

Welcome to Spruill Arts Summer Camp 2024

We are thrilled to welcome your young creatives to a summer filled with imagination, expression, and artistic exploration. As we embark on this exciting journey together, we want to ensure everyone's experience is seamless and enjoyable. Enclosed, you will find our comprehensive Camp Handbook, your go-to guide for all policies and procedures. We've packed it with valuable information that will not only keep everyone on the same creative page but also guarantee a safe and fantastic summer for all. From schedules to safety measures, this handbook is the key to a well-prepared and extraordinary camp adventure. We encourage you to read every page thoroughly, so you can join us in fostering a vibrant and supportive community for your budding artists. Let's make this summer a masterpiece of memories!

The following are the daily themes for Spruill Arts Camps (ages 5-10). For Stage Door Camp themes and programs, please contact Bridget McCarthy, bridget@stagedoortheatre.org.

- **Magical Monday:** Campers, volunteers, and instructors are encouraged to wear their brightest and most colorful clothes to jumpstart the week.
- **Crazy Hat Tuesday:** Wear your favorite hat, headband, bandana, or other head dressing.
- **Pop Art Wednesday:** help us celebrate making it half-way through the week by enjoying a special treat of popsicles and popcorn.
- **Water Day Thursday:** Wear your regular camp clothes as we do light water play and field exercises outdoors.
- **Art Party Friday:** Campers, instructors, and volunteers are encouraged to participate dress up based on the theme of the week. Join us in the hallway gallery at Spruill at 2:15 – 3:00 pm on Friday for our weekly Camp Gallery Show!

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 don't hesitate to call or email.

We look forward to seeing you this summer.

Spruill Arts,

Grace Cox

Summer Camp Director
Spruill Center for the Arts
770-394-3447 ext. 3
gcox@spruillarts.org

Stage Door Theatre,

Bridget McCarthy

Summer Camp Director
Stage Door Theatre
770-396-1726 ext. 2
bridget@stagedoortheatre.org

Chelsey Brown

Summer Camp Director
(7:30am-2:30pm)
Spruill Center for the Arts
770-394-3447 ext. 3
camps@spruillarts.org

Merchelle Lowe

Summer Camp Director
(11:00am-6:00pm)
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770-394-3447 ext. 3
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Spruill Art Summer Camp 2024

May 28 – August 9

Weekly Camp Dates:

Week 1	5/28 – 5/31*
Week 2	6/03 – 6/07
Week 3	6/10 – 6/14
Week 4	6/17 – 6/21
Week 5	6/24 – 6/28
Week 6	7/1 – 7/5*
Week 7	7/08 – 7/12
Week 8	7/15 – 7/19
Week 9	7/22 – 7/26
Week 10	7/29 – 8/02
Week 11	8/05 – 8/09

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

Complete camp listings, information, and registration are available at

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

Camp Location

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

Camp Programs

Spruill Visual Arts offerings are organized by age group. Instructors introduce new skills and help develop existing skills at a level appropriate for each student. This makes it possible for youth with little experience to work alongside those with more advanced skills.

Art Camps (ages 5-10)

Campers in this age group will rotate to different classrooms throughout the day. Each teacher will introduce lessons based on the current week's theme ending in a well-rounded artistic experience.

Studio Arts Camps (grades 6th – 9th)

Students in this age group will be taught specific disciplines by professional teaching artists. They will experiment with new art mediums and techniques as they strengthen and enhance their existing art skills.

Stage Door Theatre Performance Arts camps (ages 5 – 12)*

Stage Door performing arts camps are also arranged by age group with each camp focusing on a specific element of Performance Art.

***Contact Stage Door for camp details, daily schedules and themes, and other questions.**

Bridget McCarthy - Director of Stage Door Camp (p)770-396-1726 ext. 2, bridget@stagedoortheatre.org

*NOTE: Spruill gift certificates, Spruill members rates, and Spruill Arts scholarships cannot be applied to Stage Door Theatre camps. Contact Bridget McCarthy at Stage Door Theatre for scholarship information, camp handbook and policies.

Camp Hours

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

Before-care and after-care are available for an additional charge.

Camp Office Hours

A Camp Director will be available via telephone or email from 8:00 am to 6:00 pm Monday - Friday. All camp voicemails and emails will be answered during that time. In-person meetings must be arranged in advance. Please contact the camp office 770-394-3447 ext. 3 or email camps@spruillarts.org

Camp Classes & Instructors

The student to instructor ratio is approximately 10 – 20 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.

