

O K L A H O M A C O N T E M P O R A R Y

CAMP CONTEMPORARY PACKET

Mission

Oklahoma Contemporary Arts Center (OCAC) encourages artistic expression in all its forms through education and exhibitions.

Contact Information

Oklahoma Contemporary Arts Center: 405.951.0000

Erin Oldfield, Director of Education and Public Programming eoldfield@okcontemp.org

Christine Gibson, Education Coordinator cjibson@okcontemp.org

Alyssa DeVane, Education Associate adevane@okcontemp.org

Camp Contemporary Hours of Operation

Monday – Friday 9 a.m. – 4 p.m.

Extra Care Hours of Operation

Tuesday – Friday 8 a.m. – 9 a.m.

Monday – Thursday 4 p.m. – 6 p.m.

Check-In

- Camp Check-In is from 8 – 8:45 a.m. on Monday mornings only.
- Parents/guardians MUST come in with their child(ren) on the first day of camp and check in at registration.

Drop Off

- Tuesday-Friday campers may be dropped off at the front door anytime between 8:45 – 9:00 a.m. An OCAC representative will be there to welcome them.
- If you drop off before 8:45 a.m., you will be billed for Extra Care.
- Any child arriving after 9:00 a.m. will need to be checked in at the front office and will be escorted to their classroom by a staff member.

Pick Up

- Please enter the building to pick up your child.
- To ensure the safety of campers, parents/guardians will be assigned a **Pick Up Code** at registration. Parents/guardians will be asked to give their assigned code to the classroom supervisors in order to sign-out their campers.
- No child will be allowed to leave without the assigned code.
- At 4:05 p.m. campers not picked up will automatically go to Extra Care and parent/guardian will be charged for the services.

NOTICE: If a child is checked out before 3:30 pm, you will need to sign in at the front desk with your Pick Up Code. A staff member will then escort your camper to the front desk. Parents are not allowed in the classrooms or lunchroom between 9 a.m. and 3:30 p.m. during camps as this can be disruptive to the class.

Please Notify us if:

Your child is going to be absent, late, leaving early, or if any person other than parent or guardian is picking up child. (That person must then also use assigned code).

Camp Contemporary Showcase

- The Friday of each camp week is the Camp Contemporary Showcase at 3:30 p.m. in the Theater. Family and friends are invited to see what the campers have created throughout the week.

- **Camp is dismissed at 4 p.m. on Fridays**

Camp Basics

- **Please send your camper with a refillable water bottle every day.**
- We begin each morning promptly at 9 a.m. in the theater where we have our welcome and dismissal to the studios.
- Children need to dress for mess, wear comfortable clothing and functional shoes- **NO OPEN TOED SHOES.**

Lunch | Snacks

- **Please provide daily:** labeled healthy sack lunch with a drink.
- Snacks will be provided in the morning and afternoon or campers may bring two of snacks of their own.
- **NO microwaveable lunches, refrigerated items or SODAS.**

Camp Snack Menu

- Monday - Animal Crackers and Gold Fish
- Tuesday - Go-Gurt (dairy free substitute, Animal Crackers) and Pretzels
- Wednesday - Applesauce and Potato Chips
- Thursday - Fruit Snacks and Chex Mix
- Friday - Granola Bar and Snack Pack Pudding (dairy free substitute, Applesauce)

Extra Care

- The cost is **\$40 for the week or \$15/day per camper.** You can prepay at the time of enrollment, or pay per daily use.
- If paying per day, all charges are due upon drop off and/or pick up. Parents/guardians will be charged \$15/day for each day the program is used without prior payment.
- **Camper arriving before 8:45 a.m. and staying past 4:15 p.m. will be charged for Extra Care.**
- Parents/guardians will be charged \$1 every minute after 6 p.m.
- **Extra Care is nonrefundable.**

Personal Property

- OCAC is not responsible for lost, damaged, or theft of personal items.
- Children should not bring valuable items.
- **We discourage bringing electronic devices to camps. The use of these items will NOT be allowed during class time unless it is a camp that has specified the item for use in a course description. Electronic devices will ONLY be allowed for use during the snack break or after lunch at recess. Any electronics, including cell phones that are out during class will be confiscated and held by the Education Coordinator for the remainder of the day.**
- **Any toys that are fashioned as weapons (toy guns, knives, etc.) will be confiscated immediately and held for the remainder of the day.**
- All art work and personal property must be taken home at the conclusion of the camp. All unidentified items are placed in lost and found, located in the front office and will remain there for **one week.** Items left after one week are donated to the Salvation Army or thrown away.

Behavior | Discipline

- All campers should be comfortable without parent present.
- Campers must be able to use the restroom without assistance.
- The participation and cooperation of students is vital to the success and happiness of the group. Any disruptive or violent behavior will not be tolerated on OCAC property.
- **OCAC reserves the right to dismiss any student from camp whom they believe is not suitable.**
- Any violent or dangerous behavior will result in immediate removal from camp.

- There is no tuition refund for campers who are dismissed from camp.

Age Requirement

- Campers must meet minimum age requirement by the first day of camp. **Students not meeting minimum age requirement will be sent home without refund.**

Teaching Philosophy

Oklahoma Contemporary Arts Center has created an atmosphere for students that encourages improvisation and experimentation in the arts. Through the direction of a master artist, students are introduced to the basic skills and problem solving methods that allow personal expression and development. The arts education programs are for youth and children of every ability, ethnicity, and economic background.

Child Protection Policy

Background Checks

- All staff, instructors, assistants, and volunteers at OCAC must provide accurate and up to date contact information, including, but not limited to, birth date, social security number, full name and other names that they have previously gone by, address and phone number.
- Background checks are conducted on all staff and volunteers before they are permitted to work or volunteer in connection with students' activities. Follow up background checks shall be conducted on each person every other year.
- No person shall be permitted to be connected with OCAC who has been charged with any type of child abuse (physical, emotional, or sexual abuse).

Two Adult Rule

- The goal is to have two adults or teens present with students at all times.
- In the event that any instructor, volunteer or staff member is alone with a student, they shall be in a location where others can see them and the door shall always remain open.

Thank You!

We would like to thank our instructors, mentors, volunteers, staff, board, you and your children for being a part of the Oklahoma Contemporary Arts Center!