



**FINE  
ARTS  
FOR  
KIDS**



**SUMMER  
CAMP**

FILL OUT  
PAGES  
**4 - 8**  
RETURN  
THEM TO THE  
ART CENTER!

## **PARENT INFORMATION PACKET**

Email: [ArtCenter@CapeCoral.gov](mailto:ArtCenter@CapeCoral.gov)  
Phone: (239) 574-0802  
4533 Coronado Pkwy. Cape Coral, FL, 33904





City of Cape Coral – Cape Coral Art Center  
4533 Coronado Pkwy, Cape Coral, FL 33904  
(239) 574-0802 ArtCenter@CapeCoral.gov



Dear Parent or Legal Guardian,

Welcome to the Fine Arts for Kids Camp! There are many summer camps available so thank you for choosing the Cape Coral Art Center! The Fine Arts for Kids Camp is designed for children ranging in ages 7-13 years old. Our goal is to see that your child has a fun and safe time and receives the best experience possible in the development of the arts. We are excited to spend a day full of arts with your child!

## What to Expect

### First Day of Each Session

Parents/Guardians and camper should arrive 15 minutes prior to check in time (9:00 a.m.) to ensure all of the necessary paperwork has been completed and turned in. The forms required on the first day of the session are: the **Program and Policies Agreement Form (Page 5)**, **Medical Information/Release Form (Page 4)**, the **Parks and Recreation Waiver (page 6-7)** and if your child needs medication during camp **Permission for "As Needed" Medication use (Page 8)**.

### Arrival and Dismissal

After the first day of each session campers should be dropped off no earlier than 10 minutes before the camp begins (9:00 a.m.). During this time, staff will be at the front desk in Building 2 signing campers in and out. **Parents/Guardians will be asked for a valid photo ID every day to sign their child(ren) out.** Campers must be picked up no later than 10 minutes after the program ends (4:00 p.m.). If you are planning on picking up your camper early, please park and enter building 2 and sign your child out at the front desk with a staff member. You must have your ID ready at sign out.

### Proper Attire

All campers should wear clothing that they can get messy in. They will be working in multiple mediums that can result in permanently stained clothing. Closed-toe shoes are required; no flip flops or sandals.

### Personal Belongings

The Cape Coral Art Center counselors, aides, and staff members are not responsible for lost or stolen personal items. Tablets, I-pods, I-pads, accessories or any other devices are not permitted and we advise that your camper keeps them at home. Cell phones are not permitted during camp hours.

### Lunch and Snacks

Please be sure to send a balanced lunch with your child each day as lunch is not provided. We also recommend that each student bring a labeled water bottle each day. There are two snack times in



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addition to lunch time. Snacks and drinks will be available for your child to purchase ranging from \$0.50 to \$1.00. We ask that children do not bring bills larger than \$5.00.

### **Basic Daily Schedule**

8:50 – 9:00 a.m. Drop off: Parents must sign in students at the front desk in Building 2.

9:00 – 9:15 a.m. Attendance, announcements, introductions.

9:15 – 10:30 a.m. Campers will work on an air dry clay, mixed media or painting project led by instructors.

10:30 – 11:00 a.m. First snack, Students will then be split into two groups based on age.

11:00 a.m. – 12:00 p.m. Campers will work on an air dry clay, mixed media or painting project led by instructors.

12:00 – 12:30 p.m. Lunch time and clean up.

12:30 – 1:00 p.m. Outdoor playtime if weather permits, or indoor activities in case of inclement weather.

1:00 – 2:00 p.m. On Wednesdays, guest speakers are invited to demonstrate their art.

2:00 – 3:00 p.m. Campers will work on an air dry clay, mixed media or painting project led by instructors.

3:00 – 3:30 p.m. Clean up time!

3:30 – 4:00 p.m. Snack time and games while campers prepare to be picked up.

4:00 – 4:10 p.m. Parent pick up: Parents must sign students out at the front desk in Building 2. Have your ID ready every day!

### **Gallery Artwork Exhibit**

Every Friday the campers will have an exhibition of their work created during the program on display in the Art Center's Side Gallery. You will park your car, enter Building 2 and sign out your camper at the front desk so that your camper can show you around the gallery. We invite family and friends to attend the students' exhibit! The exhibit will take place during pick-up at 4:00pm in the Side Gallery. Artwork will be removed from the walls and taken home with you at this time after you are done viewing the exhibit. Please be sure to only take artwork with your child's name.