Camp Communication & Contacts

- Summer Camp Communication, including receipts, will be sent electronically to the email address provided on the account. **Please check your Spruill account and ensure that the correct email is on file!**
- Stay informed through our social media accounts. Spruill is on Twitter, Instagram, Facebook, LinkedIn, and Pinterest.
- Grace Cox - Director of Spruill Camp (p) 770-394-3447 ext. 3, gcox@spruillarts.org
- Bridget McCarthy - Director of Stage Door Camp (p)770-396-1726 ext. 2, bridget@stagedoortheatre.org

What to Bring

- Optional: smock, apron, or old t-shirt for art activities.
- Optional: change of clothes for accidents.

- Please label, preferably with a permanent marker, all items sent to camp with your camper's name. We will keep items in the lost and found in room 16 until August 9, 2024 at which time all lost and found items (including artwork) will be discarded. Spruill is not responsible for lost items.
- Media devices, toys, and books are allowed ONLY during the designated times and as permitted by the instructor.
- Spruill is not responsible for any items lost, stolen, or broken. Campers are not permitted to read, watch, or listen to inappropriate content during camp.
- **NO PHONES allowed in camps for students ages 5-10.**

Lunch & Snacks

- Please send your camper with at least two snacks and a hearty lunch to ensure they are fueled for the day! When you plan your child's lunch, please keep in mind that there are no microwaves at camp. Following our commitment to the environment, we ask campers to bring food and drinks in reusable containers (lunchbox, water bottle, etc.) which are clearly labeled with their name. Leftover food will go back home. Choose an insulated lunch bag with an ice pack to keep lunches and snacks fresh all day. Freeze juice boxes or water bottles the night before- the drink stays cool and refreshing and the frozen container acts like an ice pack! Send a refillable water bottle and we will remind your child to drink and fill it up during the day.
- **Please note: Campers are NOT ALLOWED to share food under any circumstances. This is to keep our campers with food allergies safe.**

What to Wear

- Comfortable clothes that you don't mind getting messy.
- Closed toed shoes.
- **NO FLIP FLOPS, SANDALS, OR SNEAKERS WITH WHEELS.**

Lost & Found

- The lost and found is located in Room 16.
- All artwork/portfolios not picked up within one week from the end of the registered camp week will be discarded.

Grouping & Instructor Requests

- Grouping requests are submitted with registration online.
- You can also email your buddy request to camps@spruillarts.org up to one week before the camp start date.
- Friends must list one another and be within a one (1) year age range.
- We try our best to keep friends together, but **we do not guarantee placement.**

Special Needs

As a community art center, unfortunately, we 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/

Behavioral Management

- Our goal is to make sure that every camper, volunteer, instructor, and staff member feels safe and respected. We do not tolerate bullying of any kind. If any issues do arise, please inform the camp director immediately. We will work with individual campers to modify inappropriate behaviors and will notify parents when necessary.
- All campers are expected to be on their best behavior during camp.
- If a camper consistently disrupts the learning environment, they will lose their place in the camp.
- ***The Camp Director may choose to dismiss a camper if inappropriate behavior does not improve.***

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. Email camps@spruillarts.org with any questions.

Media Use

Pictures and videos are used to promote Spruill Arts for 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 financial need-based scholarships available for the Spruill Arts camps and classes.
- The scholarship application is available online at <https://www.spruillarts.org/scholarships>.
- For Scholarships to Stage Door Theatre camps, contact their summer camp director Bridget McCarthy at bridget@stagedoortheatre.org

Morning Drop-off

- Please see the carpool map.
- Carpool drop-off is at the Stage Door Theatre entrance **between 9:10am and 9:30am for all campers.**
- If you miss the designated carpool time, you will need to bring your child to room 16 to be checked in with the Camp Director before heading to their class. Campers will not be allowed to enter the classroom without checking in with a camp director beforehand. We must know which campers are in the building at all times.
- If you arrive earlier than 9:00am, please wait in the **library parking lot** until the carpool begins. ***If you drop your child off before 9:00 AM you will be charged a \$20/day before care fee.***
- The carpool template is included in this handbook to download, edit, and print.
- ***You MUST HAVE the carpool sign with the camper's first and last name in your car!***

Walk-up Campers

- Parents, please contact the Camp Director one week before the start of registered camp at camps@spruillarts.org for instructions; please use "walk-up camper" in the subject line.
- Walk up campers will still need to check in at the check in desk in front of Stage Door Theatre before going to their morning class.

