



Camp Contemporary Parent/Guardian Handbook Fall 2022

Thank you for supporting Oklahoma Contemporary Arts Center (OCAC) and enrolling your child(ren) in Camp Contemporary! Please review the information provided to ensure that your camper(s) will have the best possible experience. We look forward to a week of exploring contemporary art through experimentation, discovery, and artmaking!

Oklahoma Contemporary Main Building

11 NW 11th St., Oklahoma City, OK 73103
405.951.0000

The Studios Building

2 NW 11th St., Oklahoma City, OK 73103
405.493.9087

Camp Contemporary Hours

9:30 a.m. – 3:30 p.m. | Monday–Friday (unless otherwise noted)

Education Department | Youth and Family Staff Members

Christine Gibson, senior manager of Youth and Family Programs
cgibson@okcontemp.org

Kau'i Kanahale, coordinator of Teen and Youth Programs
kkanahale@okcontemp.org

Rae Stone, coordinator of Tour and School Programs
rstone@okcontemp.org

Camper Checklist

- Packed lunch
- Refillable water bottle
- Closed-toe shoes
- Sunscreen and or bug spray (applied before arrival at camp)
- Clothes that can get dirty (art camp is often messy)
- Light jacket, sweater, or sweatshirt (studios can get chilly)

Studio Spaces

Camps will be held on multiple levels in our Main Building and The Studios building. Your camper's assigned studio is listed in the camp description on our website and will also be confirmed with guardians at check-in.

Check-in | 8:30-9:30 a.m. | Monday

Camp check-in is from 8:30-9:30 a.m. on Monday morning only. Check-in will take place in the Main Building in the

Te Ata Theater on the third floor. Wayfinding signage will be posted in the main lobby to help guide families. Guardians must accompany camper(s) on the first day to check-in. To ensure the safety of campers, guardians will be assigned a Pick Up Code. Guardians will use this code daily to check out their camper.

Pick Up | 3-3:30 p.m. | Monday-Thursday

You may pick up your camper anytime between 3:00-3:30 p.m. Camper pickup will be curbside at your camper's assigned building. Guardians will be asked to stay in their vehicle, and we will bring your camper out to you. Upon pulling up, guardians will be asked to provide their camper's Pick Up Code to an OCAC staff member. Camp officially concludes at 3:30 p.m. each day. Parents/guardians of non-enrolled Collective Care campers picking up after 3:30 p.m. will be promptly called by an OCAC staff member to come to collect their camper.

Pick Up Code

On Monday morning, each camper is assigned a unique Pick Up Code. This code is given to the guardian who signs the child in on Monday morning. Each day, all campers and instructors will be in their assigned studio at 3:00 p.m. for end-of-day pickup. Guardians must provide the assigned Pick Up Code to take their child out of camp. No child is allowed to leave the building without the assigned Pick Up Code. Any discrepancy will be handled by OCAC staff.

Drop off | 9:15-9:30 a.m. | Tuesday-Friday (campers not enrolled in Collective Care)

Drop off is Tuesday-Friday from 9:15-9:30 a.m. Guardians must pull into the driveway to drop off their camper at the front doors of their camper's assigned building. You may NOT drop off your camper before 9:15 a.m. Starting at 9:15 a.m. an OCAC staff member will be outside to welcome your camper. As a courtesy to other families, please have your camper ready to exit the vehicle as you pull up. This includes having coats, lunches, and other personal belongings ready to go. Camp officially starts at 9:30 a.m. each day.

Collective Care

Collective Care is an optional service that provides childcare before and after normal camp hours. Monitored by studio assistants, Collective Care campers will have the option to play board games, create small art projects, read books, or watch age-appropriate television.

Collective Care Hours

8:30-9:30 a.m. | Tuesday-Friday

3:30-5 p.m. | Monday-Thursday

- **Cost: \$75 per camper/per week**
- Collective Care is limited to 25 campers per week at this time.
- Families are encouraged to purchase the Collective Care service at the time of camp registration to secure their spot.
- Campers arriving before 8:30 a.m. will not be permitted into the building.
- Collective Care parents/guardians must park and walk their camper into the building and to the studio each morning. As well as park and come into the building to pick up their camper each afternoon.
- Monday morning camper check-in is not considered part of the Collective Care program.
- There is no p.m. Collective Care on Friday (3:30-5 p.m.). Camp concludes after the Camp Contemporary Showcase.
- Collective Care is NON-REFUNDABLE.

Late Check-in and Early Pick-up

Notify us if your camper is going to be absent or arriving after 9:30 a.m. Any person picking up or dropping off their

camper after 9:30 a.m. or before 3:00 p.m. will need to sign in/out at the front desk with your camper's Pick Up Code. A staff member will escort your camper to the front desk/their studio.

Please keep in mind that some camps are held in The Studios building. If you plan to pick up your camper outside of regular camp pick-up times, it may take up to 15 minutes to collect your camper.

