subject line.

Early Drop-off Fee:

For campers not registered in Before-Care

- An additional fee will be added to the account. The camper will not be able to return until the fee is paid through the online portal.
- A fee of \$10 will be required and applied to the account.

Carpool Information

Morning Carpool Drop Off

For your convenience, Carpool drop off is available from 9:00am - 9:30am.

- Under the current Covid-19 guidance, parent(s)/guardian(s) are not allowed to walk campers inside the building. Carpool drop off is at the front entrance to the Spruill Center **between 9:00 and 9:30 for all age campers**.
- Before the camper exits of the right (passenger’s) side of the vehicle, a Spruill staffer will check their temperature.
- If normal temperature is detected, the camper will be signed in, and escorted to their classroom.
- If a high temperature (greater than 100.4 degrees Fahrenheit, per the Governor’s order) is detected parents will be informed and/or contacted immediately and the camper will be returned home. A camper with a high temperature or other symptoms may only return after approval from the Camp Director.
- If you miss the designated carpool time, you will need to call the Camp Director at 770-394-3447, ext. 226 when you arrive so a staff member can come outside to check in your child.
- If you arrive earlier than 9:00am, please wait in the **library parking lot** until carpool begins.
- Parents/Guardians will receive an email one-week prior to the start of camp providing car pool signage and instructions.
- Carpool template is included in the handbook on page 13 to download, edit, and print.

- **Walk-up Campers:** Parents please contact the Camp Director one week prior to the start of registered camp at camps@spruillarts.org for instructions; please use “walk up camper” in the subject line.

Early Pick Up

- Monday – Friday cutoff for early pick up is at 2:45pm. Parents/Guardians who are picking up prior to 2:45pm are required to email the Camp Director camps@spruillarts.org by 11am for early pick-up.
- If someone other than a parent will be picking up a child(ren), that person’s name must be included at the time of registration or submitted in email to the camp director. The person picking up the camper(s) must also be prepared to show a driver’s license/photo ID upon arrival to pick up the camper(s).
- The email should include the following...
 - To:** camps@spruillarts.org
 - Subject line:** Early Pick Up
 - Body:** informing of early pick up with the name of camper(s), person picking up camper, and estimated time of arrival.
- Once you have arrived call the **Camp Director 770-394-3447 ext. 226** to let her know you are ready pick up your camper.

Afternoon Carpool Pick Up

- Monday – Friday 3:00pm-3:30pm
- Carpool pick up is at the front entrance to the Spruill Center (the same location as morning drop off). It is 10 minutes for each age group to allow for social distancing. Below are the designated pick up times:

Age 5-6	3:00pm – 3:10pm
Age 7-10	3:10pm – 3:20pm
Age 11-14	3:20pm – 3:30pm

- Please follow the PM Carpool Signs!
- Parents must go through carpool and stay inside their vehicle for safety reasons and per the Governor’s order.
- If you miss carpool, your camper will be taken to After-Care where they will need to be signed out. There is a per diem fee charged for all late pick-ups.
- If it is raining, carpool will still take place in the front entrance between the library and the Spruill Center.
- If you arrive earlier than 3:00pm, please wait in the library parking lot until your designated time slot begins.
- If your camper will be walking home unsupervised at the end of camp, Parents/Guardians must notify the camp director one week prior to registered camp at camps@spruillarts.org .
- Campers will not be released to the library for pick up.

