



Camp Contemporary Parent/Guardian Handbook Summer 2021

Thank you for supporting Oklahoma Contemporary Arts Center (OCAC) and enrolling your child(ren) in Camp Contemporary! We are very excited to share our new arts campus with the community. 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

9:00 a.m. – 4:00 p.m. | Monday–Friday (unless otherwise noted)

Education Department | Youth and Family Staff Members

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

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

Camper Checklist

- Two face masks
- Packed lunch
- 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

We're taking full advantage of our new arts campus! 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 | 8:30-9:00 a.m. | Monday

Camp check-in is from 8:30-9:00 a.m. on Monday morning only. Check-in will take place outside on the North Lawn. Staff members will be outside to 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 pickup code. Guardians will use this code daily to check out their camper.

Pickup | 3:30-4:00 p.m. | Monday-Thursday

To abide by COVID-19 regulation, camper pickup will be curbside under the Main Building's portico. 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 pickup code to an OCAC staff member. Guardians should expect pickup will take longer than usual due to COVID-19 protocols.

Pickup Code

On Monday morning, each camper is assisted a unique pickup 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 3:30 p.m. for end-of-day pickup. Guardians must provide the assigned pickup code to take their child out of camp. No child is allowed to leave the building without the assigned pickup code. Any discrepancy will be handled by OCAC staff.

Drop-off | 8:45-9:00 a.m. | Tuesday-Friday

On Tuesday-Friday from 8:45-9:00 a.m., guardians must pull into the driveway to drop off their camper at the front doors. An OCAC staff member will be there to welcome them and take a wellness temperature. If your camper's temperature is over 100.4°, they will not be admitted into camp. All campers must wear a face covering/mask while at Oklahoma Contemporary.

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.

Our buildings will not open until 8:45 a.m. Guardians may not drop-off their camper until they have had a wellness temperature check and have been properly admitted into camp for the day. Guardians should expect drop-off will take longer than usual due to COVID-19 protocols.

Late Check-in and Early Pickup

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 3:30 p.m. will need to sign in/out at the front desk with your camper's pickup code. A staff member will escort your camper to the front desk. At this time, parents/guardians are not allowed in the studios.

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 pickup times, it may take up to 15 minutes to collect your camper.

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

Camp Contemporary Showcase will be held at 3:30 p.m. Friday. Due to COVID-19 protocols, there is a strict two adults per-camper admittances to the showcase. All attending adults must wear a mask while at Oklahoma Contemporary. We apologize for any inconvenience this may cause. The Camp Contemporary Showcase is subject to alteration. More information will be provided by OCAC staff regarding the showcase the week of camp.

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 in 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**
 - Monday | Mini Pretzels
 - Tuesday | Fruit Snacks
 - Wednesday | Goldfish
 - Thursday | GoGo SqueeZ Applesauce
 - Friday | SkinnyPop Popcorn

COVID-19 Information and Protocols

Temperature and Face Covering/Mask

During drop-off, Youth and Family Programs staff will ask permission to take campers temperatures each morning before entering the art center. Staff, instructors and studio assistants will be required to take their temperature before coming to work. Those with temperatures over 100.4° will not be allowed to enter the arts center. We ask that any campers feeling sick to stay home. If a camper gains a fever during camp, the guardian will be contacted and expected to collect their camper as soon as possible.

All staff, visitors, instructors, studio assistants, and campers will be required to wear a face covering/mask. If they do not have a face covering/mask, we will provide one.

Limiting Exposure

Every effort has been made to keep contact with staff and other campers to a minimum. There will be limited access to camp spaces. Class sizes will be limited to 10 campers. Group activities will be canceled and we will be staggering activities like restroom breaks, recess and lunch. Snacks and bottled water will be provided for campers and placed in the studios.

Sanitization and Safety

Shared art supplies will be replaced with individual supplies when possible. Campers will be assigned cubbies for personal belongings and clear plastic dividers will be placed between campers’ art making stations. Hand sanitizing stations will be available in each studio. Enhanced disinfecting and daily deep cleanings will take place.

Collective Care

Collective Care (Before and After Care) will not be available for Camp Contemporary: Summer 2021.

Disclaimer

Expect that social distancing, especially for younger campers, is a difficult goal and there will be times throughout the day that campers will not be social distancing from staff or other campers in their class. Although there will be limited public access, OCAC staff members will be present while campers are at the arts center.

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, studio assistants before they are permitted to work with students. No person who has been convicted with 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 enrollment or heightened COVID-19 concerns arise. If a cancellation is made, enrolled child(ren) may transfer to another camp without penalty, or the guardian may request a full refund. Oklahoma Contemporary reserves the right to cancel camps due to heightened COVID-19 concerns. Full refunds will be provided COVID-19 related camp cancellations. If a camp is canceled, an Oklahoma Contemporary representative will contact the guardian via phone or email the Wednesday before the camp was set to start.

Waitlist

If you would like to be wait-listed for a sold-out camp, the camp's REGISTRATION button will transfer you to a waitlist form to complete. You will be contacted via email on the Monday after registration for that specific camp closes with a link to sign up for any camp that has become available. Camp seats are first-come, first-served and 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 prior to 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 acknowledgement of a tax-deductible contribution in the amount of the unused tuition.
- Cancellation Policy: Oklahoma Contemporary reserves the right to cancel any camp that does not meet minimum registration. If a cancellation is made, the registered child is entitled to transfer to another camp without penalty or the adult contact may request a full refund to the original form of payment.

Transfers and Missed Day

- Except in the case of camp cancellations, transfers 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 present with students at all times. 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 education@okcontemp.org

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