Early Pick-Up

- **The cutoff for early pick-up is at 2:30 pm. NO EXCEPTIONS.** If you need to pick up your camper after 2:30pm you must participate in afternoon carpool.
- Parents/Guardians who are picking up before 2:30 pm are required to email camps@spruillarts.org by 11:00am on the day of early pick up to ensure the student has time to clean up and gather their belongings to be ready to leave camp.
- 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 the camper(s), the person picking up the camper, and estimated time of arrival.
- If someone other than a parent or guardian will be picking up a child(ren), that person's name must be included at the time of registration or submitted in an email to camps@spruillarts.org.
- The person picking up the camper(s) must also **be prepared to show a driver's license/photo ID upon arrival.**

- If a camper is supposed to leave early and their guardian arrives after 2:30, they will be redirected to afternoon carpool.

Afternoon Pick-up

- Afternoon carpool is Monday – Friday 3:00pm-3:30pm (closed for Memorial Day and 4th of July)
- Carpool pick-up is at the front entrance to the Stage Door Theatre (the same location as morning drop-off).
- If you arrive early for carpool, please wait in the library parking lot.
- Please follow the Carpool Signs!
- Parents must go through carpool and stay inside their vehicle for safety reasons.
- **You MUST HAVE the carpool sign with the camper's first and last name in your car! (Page 10)**
- If you miss carpool, and your camper is still at Spruill after 3:30 pm, they will be taken to After-Care where they will need to be signed out.
- There is a fee of \$30/day charged for all late pick-ups (after 4:00pm) which will need to be paid immediately by cash or card.
- If your Studio Arts camper (rising 6th -9th grade) will be walking home unsupervised at the end of camp, Parents/Guardians must notify the camp director in writing at least one week before the first day of the registered camp at camps@spruillarts.org.
- Campers WILL NOT be released to the library for pick up.

Before & After Care

*****Before Care and Aftercare Spots are limited and tend to fill up quickly*****

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.
- Please see website for fees and to register: <https://www.spruillarts.org/camps>
- **There is no one-day registration for before-care or after-care. Campers are required to register for the entire week for which they are enrolled.**
- Campers dropped off before 9:00 AM will be charged an early drop off fee of \$15/day.

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.
- Please see website for fees and to register: <https://www.spruillarts.org/camps>
- **There is no one-day registration for before-care or after-care. Campers are required to register for the entire week for which they are enrolled.**
- Campers not registered for Aftercare, who are picked up after 4:00 PM will be charged a late pick-up fee of \$30/day.
- ***If your child is picked up after 6:00 PM a fee of \$5 for every 5 minutes after 6:00 PM will be charged, and will need to be paid immediately by cash or card upon pick-up.***

Registration

- Spruill Arts camps are for campers ages 5-14.
- Campers must be within the age range for the camp that they are registering for before the first day of that camp session. This is to ensure the best possible experience for all of our campers. No exceptions unless agreed upon by the Camp director. Please email camps@spruillart.org with questions.

- Online registration is the easiest and fastest way to register for camp. [CLICK HERE TO REGISTER!](#)
- Paper Registration forms must be completed in full and include payment to be entered. Paper registration forms can be submitted in person in the Registration office. We cannot guarantee placement if a camp is at capacity when a paper registration is processed. Registering online is your best bet!
- 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.**
- Early registration is encouraged to ensure space in the camp of your choice.
- Each camper must have a completed 2022 Emergency Contact Information form on file before registering for camp.

Changes, Cancellations, And Refunds

NO Cancellations or Transfers after the registration deadline (2 WEEKS before the camp start date)!

