

TABLE OF CONTENTS

<i>Camp Philosophy</i>	1
<i>Camp Staff & Certification</i>	2
<i>Camp Hours</i>	3
<i>Arrival/Departure Procedures</i>	3
<i>Late Arrivals/Early Dismissals</i>	3
<i>Camp Dress Code & Daily Needs</i>	3
<i>Cell Phone/ Digital Device Policies</i>	4
<i>Registration Policies</i>	5
<i>REQUIRED Health & Medication Forms</i>	6
<i>Cancellations & Refund Policies</i>	6
<i>Behavior & Discipline Policies</i>	6
<i>Scholarship Information</i>	7
<i>Special Needs/ Requests</i>	7



Summer Camp Hotline 410-326-4640

Questions?

General questions—Jaimie Jeffrey, programs@annmariegarden.org

Registration issues—Stephanie Scott, registrar@annmariegarden.org

Health & Medical Forms—Stacey Ruff, director@annmariegarden.org

Welcome to a summer where art and nature meet!

Looking for a creative and active summer camp experience for your child? Unleash their imagination and energy in our beautiful galleries and exhibits, classrooms, studios, woods, community garden, and sculpture garden! Annmarie offers an exciting selection of week-long day camps for ages 5 to 12 taught by professional educators and working artists. Our camps will encourage your child to explore their creativity, discover the natural world, meet new friends, and serve their community. Summers at Annmarie are active, fun, and stimulating – join us this summer as our campers create, discover, and grow!

Our Philosophy

We believe kids thrive when they are exposed to a variety of creative experiences and people. Each of our camps offers an opportunity for your child to work with our talented faculty as they explore and develop their own artistic expression, techniques, and curiosity about the natural world. Camps also include time with the Calvert County Master Gardeners in the Community Garden where they help grow fresh produce for the local food bank. Campers explore the natural world of the park as they enjoy games, the artLAB, the clay studio, the gem mining sluice, and other activities. Finally, every camper will tour the exhibits, both inside and outside, and participate in a summer community art project. We believe this integration of arts education, outdoor play, community service, and environmental education provides kids with a multi-faceted and stimulating camp experience. We work hard to create a welcoming environment where each child will be encouraged to experiment, collaborate, explore, and gain the confidence and skills to creatively express themselves!

COVID Precautions

Our camps will follow the most up-to-date guidance from the Health Department and the CDC. Additionally, we utilize outdoor classrooms when weather-appropriate to keep everyone as safe as possible. We will take several cool-down breaks inside to combat the heat. We will resort to indoor classrooms in inclement weather. Additional details will be provided prior to camp. Questions? Email programs@annmariegarden.org.

Camp Faculty & Staff

Camp Management Team –Annmarie summer camps are managed by the AMG professional program staff. They work hard to create a fun, upbeat, and wildly creative experience for your child. They are CPR and First Aid certified, fingerprinted, and have passed a thorough background check.

Additional Faculty - every Annmarie camp is taught by an AMG program staffer or professional educator and/or working artist from the surrounding community. Many are teachers from the local school systems. All educators are fingerprinted and pass a background check prior to being hired.

Camp Counselors—our Camp Educators are assisted by two college interns who hold, or are working toward, a bachelor's degree from an accredited university. The interns are selected for their skill and experience working with young people, and for their passion for the arts, education, and/or environmental sciences. They are both CPR and First Aid certified, fingerprinted, and have passed a thorough background check.

CITs- our Counselors-In-Training (CITs) are high school students who are active volunteers in their community. They assist the Camp Educators in the classroom, and assist the Camp Counselors during morning, lunchtime, and dismissal activities.

Camp Certification Information

AMG Camps are inspected and certified by the Maryland Dept. of Health & Mental Hygiene. The purpose of youth camp certification is to protect the health and safety of children attending camps. Maryland regulations establish minimum standards ensuring that camp operators conduct criminal history record checks for employees, provide health supervision, implement health and safety procedures at camp, report injuries, illnesses or abuse, maintain the camp facility, and conduct activities safely. To learn more about the state certification program, visit <http://phpa.dhmh.maryland.gov/OEHFP/CHS/SitePages/youth-camp-certifications.aspx>

Class Size

Camps do not exceed a classroom size of 20. Full day camps are staffed by two educators, a camp counselor, and up to four high school CITs throughout the day.



Camp Hours

- **Full-Day Camps** run from 9:30 am - 3:00 pm.
- **Arrival / Dismissal times** - please refer to the schedule below; please see below for late fee info.

CAMP	Arrival	Camp Hours	Dismissal
Full Day camps (grades 1-6)	9:00-9:30am	9:30-3:00pm	3:00-3:30pm

Arrival/Departure Procedures

All parents/guardians must sign their campers IN and OUT each day. Your camper will only be released to the person(s) listed on the emergency form. This person may be requested to show proper identification, so please remember to bring your ID with you. Drop-off and pick-up occurs at the small gray Welcome Booth located in the parking circle, near the Fairy Lolly playground. **Any camper remaining at camp after the pickup deadline will be charged a late fee of \$25/week.**

Late Arrivals/ Early Dismissals

AMG is a 30 acre park, and Summer Camps take full advantage of resources of the park. For this reason, we ask that parents drop-off and pick-up their child during scheduled times (see above chart for times). Should you arrive at the Welcome Booth and there is no staff person at the Check in/ Sign out station, please walk to the administrative office located in the Murray Arts Building, and a staff member will help locate your child's camp. Please do not go directly to the classrooms.

