

FINE ART STARTS' ART EXPLORATION SUMMER CAMP 2008



EMERGENCY CONTACT AND CHILD RELEASE AUTHORIZATION

Information may be added at any time. If information needs to be changed/updated, completion of a new form is required.

Student's Name	M/F	Date of Birth	Age at Time of Camp
Allergies/Special Requests			
Address			
Parent/Guardian 1		Home Phone	Cell Phone
Employer	Email Address		Work Phone
Parent/Guardian 2		Home Phone	Cell Phone
Employer	Email Address		Work Phone

**List a minimum of two (2) additional authorized pick up people (including second parent/guardian):
I.D. may be required at time of pick-up.**

1. Name _____ Home Phone _____ Work Phone _____
Address _____
Relationship to Child _____

2. Name _____ Home Phone _____ Work Phone _____
Address _____
Relationship to Child _____

3. Name _____ Home Phone _____ Work Phone _____
Address _____
Relationship to Child _____

MEDICAL RELEASE

Doctor's Name _____ Phone Number _____

I give permission to Fine Art Starts/Art Exploration Summer Camp to make whatever emergency (ie: first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of Fine Art Starts Staff.

In cases of a medical emergency, I understand that my child will be transported at my expense to _____ by the local emergency unit for treatment if the local emergency resource (police, rescue squad) deem it necessary.

It is understood that in rare medical situations the staff will need to contact the local emergency resource before the parent, child's physician and/or other adult acting on the parent's behalf.

Emergency Medical Information

Drug allergies/Special Medication Needs _____

Chronic Diseases/Other Health Problems _____

Insurance Coverage _____

Parent's Signature

Date

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SPECIAL REQUEST AND SUPPLEMENTAL FORM



Information may be added at any time. If information needs to be changed or updated, completion of a new form is required.

Student's Name

Please group my child with his/her friend(s) named:

Please specify here if you have any special requests, concerns, or feel we must be aware of anything specific about your child, his/her personality, health, or particular artistic goals which they may not impart to us themselves:

My child is looking forward to:

My child will be disappointed if he/she doesn't get to:

Yes No I agree that pictures taken during program hours may be used for future Fine Art Starts promotional purposes (*without* any mention of students names/private information, etc.)

Yes No I agree my child is not allergic to sunscreen and will come with it already applied, if necessary.

REFUND AND CANCELLATION POLICY

When you registered, you signed that understood that your non-refundable \$50. Registration Fee held your child's space in camp and goes towards your full tuition payment due on your child's first day of his/her registered camp week. If you notify us of changes on or before the Monday prior to your registered week, your Registration Fee is transferable to another future camp session *this year*. If you notify us of changes after the Monday prior to your camp week, your Registration Fee is not transferable nor (in either case) refundable. Sorry, no refunds or make up days for missed camp days.

ARTWORK PICK-UP POLICY

All art work must be picked-up no later than 3 weeks from the last day of your camp week (except clay work...which is 3 months or less). Fine Art Starts is not responsible for keeping or storing artwork left longer than 3 weeks from session attended. Clay students will be contacted by email when it is ready for pick-up.

I have fully read and understand Fine Art Starts' Refund and Cancellation and Artwork Pick-up Policies above. I certify that all of my filled-in information above is complete and true.

Parent's Signature

Date

Who may we thank for referring you to us?

- The Oregonian Radio
 Metro Parent Phone Book
 Referred by a Friend

My child's school or newsletter: _____

Library _____

Other _____

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Orientation Information to READ and KEEP.

PLEASE PRINT THIS OUT and keep for your reference.

Forms to Return to us: Medical forms must be completed before children can be admitted to camp. Please bring your forms with you on the first day of your camp week. Campers will not be admitted without a completed form. If you forget or lose your form, please be prepared to arrive at least 15 minutes before your scheduled camp time to fill out paperwork on location.

To Contact Us During Camp Hours: To immediately reach us during camp hours, please use the phone numbers below. Please let the receptionist know if your call is urgent. If you leave a voice message or your call is not urgent, it will be returned by 4:30pm.

Confirmation Calls: You will NOT receive a confirmation call prior to your registered camp week unless we have questions for you regarding your registration. Please call us to reserve early arrival/late pick up days.

Contact Information:

Oregon City Camps 503.723.9661 606 John Adams Street Oregon City, OR 97045

Portland Camps 503.768.3847 7740 SW Capitol Highway, Portland, OR 97219

Find an interactive map at www.fineartstarts.com (click on contact page)

Where to Park and Enter:

Oregon City / Carnegie Center: please park on the off-street parking around the Carnegie ART Center. Follow the paved path to the front door of the building. Please check-in at the reception desk.

Portland / Multnomah Village Location: please park in the Two Rivers/Multnomah Village parking lot (shared with Multnomah Art Center). You will be emailed a gate code the weekend before your child's camp week. Use the gate code to enter the gated area. Check-in/Registration table is *outside* of **COTTAGE #5** to your left.

Portland / Jackson Middle School: park in the main parking lot and follow signs to the office and then to Fine Art Starts.

