

BCA

April 2023

Hello,

We are so thrilled to be welcoming you into our gallery for April 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 Center (135 Church St): Located at the end of Church St. next to City Hall. Check-in and check-out will take place at **the side door** of the BCA Center between our building and City Hall. To ensure safety for families and children, there will be a security staff member in the alley way.

- **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.**
- **Please note that we will not be providing aftercare for this camp.**

Parents are required to be with their child during Monday check-in. Parents are invited into the building to escort their children to and from our 4th floor studio.

When you arrive for check-in and check-out, **please check in at the side door of the Center before heading to the 4th floor studio.** 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 PARKING

During drop-off and pick-up, there is metered parking along Main St. and College St. (payment for parking is not enforced until 9am). The closest parking garage is located at 147 Cherry St. Parents can also park on Church St. for AM drop off.

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.

- With allergy season in full swing, please take the time to check in with your child to determine if they are sick or are experiencing seasonal allergies, and please keep us aware if they are experiencing allergies.
- 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

Throughout the day, we will monitor and support healthy hand hygiene throughout the hand and will clean and disinfect frequently touched objects and surfaces.

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/sites/default/files/2023-02/BCA%20Student%20Info%20Form_2023.pdf

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 can get slippery.
- Hair ties for long hair.
- Backpack
- 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.

OFF-SITE WALKS

On nice days, BCA staff will take students outside as much as possible and may walk students to nearby parks including Smalley Park on St. Paul Street, City Hall Park, Edmunds Elementary School's playground, and Waterfront Park.

CELL PHONE POLICY

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

BEHAVIOR

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:**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:

Sarah Jayne Kennelly, Public Programs Assistant, (802) 865-7551 / skennelly@burlingtoncityarts.org

Heather Ferrell, Curator and Director of Exhibitions, (802) 865.5392 / hferrell@burlingtoncityarts.org

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

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