# Cape Coral Art Center Fine Arts for Kids Camp

## Medical Information/Emergency Release Form

	1st Child	2nd Child	3rd Child
Childs Last Name/First Name			
Date of Birth			
Grade Entering			
Allergies, Special Needs, Medications			

Custodial Parent/Legal Guardian	
Date of Birth	
Relationship to Child	
Home Address	
Phone Number	
Emergency Phone Number	
Drivers License Number	

**Persons who have my permission to remove my child from the facility in addition to the names above (Additional names may be added to the back of this form)**

<b>Name</b>			
<b>Relationship to Child</b>			
<b>Phone Number</b>			
<b>Alternative Phone Number</b>			

Please let us know of any pertinent information regarding your child(ren) so that we can offer your family the best care possible. (i.e. for custody or court order issues legal documentation will need to be provided):

Does your child(ren) need any medications administered while in our care? Yes\_\_\_ or No\_\_\_ **(If yes, additional forms are required prior to the start of the session your child is enrolled in.)**

**Parent Release:** I have enrolled the above named child(ren), and my signature below indicates that I release the City of Cape Coral, and the Cape Coral Art Center, and any persons connected with the said City from blame or responsibility in case of accident or injury incurred during the operations of this program. There is no medical coverage included in this registration for any program offered by Parks & Recreation. By participating in these programs, I assume medical insurance responsibilities. I understand that in the case of a medical emergency, 911 will be called and I hereby authorize the doctors at the designated hospital to treat my child for any injury or illness occurring during any Parks & Recreation program. I have been notified, in writing of the Cape Coral Parks and Recreation rules and policies, including the discipline practices followed by this program. The Cape Coral Parks and Recreation Department reserves the right to deny registration to any program and to charge fees where applicable. Further, I give full permission to any and all of the foregoing to use photographs, video tapes, recordings or any other record of this event for legitimate purposes. I understand refunds are available only if the class/program is changed or cancelled. Refunds will not be issued once a program has begun, unless accompanied by a medical excuse. NO refunds/credits will be given for missed days within a session

Parent/Legal Guardian Signature & Date: \_\_\_\_\_



(239) 574-0802  
4533 Coronado Parkway  
Cape Coral, FL, 33904  
Art Center@capecoral.net

## Program Policies and Procedures Manual Agreement

I have read the manual and gone over with my child/children the terms of this manual. We (parent & child/children) agree to the terms stated in the City of Cape Coral, Parks & Recreation, Program Policies and Procedure Manual.

---

Signature of Parent/Guardian

---

Date

---

Parent/Guardian Printed Name

---

Relationship to Child

---

Signature of Child

---

Date

---

Signature of Child

---

Date

---

Signature of Child

---

Date

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK FOR CITY OF  
CAPE CORAL PARKS AND RECREATION PROGRAMS/ACTIVITIES

PLEASE READ THIS FORM CAREFULLY and be aware that in signing up for and participating in the City of Cape Coral Parks and Recreation's programs/activities, you will be expressly assuming the risk and legal liability and will be waiving and releasing all claims against the City for contraction of illness, injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected and associated with the City's programs/activities (including transportation services/vehicle operation, when provided).

STATEMENT OF PARENT OR GUARDIAN

I recognize and acknowledge that there may be certain risks involved in participating in the City's programs/activities, and I voluntarily agree to assume the full risk of any contraction of illness, injuries, damages or loss, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or may accrue to me or my child/ward) as a result of participating in such program/activity against the City, including the City's respective officials, officers, employees, and volunteers (hereinafter collectively referred to as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for contraction of illness, injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward arising out of, connected with, or in any way associated with these programs/activities.

I indemnify and hold harmless the City of Cape Coral, and any of its employees and/or agents from any and all claims from my use of City property or participation in any City programs. I will further indemnify and "hold harmless" the City, and any of its employees and/or agents from all costs, expenses and liabilities resulting from any claim brought from or on behalf of my child's/children's/ward's use of City property and/or participation in City programs to the extent of the City's liability under general law.

