

2011 Forum Art Centre Camp Information

Instructors - Forum Art instructors are artists with their Fine Arts Degrees chosen for their maturity, ability to relate to children & teens and their leadership skills. They create their own art camp activities including the minimum basics of drawing, painting & sculpting of some sort in their program. Depending on weather some activities may take place in the adjoining Coronation Park. Please dress appropriately with head protection/sunscreen/bug repellent – the instructors will assess when conditions are conducive for art activity or breaks.

Art Camp Drop Off & Pick-Up - Instructors will be at the Forum Art by 9:00 a.m. if you need to drop off your child prior to the start of class. Please note that there is no structured art activity before 9:30 a.m. The art camps run from 9:30 a.m. to 3:30 p.m. We appreciate your every effort to pick up your child at 3:30 pm. We do not provide any supervision past that time. Please inform the instructor of any alternates for picking up your children - as provided on your registration form. Our instructors & your child must know who will be responsible for picking them up by 3:30 each day. Children can use the phone themselves at any time.

Behaviour - We want all children to have fun & enjoy their art experience at the Forum Art. If we find that someone's behavior is having a negative impact on others we will discuss this with the parent/adult contact & try to resolve any concerns. If a mutual result is not reached the child will be required to leave the art camp. No money will be refunded.

Health Care - We do not have any special staff on site for first aid for any special medical concerns. A basic first aid kit is available. You are required to fill out the medical agreement form.

Lunch Hour - Children must spend the lunch hour under the supervision of an instructor. Please send a bag lunch with your child. There is a fridge & microwave in the lunchroom. They may picnic in the park. Drink breaks or snacks are allowed in the lunchroom as well.

Nut Policy - For safety reasons, please do not include nuts or peanut butter in snacks or lunches. There is no absolute guarantee that peanuts and nut products will not be on or around the location as we do have other adult students using the facilities as well. Thank you for your cooperation for making the environment as safe as possible.

Registration Information (All programs are subject to sufficient registration – early registration is encouraged to ensure sufficient program participation)

- One application form per child (on registration form - photocopies accepted).
- All applications must include payment before they will be processed.
- One medical agreement form per child.
- Confirmation of registration will not be mailed. Please call us two weeks prior to the start regarding the status of the camp.
- Children must be the minimum age for camp by Dec. 31/2011.
- A \$30 charge will be applied to all returned cheques.
- We accept phone registration with mail in application form & medical agreement to follow.

Refunds

Full refunds will be issued if we cancel an art camp due to insufficient registration. If a participant withdraws from a program 11 (eleven) or more working days prior to the program start date a full refund less a \$10 administrative fee will be issued. Refunds, minus a \$20 administrative fee, will be given between 6 (six) and 10 (ten) working days prior to camp start date. After this time, and once the art camp has begun, pro-rated refunds minus a \$15 administration fee will be issued only for a valid medical reason. No refunds will be issued if a child has been asked to leave the camp.

Transfers - Transfer requests received 6 (six) or more working days prior to program start date will be granted provided there is space in the alternate art camp. A \$10 administrative fee will be applied. Transfer requests received 5 (five) working days or less of program start date will not be granted.