

## **Chester County Art Association (CCAA) Summer Camp Policies and Procedures for Families**

### **Drop Off and Pick Up Procedures**

On the first day of each camp please aim to arrive 15 minutes before the beginning of the session. We ask that parents come inside through the front door [by the red mural] on the first day to know where their child's classroom/studio location and to ensure all paperwork has been submitted. Drop-off the following days will occur on the back patio. If you arrive early parents must accompany campers, campers cannot be left unattended.

When picking up we ask parents to park in the lower lot, due to volume and traffic blocking the street we no longer offer car line pick-up. Weather permitting campers will be waiting for pick-up on the back patio. Parents must walk campers to their cars for safety. We ask that parents arrive within 5 to 10 minutes of class ending for pick up.

### **Half Day / Full Day**

All camp sessions will be half day in 2024. Morning sessions will run from 9 AM to 12:15 PM. Afternoon sessions will run from 12:45 PM to 4:00 PM. If you are staying for the morning and afternoon sessions, lunch will be from 12:15 PM to 12:45 PM, outside if weather permitting. CCAA does not provide lunch or snacks, all campers will be required to bring their own food and beverage.

### **Materials**

Materials lists are posted for students to purchase their own supplies, or a materials fee will be provided to the instructors if they are purchasing class supplies to distribute to students. If a class requires a materials fee—this reimbursement must be paid to the instructor during the first day of camp. Please refer to our online camp listings for the supply lists or reimbursement fees for each particular class.

### **Registration Cut Off and Class Cancellations**

Registration closes one week prior to the beginning of each camp. At this time if the minimum registration number is not met, the class will be cancelled, you will be notified, and registration fees will be posted to your account for credit or refunded.