After-Care & Late Fees

After-Care

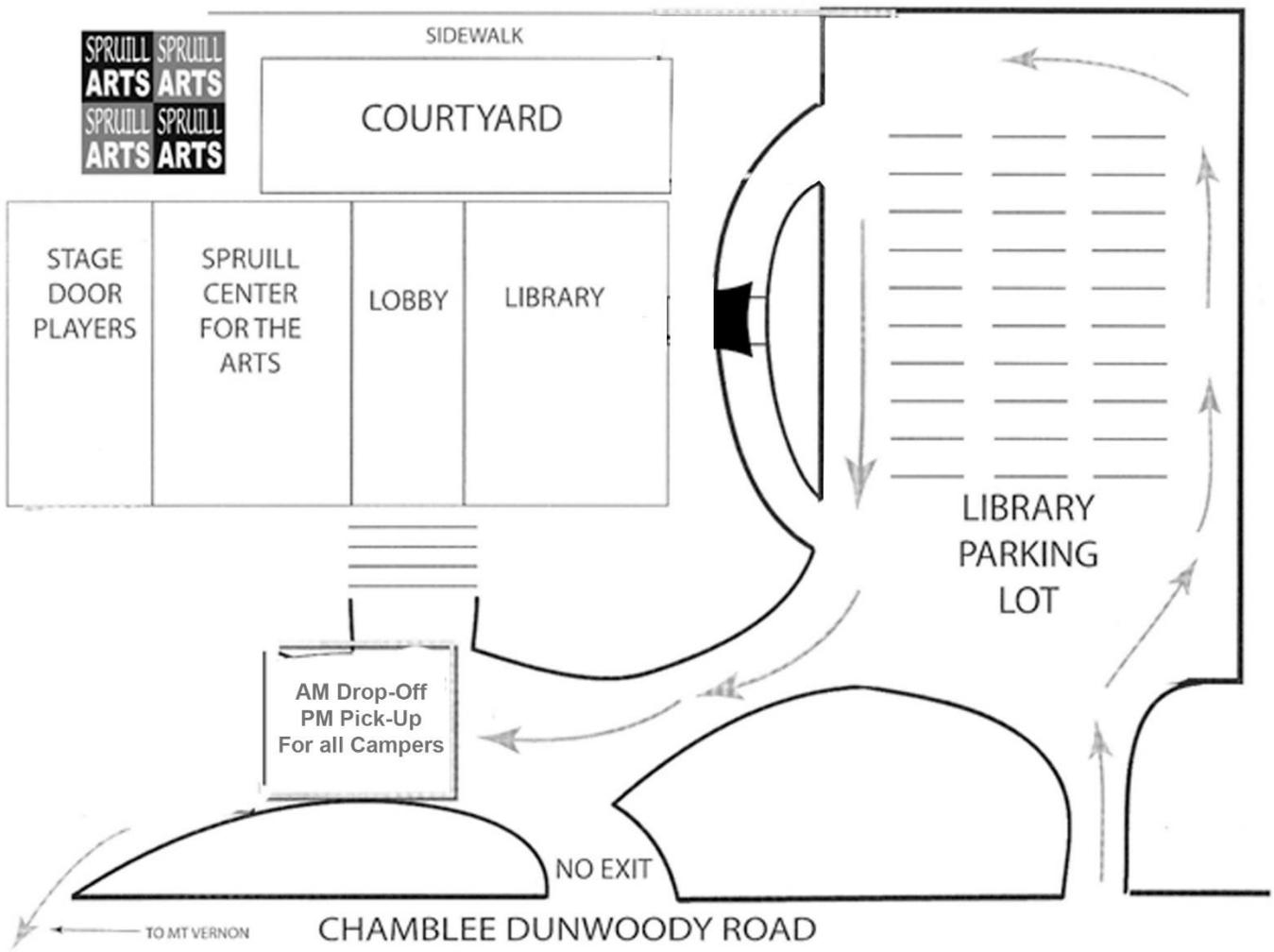
After-Care is a paid service available to parents to bridge the time between the end of camp programming and their work schedule.

- Parents must register their camper(s) for After-Care when they register for camp to participate. Availability is limited.
- After-Care is available from 3:00 pm – 6:00 pm Monday through Friday.
- Weekly Fee: 4 Day Camp: \$60 per week / 5 Day Camp: \$75 per week
- One day fee is available. Please contact the Camp Director via email or telephone to make arrangements.

Late Fees

Additional fees will be added to accounts and camper will not be able to return until fee is paid through the online portal. For campers not registered in After-Care, late pickup will result in a charge of \$20 and the camper will be placed in our After-Care program. For campers already enrolled in After-Care, a fee of \$5 for every 5 minutes after 6:00 will be charged.

Carpool Map





CAR POOL

Ages Group (CIRCLE): 5-6 7-8 9-10 11-14

Camper Name:

First Name: (Print LARGE BLACK WRITING)

Last Name: (Print LARGE BLACK WRITING)

BRIGHT FROM THE START

Georgia Department of Early Care and Learning Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334 (404) 656-5957

591-1-1-.46(1)(b)8. (EXMT-17918) Short-term educational or recreational activities or classes for children in which the supervision and care of the children are incidental to their participation in the activity or training in specific subjects such as, but not limited to, music lessons, dance classes, swim lessons, etc. The provider is not assuming responsibility for supervision and care of the children outside of the classes or activities the children participate in and shall not advertise or otherwise represent that child care services are offered.

Note: Exemption approval means this program is not licensed as a child care learning center and is not required to be licensed because the program operations meet the criteria as described above. Therefore, the program is not required to comply with the Bright from the Start Rules for Child Care Learning Centers and is not required to comply with the fingerprint criminal record check requirements. Bright from the Start will not regulate or routinely inspect this program and will only monitor the program to ensure compliance with exemption criteria and requirements or to collect data. The facility must meet all local requirements, such as complying with building, zoning, and fire regulations.