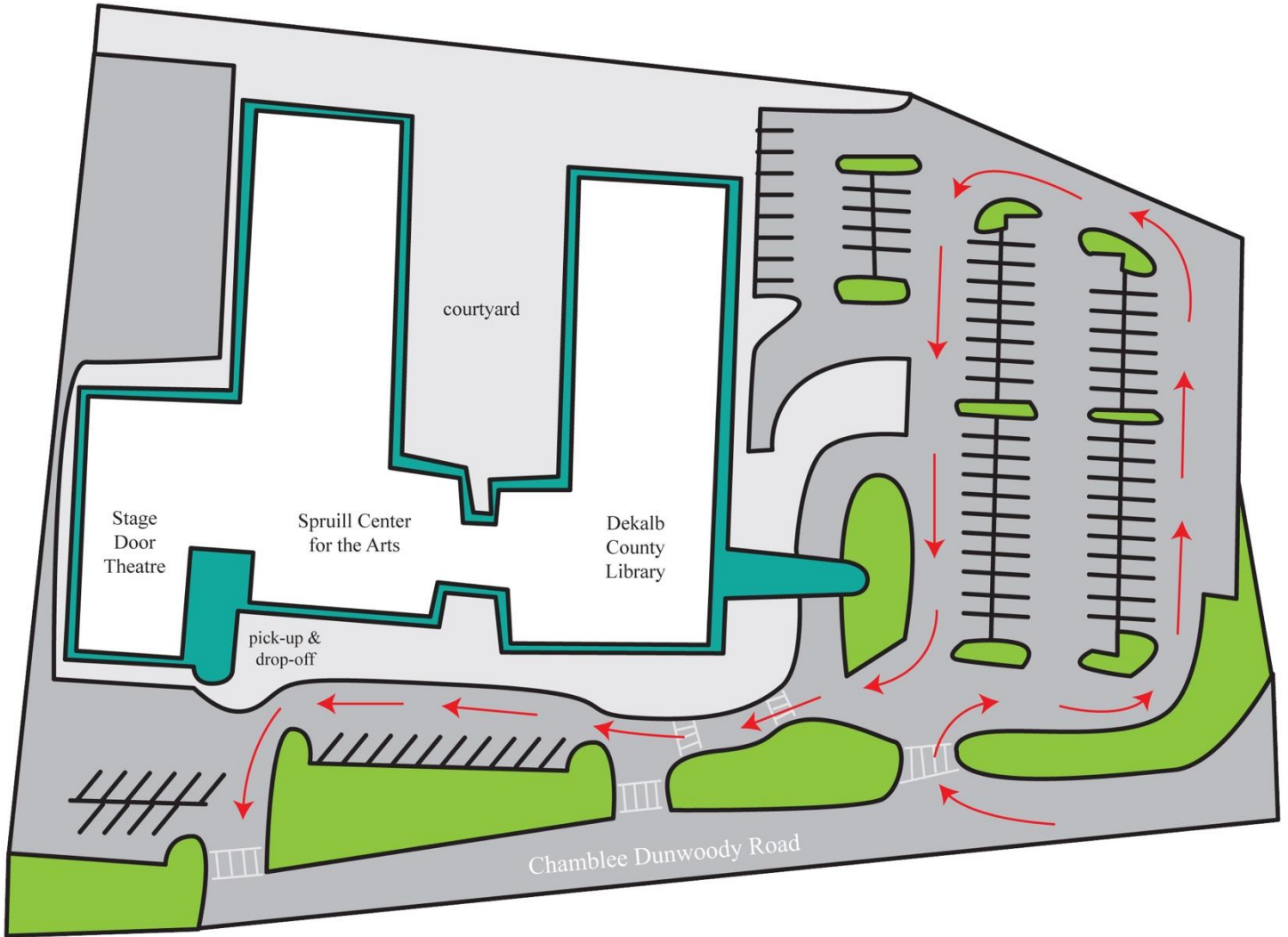
- To make changes to your registration, please call 770-394-3447 ext. 0 or email the registration office at registration@spruillarts.org.
- All summer camp changes/cancellations (**including before-care and after-care**) must be confirmed by a Spruill Arts employee **at least two (2) weeks before** the 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 being changed or canceled by Spruill Arts as soon as possible.
- No refunds, transfers, and cancellations after a course have begun or beyond the registration deadline.
- Emergency/Medical refunds may be available at the discretion of the Registrar with appropriate documentation. (email documentation to registration@spruillarts.org)
- Memberships and donations are NOT REFUNDABLE.
- Monies will not be held as a credit for future use.
- Previously retained fees will not be refunded.
- We do not keep credit cards on file for security purposes. Transfer and Cancellation fees will need to be paid in person or by phone at the time of the change.
- Campers are allowed **ONE** transfer between camps, only if the camp is with the same organization (Spruill>Spruill, or Stage Door> Stage Door), and as long as the request is made within 2 weeks of the camp start date. We are not able to make multiple transfers per registration. For consecutive transfers, campers will need to cancel their registrations with the cancellation fees and re-register.
- To transfer between organizations (example: from a Stage Door camp to a Spruill Arts camp), you will need to cancel your registration with the cancellation fee and re-register. Unfortunately, we cannot transfer registrations between the two organizations.

Spruill Arts Camp Price	Transfers	Cancellations
Less than \$300	<u>One</u> transfer to another Spruill Camp	\$30 fee
Over \$300	<u>One</u> transfer to another Spruill Camp	15% of camp price
Stage Door Camp	<u>One</u> transfer to another Stage Door Camp	20% of camp price

Registration & Payment Contact:

Registration Office
 (p) 770.394.3447 x 0
 (e) registration@spruillarts.org

Carpool Map





CAR POOL

CAMP (CIRCLE):

SPRUILL ARTS

STAGE DOOR

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.