Camp Dress Code & Daily Needs

Dress for a mess! Dress respectfully. The best camp attire often consists of old t-shirts, athletic shorts, old sneakers, and a hat. Refer to this chart for information on what to wear/bring each day. All necessary items should be clearly labeled with the camper's name.



Special Cool- Down Treats! Please Note:

Water games— On very hot days, we will cool off with a variety of fun water games! These games will include light splashing, but will not drench your child. **Please pack a towel for light drying needs!** Children without towels will still be permitted to lightly splash in the games unless parent sends note indicating otherwise. There are always a few kids that don't want to get wet or don't want to play water games; we will happily accommodate both!

Lunchtime Popsicles! -- AMG will offer popsicles to campers at lunch time on very hot days. **If your child has an allergy or sensitivity to fruits, dyes, or any other popsicle ingredient, please send along a frozen treat for your camper to enjoy. Place it in a large ziploc bag, clearly labeled with the child's name and camp.** To see the ingredient list of our popsicles, email registrar@annmariegarden.org.

WEAR	DO NOT WEAR
<ul style="list-style-type: none"> -Old t-shirts that may be stained or painted -Old pants or shorts at acceptable length that may be stained -Comfortable shoes that may be stained or painted -Hat or bandana for outdoor activities -Sunscreen and bug spray applied at home before arrival -Hair pulled out of face 	<ul style="list-style-type: none"> -“school clothes” or clothing you do not want ruined by paint (including shoes) -Shirts with inappropriate messages or images -Shirts or shorts of inappropriate lengths or tightness. -No jewelry, please!
BRING	DO NOT BRING
<ul style="list-style-type: none"> -Water bottle -Bagged lunch -Extra snack -Hat -towel for light water play -Complete change of clothes in a clearly labeled bag -Cell phones are allowed for parent communication only, but must remain in student’s backpack during camp. -A frozen treat to enjoy if food allergies/sensitivities may prevent your child from enjoying an AMG popsicle. Place it in a ziploc bag clearly labeled with child’s name and camp. 	<ul style="list-style-type: none"> -iPad or tablet devices -iPod or music/gaming devices* -stuffed animals, toys or other collectables -money or other valuables -weapons of any kind -medications without proper documentation (see Health section of this handbook)

Cell Phone Policy

AMG Staff recognizes that older campers carry cell phones to easily communicate with parents, but all phones must remain in the camper’s backpack during camp hours. Phones may only be used during arrival/ dismissal time, and only to communicate with parent/guardian. Campers not adhering to this policy will have the devices removed during class. Parents must retrieve the confiscated phones from AMG Staff at the end of the day. **Tablet devices, computers, music devices, and gaming devices are not permitted at camp.**

Lost & Found

Any personal items, clothing articles or left-behind artwork will be taken to the administrative office in the Murray Arts Building. Please check with the office for any lost or missing items. AMG is not responsible for lost/stolen items. Any art projects left behind for 3 months or longer will be recycled/repurposed.



Registration Policies

Registration policies – please carefully review our policies before registering for a class. Our Studio School is a self-sustaining program, meaning that registration fees must cover operational expenses. To this end, we have developed policies that will ensure our ongoing sustainability. If you have any questions or comments, please feel free to call the Director at 410-326-4640.

A Welcoming Environment - Annmarie Garden is committed to connecting people to art and nature. Through a variety of engaging classes and workshops, the Studio School opens up opportunities for creativity, collaboration, and reflection. The School seeks to provide an open and welcoming atmosphere for all ages and abilities. No student will be denied admission to the School on the basis of race, sex, or ethnic origin.

Age requirements – Campers must enroll in camps created for their rising grade level, as indicated in camp descriptions. Parents may petition the Director of Annmarie Garden for permission to enroll in an older/younger class or workshop; these decisions will be based on a variety of factors specific to each camp.

Refunds BEFORE May 1st – should you withdraw your child from a class prior to May 1st, a \$25 processing fee will be deducted from each class fee.

WITHDRAWAL from a class AFTER May 1st – we apologize for the inconvenience, but there are no refunds AFTER May 1st. If you need to withdraw your child from a camp AFTER May 1st, please notify the Summer Camp Registrar at registrar@annmariegarden.org.

Illness, homesickness, or missed days – we apologize for the inconvenience, but days missed as a result of illness, homesickness, etc are not eligible for a refund.

Sickness – as a courtesy to the camp community, please do not bring your child to camp if s/he has a fever, nausea, vomiting, diarrhea, pink eye, or other obvious signs of a cold, flu, COVID, or other contagious illnesses.

