

BCA

Winter 2023

Hello,

We are so thrilled to be welcoming you into our studios for Winter Break Camps!

In order to ensure a safe and joyful experience in our studios, please carefully read the information below for important information pertaining to your camp and be aware that protocols may change as health and safety guidance shifts.

DROP-OFF and PICK-UP PROCEDURES

BCA Studios (405 Pine St): Located next to the Maltex building and across the street from Arts Riot/Speeder & Earl's Coffee. Check-in and check-out will take place every day at the **front entrance** of the BCA Studios facing Pine Street.

- **Morning programs check-in between 7:45-8:00am, and check-out between 10:45-11:00am each day.**
- **Afternoon programs check-in between 11:45am-12:00pm, and check-out between 2:45-3:00pm each day.**
- **A supervised, one-hour lunch break is provided between 11:00am-12:00pm for students participating in a full day of camps.**
- **Aftercare check-out is between 4:45pm-5:00pm each day.**

Parents are required to be with their child/teen during Monday check-in. Parents are invited into the building to escort their children to and from their assigned classroom.

When you arrive for check-in and check-out, **please check in at our front desk before heading to the classroom.** BCA Staff will then take attendance and either distribute or collect nametags to and from campers.

On Fridays, parents or guardians are invited 15 minutes before the typical check-out window to view a selection of their child's artwork prior to check-out. We understand that not every parent is able to attend.

BCA CONSTRUCTION & PARKING

Please note that our building is in the beginning phases of construction as we look toward the exciting expansion of our facilities. This will not impact the camper experience, but will impact the parking lot, and current warehouse.

During drop-off and pick-up, parents can park along the sides of the BCA Studios. Please be aware that there are limited parking spaces. There is additional paid parking located at the Maltex parking lot next door.

COVID-19/ STAY HOME WHEN SICK POLICY

Health and safety are our first priority.

The decision to mask has shifted to an individual level and should be based on specific circumstances and risks. We believe it is critical for students, families, and staff to know how important it is to respect one's personal choice to mask, to encourage mindfulness of everyone's unique variables, and to act with kindness.

For the safety of our community, anyone entering our building:

- **Must stay home if they exhibit any symptoms of illness.** This includes COVID-19 symptoms, flu-like symptoms, or are just not feeling well. Children or staff arriving visibly ill will be sent home if symptomatic, regardless of

vaccination status. For contagious illnesses, a doctor's note confirming that your child is no longer contagious will be required before they can attend or return.

- Should be tested for COVID-19 if they have symptoms of COVID-19 (regardless of vaccination status), are a close contact to someone who has tested positive and are not fully vaccinated, and are at a higher risk for COVID-19.
 - If your student has tested positive for COVID-19, they should isolate for 5 days according to guidelines set forth by the Vermont Department of Health.

CLEANING & DISINFECTING

Students will be asked to wash their hands upon entering the studios and we will monitor and support healthy hand hygiene throughout the day. Throughout the day, we will clean and disinfect high touch areas including door handles, switches, sinks, bathrooms and frequently touched objects and surfaces. A professional cleaning service cleans our facility on Monday and Wednesday nights.

STUDENT INFO & MEDICATION RELEASE FORMS

A student info form must be completed by a parent/guardian for all students under 18 years old. Students will not be allowed to participate without this form completed and on file the first day.

If medication is needed during program time, parents must complete BCA's Medication Release Form. Medications must be kept in their original container. Medication will not be distributed to your child without this form.

These forms were sent with your original camp confirmation; you can also access these forms for download at:

<https://www.burlingtoncityarts.org/adult-youth-and-family-classes#22campdocs>

You can fill one out on the first day at check-in.

THINGS TO WEAR OR BRING

- Comfortable clothes you don't mind getting messy.
- Sneakers or closed toe footwear with tread (no sandals or flip-flops). Our art studios, especially the clay studio, can get slippery.
- Hair ties for long hair. ***BCA Clay and Fine Metal Jewelry programs require that long hair is pulled back.**
- Backpack
 - *This is especially important for photography camps which go on guided photo walks in the neighborhood and allows for hands-free access to cameras and equipment
- Sunscreen and hat
- Water bottle or 1-2 drinks
- **Peanut-free and tree-nut free snack(s) and lunch (if applicable)**
 - *Please note that our programs are peanut free and tree-nut free, as some of our students have life-threatening nut allergies. Please do not pack items containing peanuts or tree nuts, including almonds, brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts, etc.
 - **If another student in your child's camp has a severe allergy, especially one that is contact reactive, we will notify parents as soon as we are aware and ask that you please do your best with packed lunches to help us ensure camper safety.
- **Rescue Medicine (inhaler, epi-pen, etc.. if applicable)**
 - *Students who require rescue medicine including an inhaler for asthma attacks or an Epi-Pen for a bee-sting or food allergy, must keep this medicine close by at all times. If medication is needed during program time, parents must request and complete BCA's Medication Release Form. Medications must be kept in their original container. Medication will not be distributed to your child without this form.

On nice days, BCA staff will take students outside as much as possible and may walk students to nearby parks including Callahan Park on Locust Street, Smalley Park on St. Paul Street, or City Hall Park.

CELL PHONE POLICY

Cell phones are not permitted for use unless under the supervision of instructors or BCA staff. If a child/teen needs to contact a parent/guardian during the camp day, BCA staff will facilitate the communication.

BEHAVIOR MANAGEMENT

BCA's staff works as a team to create a safe and enjoyable environment for all children. Clear limits will be set and re-direction will be used to help children find appropriate alternatives to disruptive behavior. Behavior that causes emotional or physical harm to other children or staff will be addressed immediately and parents will be notified about next steps, which may include picking your child up early.

SUPPORTING STUDENT WELLBEING AND STUDENTS WITH DISABILITIES

BCA's staff will support the needs of your child/teen to the best of our abilities and resources. Please contact us well in advance of your child's first day to help us develop a plan for your child's success.

CONTACT NUMBERS: Please check your camp confirmation.

BCA STUDIOS, 405 Pine St- (802) 865-7554

BCA CENTER, 135 Church St- (802) 865-7166

Please use these numbers and leave a message. Messages will be checked frequently during the program.

Non-urgent messages can go to:

Lauren Genta, Youth and Family Programs Coordinator, (802) 865-7161 / lgenta@burlingtoncityarts.org

Burlington City Arts is a non-profit organization. Tax ID#: 036000410