This is to certify that I, as parent/guardian with legal responsibility for this/these participant(s) named below, do consent and agree to his/her/their release as

provided above and, for myself, my heirs, assigns, and my minor child's/children's/ward's involvement or participation in the program as provided above.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims.

---

Self, Parent or Legal Guardian \*

---

Date

---

Participant's Name

---

Participant's Name

---

Participant's Name

\* (If registering via fax, your facsimile signature shall be substitute for and have the same legal effect as an original form signature.)



## Permission for "As Needed" Medication Use

Directions: Prescribing physician completes this form whenever a child is to receive a medication on an "as needed" basis. Example: nebulizer treatments for trouble breathing, etc. . .

Parent then signs form to indicate their permission to follow the physician's instructions and forwards the completed form to the staff at the Programs Facility. Form is valid for one month.

Staff review form, complete safety checklist, file form in Medication Dispersal file, and sign for medication use if needed. Parent is to be contacted prior to usage if possible.

Site \_\_\_\_\_ Phone \_\_\_\_\_

I hereby give permission for City of Cape Coral staff to disperse this medication to my child according to the directions noted below. \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed by Physician	
Child's Name _____	Birth date _____
Medical Condition(s) of concern _____ _____ _____	
When to use the medication (symptoms to watch for) _____ _____	
Medication _____	Dose _____
Route _____	Frequency _____
Possible side effects _____	
When to call parent/health provider regarding symptoms or failure to respond to treatment _____	
When to consider that the condition requires urgent care or reassessment _____ _____	
Physician Signature _____	Date _____ Phone _____

Date	Time	Symptom	Signature of Disperser	Initials of Witness/	Results



## What is the Fine Arts For Kids Camp?

Welcome to the Fine Arts for Kids Camp! There are many summer camps available so thank you for choosing the Cape Coral Art Center! The Fine Arts for Kids Camp is designed for children ranging in ages 7-13 years old. Our goal is to see that your child has a fun and safe time and receives the best training possible in the development of the arts. We are excited to spend a day full of arts with your child!



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Web: [Capeparks.com](http://Capeparks.com)

# Program Rule Book Policies and Procedures

Parks & Recreation Department  
"It Starts in Parks"



Fine Arts for Kids Camp

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# Disciplinary Action To Be Used

- After suspension, the child will be brought back to the program on a probationary period. Further problems will constitute grounds for permanent dismissal
- No refunds or credits will be issued for suspension periods.

Remember, removal from the program will occur when all other efforts have been exhausted or in the case of a serious offense. It is our goal to work through every situation with a positive outcome.

# Disciplinary Action To Be Used

- The situation will be documented and verbally discussed with the child/children involved
- The child will be re-directed to another area of the facility
- The child will lose time in an activity
- Discipline reports will be issued for more severe situations, and/or up to three days of suspension from the program
- Parents will be contacted to pick up child from facility
- Parents will have 60 minutes to pick up child from the center. After 60 minutes, a late fee will be charged and other actions will be taken (see late pick-up)

# Camp Divisions

Wm. "Bill" Austen Youth Center  
& Services

239-242-3950

**Cape Coral Art Center**  
**239-574-0802**

Four Freedoms Park  
239-574-0804

Rotary Park  
239-549-4606

Special Populations  
239-574-0574

Athletics  
239-242-3490

Lake Kennedy Senior Center  
239-574-0575

# Operating Hours & Procedures

Monday – Friday

9:00am – 4:00pm

Hours are Subject to Change

- The Fine Arts for Kids camp is intended for children 7 – 13 years of age. Children enrolled in camp must be 7 – 13 years of age by the first day of the camp week the child is enrolled in, no exceptions. We appreciate your understanding and cooperation

# Disciplinary Action Will Result If

- Any staff member, participant, or center guest is not treated with respect
- There is defacing, abuse, vandalism, tampering, or stealing of any property of the facility. This includes all classrooms and equipment within the building, all center equipment, all outdoor living habitat, and wildlife. Parents/guardians will be financially responsible for damages caused by your child
- There is use of profanity, foul or abusive language, or body gestures towards any person
- There is fighting, hitting, or pushing of any person
- Refusal to follow policies and posted rules
- There is excessive talking, disruption, or not paying attention
- Use of, or handling of, any drug related activity on City property

# Medication Policy

- If a child is on medication during a program the city requires additional forms to be completed prior to children attending programs
- It is the responsibility of the parent to ensure completed medication forms are turned in with child's medication for each visit
- All medication must be in pill form, in the correct dosage (scored/cut if needed), and in its original prescribed bottle
- **Medication procedures include:**
  - Fill out "Permissions for As Needed Medication Use". Form must be signed by child's physician and returned to administrative staff prior to class start.
  - Medication will NOT be administered by staff without this form with physician signature on file.
  - Medication will be placed in a zip locked bag with child's name, picture and medication release form.