Camp Contemporary Showcase | 3:30 p.m. | Friday

This is your camper's time to shine! The Camp Contemporary Showcase will be held at 3:30 p.m. on Friday in your camper's assigned studio. Families must park and come into the building. OCAC staff will be stationed around the buildings and can help with any questions you may have. The showcase lasts approximately 30 minutes. All artwork must be taken home at that time. Camp concludes after the showcase.

Lunch | Recess | Snack

- Parents/guardians must provide a packed lunch and refillable water bottle each day.
- No microwaveable lunches, refrigerated items, or sodas.
- Parents/guardians are not allowed to eat lunch with their camper as this can be disruptive.
- Recess will be held on Oklahoma Contemporary's North Lawn, which is a large fenced-in outdoor space. Please put sunscreen on your camper before they arrive at camp.
- If there's inclement weather, recess will be held in their assigned studios.
- Oklahoma Contemporary provides one healthy snack per day — see snack menus below. If you choose, you're welcome to send additional/different snacks with your camper.
- Camp Contemporary Snack Menu
 - o Monday | Goldfish
 - o Tuesday | Fruit Snacks
 - o Wednesday | Veggie Straws
 - o Thursday | GoGo SqueeZ Applesauce
 - o Friday | SkinnyPop Popcorn

COVID Protocols

Because conditions around COVID-19 are continually changing, we will announce a decision about mask policies in the reminder email closer to when camps begin. We encourage families to watch our [COVID Protocols](#) webpage for frequently updated information. Thank you for your patience and understanding.

Instructors and Studio Assistants

Oklahoma Contemporary instructors are professional working artists and/or educators with years of experience and education in their fields. Background checks are conducted on all staff, instructors, and studio assistants before they are permitted to work with students. No person who has been convicted of any type of child abuse (physical, emotional, or sexual) will be eligible for hire by Oklahoma Contemporary. To maintain a safe environment, a studio assistant is assigned to each camp. Studio assistants are responsible for aiding the campers and instructor.

Cancellation Policy

Oklahoma Contemporary reserves the right to cancel any camp that does not meet minimum registration. If a cancellation is made, a refund will be automatically issued to the original form of payment. Oklahoma Contemporary reserves the right to cancel camps due to heightened COVID-19 concerns. Full refunds will be provided in the case of COVID-19 related camp cancellations. If a camp is canceled, an OCAC representative will contact the guardian via phone or email the Wednesday before the camp was set to start.

Waitlist

Please sign up [here](#) if you would like to be wait-listed for a sold-out camp. If a camp spot becomes available, you will be contacted via email with a link for that specific camp. Camp spots are first-come, first-served for those contacted, and are non-refundable. Waitlisted camps will not be sold over the phone or in person.

Refund Policy

- A full refund (100 percent) is issued if a refund request is made at least 10 business days before the first day of camp.
- No refund (0 percent) will be issued if a refund request is made within 10 business days before the first day of camp.
- Those ineligible for a refund may request from the manager of Youth and Family Programs an acknowledgment of a tax-deductible contribution in the amount of the unused tuition.

Transfers and Missed Day

- Transfers to another camp are not permitted.
- Missed days due to sickness or personal circumstances are not eligible for a refund or transfer.

Personal Property

Oklahoma Contemporary is not responsible for the loss, damage, or theft of personal items. Campers should not bring valuable items or toys to camp. We discourage bringing any electronic devices to camp. The use of these items will NOT be allowed during class time unless a camp has specified the item for use in the camp description. Personal devices will only be allowed for use during the snack break or recess. Failure to follow these rules will result in the confiscation of the item by the manager of Youth and Family Programs and held for the remainder of the day.

Lost and Found

All artwork and personal property must be taken home at the conclusion of camp. Items left will be placed in Lost and Found, located in the Education Department office. Lost and found items will remain there for two weeks. After that time, they will be donated or discarded.

Behavior and Discipline

- Campers should be comfortable without their parent/guardian present.
- Campers must be able to use the restroom without assistance.
- We want your camper to have the best possible experience! If your camper requires any behavioral or modified guidance, please contact Manager of Youth and Family Programs Christine Gibson at cgibson@okcontemp.org or 405.951.0000 before the start of camp.
- Any disruptive or violent behavior will not be tolerated on Oklahoma Contemporary property and will result in immediate removal from camp.
- Oklahoma Contemporary reserves the right to dismiss any student(s) from camp who they believe is not adhering to the guidelines set in place.
- There is no tuition refund for campers who are dismissed from camp.

Two-Adult Rule

The goal is to have two adults always present with students. In the event that any staff member, instructor, or studio assistant is alone with a camper, they shall be in a location where others can see them, and the door shall always remain open.

Contact

For additional information and/or questions, call us at 405.951.0000 or email camp@okcontemp.org

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