What to Bring/Wear: Full Day students please bring a healthy lunch, snack, water bottle, light jacket, and sunscreen already applied. Cap or sun hat is also recommended. Half Day students please bring a snack, water bottle, and sunscreen already applied. Please don't wear anything you will regret getting paint on. Please write your child's name on everything, if possible.

What about snacks?: Forgot to pack a lunch or snack? We have full lunches and snacks available in "Little Monkeys" cafe in Oregon City for \$1-\$6. For your convenience, a simple menu will be available on Monday morning so you may plan out your child's no-hassle snacks and lunches!

When You Arrive on Monday: You and your child will be greeted and your child will receive a name tag. Please say goodbye to your child **before** checking in. This makes a smooth departure for everyone. Please turn in your medical form (or fill out another if you forgot yours) and take care of your balance with cash, check, Visa, or MasterCard. While you are doing this, a Studio Assistant will guide your child to the check-in circle with the other campers. **Please note: due to space limitations and distractions, parents may not stay for check-in with their children.** Studio assistants are available if your child needs help transitioning to the camp group and we will call you immediately if necessary.

Sign In/Sign Out: Please sign your child in and out each day. List any person (other than you) who may be picking up your child that particular day.

Drop-Off & Pick-Up Policies: We expect most students arrive 10-15 minutes early on Monday of your camp week. The earliest your child may be dropped off to camp Tuesday through Friday is *5 minutes* prior to camp time. We will not be responsible for them before that time unless you have pre-arranged and paid for early arrival. We appreciate your promptness in picking your child up as well. We understand traffic is beyond your control. However, staff is still "on the clock" when you are late so you will be charged a pro-rated amount of \$10/hour (with a \$2.50 minimum and 5 minute grace period) until you arrive.

Early Arrival/Late Pick-up: Please make advance reservations if you will need to drop off your child early or pick him/her up late. You may schedule with us the day before you require early arrival or late pick up. If you require early arrival on Monday of your child's camp week, please contact us by Saturday night prior to the beginning of the camp week. This allows us time to accommodate your family's needs. Cost is \$8/hr. or \$4/half-hr. Campers may arrive as early as 8:00am and depart as late as 5:00pm.

How Many Students in Each Group?: There are 10 students in each group. There is a maximum of 3 groups per camp week...totaling as many as 30 campers/week. Please remember each group only has 10 campers in it...although you may see many more campers of various ages checking in on the first day of camp.

My Child is Advanced...Can He/She Be With Older Kids?: Students will be grouped according to their age unless the registrants' ages are remarkably different, which is beyond our control. We will do our best to ensure your child is grouped according to his or her needs and preferences. Even with groups of children who are the same age, their artistic abilities and social skills can be incredibly diverse. We do our best to make sure each child is challenged according to their capabilities and that their week is fun and they feel special here.

Can Parents Stay?: Since we may have many students checking in at once, parents are not allowed to stay after checking in their children. However, you may visit your child's studio classroom on Wednesday Parent Day (see below). We anticipate most students may not know anyone on Monday and may be a little nervous to see you go. That's normal. Fortunately they are in experienced hands and Instructors will help your child easily transition into the group with the others. In their small groups they may make friends in a short period of time. Reassuring your child of this may ease his/her anxiousness. *If your child is extremely upset for more than 10 minutes after you leave, we will contact you by phone immediately.* If it's been a rocky departure, we will call you within the first hour to let you know how your child is doing.

"Timid" Campers: If your child is overly shy or timid and hesitant to let you leave, please let us know on the Special Request Form so we can pair him/her with a partner Monday morning. Children are usually fine as soon as parents go (though at the moment they may beg you to stay). We know this is hard, but please let your child know what to expect on Monday morning *before* their camp begins. It also helps if you arrive early and on time and say goodbye *before* you reach the front door. We appreciate your compliance and hope you'll visit your child's studio after camp on Wednesday Parent Day. Again, if your child is extremely upset for more than 10 minutes after you leave, we will contact you by phone immediately.

Wednesday Parent Day: Curious to see what your child is creating? You may visit with your child and Instructor for 15 minutes in the studio classroom before your child's camp time ends on Wednesday. (Full Day & PM campers: 3:45-4:00pm. AM campers: 11:45-12noon.

Art Show and Taking Artwork Home: Your child's art show will be held on Friday of his/her camp week from 4:00-4:30pm. This is a time for your child to shine! Please support your child by being on time and taking interest in what they've accomplished in just one week! Morning (AM) campers will return at 4:00 on Friday for the Art Show. If you are unable to return for the show, please notify the Instructor or Studio Assistant on Friday morning so they can have all of your child's work ready to go when they are picked up at noon. All students may take all art home at the completion of the art show on Friday. Any students with unfired clay will be notified by email 6-8 weeks after their session. Please be patient...clay's characteristics don't allow us to "speed dry" projects...and they must all go through *two* firings before they are complete.

What about Fall Classes? Fall after-school classes begin September 3rd and are held in Oregon City and at various public and private schools. We have classes for children beginning at age 3, all the way through Adult classes! Want more fine art at your school? We'd love to visit your child's school! Simply let us know by clicking on "Outreach Classes" on our website. After school schedules for our locations are available during your camp week or online at www.fineartstarts.com.

THANK YOU FOR CHOOSING

FINE ART STARTS!