**The City of Cape Coral is not held responsible if medication is given at the incorrect time**

# Payment Procedures

- Payments may be made by cash, check, MC, Visa, Discover, or American Express
- You must present a valid photo ID to pay by check
- Checks should be made payable to The City of Cape Coral
- Postdated checks and payments made by children will not be accepted
- Payments must be made at the time of registration
- In the event that a credit card is declined twice, center fees must be paid by cash

# Refunds

- No refunds or credits for days missed within a session
- No refunds will be issued once each session has begun
- Refunds are only issued for medical emergencies
- A 50% cancellation fee will be charged to refunds requested within 7 business days of a session starting
- Free cancellations will be processed prior to 7 business days before a session begins

# Accident Procedures

- If a child is injured at the Cape Coral Art Center, an accident/incident report will be documented and will need to be signed by the parent/legal guardian
- It is up to the facilities staff's discretion to call 911 and notify parents/legal guardians in the case of an emergency
- Staff and counselors are not permitted to apply medicated treatments or sunscreen
- The City of Cape Coral staff is only permitted to apply band aids and/or ice

# Dress Code Policy

- Children must wear closed toe shoes and they may not remove their shoes while on premises
- Apparel shall be adequate in both length and coverage to be considered appropriate for the Cape Coral Art Center

# Dress Code Policy Continued

- Transparent or see through clothing, bare midriff, low cut clothing or tops, and outfits that provide minimum coverage are prohibited
- Apparel of symbols which may be gang or cult related are prohibited
- Apparel emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal or inappropriate activities are prohibited
- Children that are not in appropriate apparel will be sent home
- Please be aware that your child will be working in multiple mediums that may stain clothing permanently. Do not send them in clothes that must stay clean

# Responsibilities of Children

- Displaying good sportsmanship at all times
- Taking care of their own personal belongings
- Helping with any and all cleanup of materials or equipment
- All equipment must be used in the proper manner
- Being quiet and listening during check in, while instructions are being given, and during any transitions
- Obeying all classroom and program rules area
- Report any type of broken equipment to Administrative staff
- Reporting an accident or injury of anyone to Administrative staff
- Wearing proper clothing attire at all times
- Using proper etiquette at all times

# Drop Off & Pick Up

- Parents/Legal guardians must sign their child in and out every day. Children are not allowed to sign themselves in or out
- Parents/Legal guardians will be asked to show valid photo ID to sign their child out every day
- Children will be called for by the office staff using 2-way radios
- Parents are not permitted in the classrooms. We ask that parents wait in the front store area until your child leaves the classroom

## Late Pick Up

- A penalty of \$1.00 per minute will be charged if children are not picked up by 4:30pm
- Late fee payment is due upon child pick-up and if not paid the child may not return
- If more than two late pick-ups occur, your child's enrollment will be under review & The Department of Children and Families will be notified
- At 4:30pm a staff member will begin contacting those authorized to pick up the child from the emergency contact list
- If your child has not been picked-up within an hour and a half of closing time The Cape Coral Police Department and The Department of Children and Families will be notified
- The Cape Coral Art Center is not liable once a child leaves the premises

## Personal Belongings

- Label all of your children's belongings
- Personal items such as cell phones, I-pods, I-pads, tablets, gaming devices, and any other electronically equipped toys are prohibited from our program. Use of any electronics during camp hours will result in the item being locked away by an Administrative staff member until the parent/legal guardian picks the child up
- The City of Cape Coral will not be responsible for lost or stolen items
- You are welcome to check for forgotten items at the front desk lost and found

## Communication

- Our staff will make you aware of any concerns, commendable behavior, or accidents when they arise
- If you have any concerns, please address them with the Administrative staff