



HAMILTON CONSERVATORY FOR THE ARTS

## Children's Arts Camp Information Package 2020

Early Drop off 8:30am - 9am	PROGRAM SCHEDULE 9am- 3:15pm
<p>8:30am</p> <p>This program is supervised by HCA staff. Whilst the program is free of charge, students must be registered in the program to participate.</p> <p><u>Location:</u> Ed Studio</p>	<p>9:00am - Student drop-off &amp; attendance</p> <p>Morning Workshop: 9am - 12pm</p> <p>Student Lunch: 12pm - 12:30pm</p> <p>Afternoon Workshop: 12:30pm - 3:30pm</p> <p><i>Please provide at least two snacks for students to have during breaks.</i></p>

### DROP-OFF PROCEDURE

It is HCA policy that all students must be dropped off in the main lobby of the Conservatory building. A parent/caregiver must always accompany students into the building and students must be signed in with an HCA staff member before they may leave.

### EARLY DROP-OFF

**FREE Early Drop-off** is available from 8:30am. Whilst the program is free of charge, students must be registered in the program to participate. An adult must always accompany students into the facility and students must be signed in.

### PICK-UP PROCEDURE

Children's Arts Exploration will end promptly after the student's presentations at 3:15pm. Students will need to be signed out at dismissal. We do not allow students to leave the building unattended unless we have received written consent.

If someone other than those persons listed on the Pick-Up Form is picking up your child, a signed note from the parent/guardian must be presented to HCA staff. **Photo ID may be requested upon pick-up.**

### **REPORTING ABSENCES OR LATENESS**

If your child will be late or absent for any reason please email [info@hcartarts.ca](mailto:info@hcartarts.ca) or call 905-528-4020 and leave a message before 9 am. Please state your child's name, grade, and expected arrival time.

### **LUNCH/SNACKS**

Please do not pack food with peanut / tree nut products. Please provide two snacks, lunch, and a full water bottle for the day in labelled containers. Students will not have access to a microwave.

### **CLOTHING**

All participants should wear comfortable clothing that allows for movement (i.e. no jewelry that could catch and hurt others). Closed-toed shoes must be worn. Please provide indoor shoes in bad weather.

### **LOCATION & PARKING**

HCA is located at 126 James Street South, with parking spots reserved in the GO Station Parking Lot located on MacNab and Hurst Street behind our building. Look for the signs that say "GO Station – Conservatory for the Arts". If you have any questions, please call 905 - 528 - 4020.

### **PERSONAL BELONGINGS**

Please do not send any valuables or electronic equipment with your child. If a child must have their cell phone for use before or after the Children's Arts Exploration Camp, then it must be turned off during teaching hours. HCA is not responsible for any lost or stolen articles. Found items will be brought to the Front Desk and stored for a limited period of time.

### **MEDICAL INFORMATION**

If a student requires the use of any medication please inform us at the time of registration on your Registration package. Asthma Inhalers and EpiPens should be carried by the student at all times. All other prescription medications must be given to HCA Staff during drop-off. Prescription medications must be in the original bottle, labelled with the patient's name and the physicians ordered dose on the label. Non-prescription medication should not be sent. If you wish to discuss your child's medications or medical needs in advance, please contact HCA at 905-528-4020.

### **CANCELLATION POLICY**

You will be charged for one day at the time of registration, and this payment will be fully refunded if the program is not required due to resolved job action. Refunds will not be issued in any other circumstance.