Visiting the Studios and Classrooms – for the safety of our students and faculty, no guests, including parents, guardians, siblings, etc., are allowed to stay with the campers unless they are enrollees or have visitor permission from the Director of Annmarie Garden. If a parent would like to observe a classroom, please contact the administrative office to schedule a visit.

Class/Workshop Supply List – all art supplies are provided in AMG camps, but your child is required to dress appropriately and dress for a mess. It's art camp! We get messy! Students are also asked to bring specific lunchtime/camp items as listed in the CAMP DRESS CODE section above. Please come to the first class or workshop prepared to work.

Camper Health & Medical Issues – AMG Camps are inspected and certified by the Maryland Dept. of Health & Mental Hygiene. As such, there are very strict guidelines we must follow regarding a variety of health issues and medicine needs. **Please note that if your child has special needs OR needs to bring medicine to camp, there are ADDITIONAL FORMS you MUST fill out PRIOR to the first day of camp.** Forms are required to bring any medicine to camp, including over the counter and/or prescription medicines - and each require your doctor's signature. **You will find links in our ONLINE registration system to download the appropriate forms.** We are sorry, but there are no exceptions to these policies. If you have any questions or need help filling out the forms, please contact the Registrar at registrar@annmariegarden.org.

Membership – Annmarie members enjoy discounts on camps, as well as early bird camp registration. Please consider becoming a member - your contributions help support Annmarie Garden's operations and programs.

Photograph/Video Policy – AMG and authorized partners videotape or take pictures of participants in programs and special events or of people on the AMG property. These photos may be used in future social media posts, programs guides, brochures, flyers or other materials used to promote AMG.

Waiver of Liability– by participating in an AMG program, you agree to release and discharge Annmarie Sculpture Garden & Arts Center, Ann’s Circle, Inc., and the Koenig Private Foundation, its employees and agents from any injury sustained as a result of participation in said program.

Our Mission – Annmarie is committed to connecting people to art and nature. Through a wide variety of engaging exhibits, programs, classes, public projects, and annual events, Annmarie opens up opportunities for creativity, collaboration, and reflection. By providing opportunities for visitors to experience and engage in imaginative activities, Annmarie seeks to nurture the human spirit and contribute to a healthy society.

Cancellations, Withdrawals, Absences, & Refunds

Refunds/Withdrawals BEFORE May 1st– full tuition payment must be made to reserve your child’s place in a class. Should you withdrawal your child from a class prior to May 1st, a \$25 processing fee will be retained. To withdrawal your child from a class, contact the Registrar (Monday-Friday; 10am-4pm) at 410-326-4640 or registrar@annmariegarden.org.

Refunds/Withdrawals AFTER May 1st - once payment has been made, there are no refunds. Failure to attend class(es) will not be regarded as an official notice of withdrawal. No refunds will be made once camp has started, including for reasons such as homesickness or disciplinary issues.

Cancellations - classes are cancelled when enrollment minimums are not reached. Full tuition will be refunded within the following three weeks. These cancellations may be made at the last moment and students are notified by telephone or email. Annmarie Garden reserves the right to change instructors, class structure, or to discontinue any class without incurring obligations.

Absences - If your child is absent on a particular day of camp, please leave a message at the Garden office, 410-326-4640. Missed days of camps, including for reasons such as homesickness, vacation plans, scheduling conflicts, or disciplinary issues will not be refunded.

AGREEMENT – by registering your child for a class, you agree to these policies.



Necessary Forms—IMPORTANT!

- 1) MEDICATION ADMINISTRATION AUTHORIZATION FORMS & CARE PLAN** ---If your child has any medical conditions or needs, please refer to the **MEDICATION POLICIES & FORMS** found on the summer camp page of our website, or in the link in your emailed registration receipt. Please note, medication forms and care plans require information and signatures from parent and doctor. The staff cannot accept any medications without these required forms. Incomplete forms will not be accepted and camper will not be permitted to stay. Email registrar@annmariegarden.org with any questions. ALL FORMS due by JUNE 1st.

Behavior and Discipline Policies

Code of Conduct - In order to provide students, members, visitors and staff with a safe and supportive educational environment, Annmarie Garden reserves the right to refuse to retain any student exhibiting disruptive or unacceptable behavior in any course at any time without incurring obligations.

To ensure the safety and well-being of staff and campers, the following policy will be enforced:

Minor Infractions:

1st offense—verbal reminder of standard of behavior

2nd offense—verbal reminder of standard of behavior

3rd offense—take camper to office to develop behavior plan; parental contact for plan review

4th offense—staff removes camper from camp program without refund

Major Infractions:

1st offense—take camper to office to discuss behavior and develop behavior plan.

Staff contacts parents for plan review.

2nd offense—staff removes camper from camp program without refund.

Scholarship Information

Annamarie Garden is committed to nurturing the creative spirit and artistic talent of all members of our community. This scholarship program seeks to make our events, exhibits, classes, workshops, and camps available for everyone. All ages are welcome to apply. If you cannot afford a camp, we encourage you to apply for a partial or full scholarship. While some full scholarships may be available, we encourage participants to contribute as much as possible toward the cost of the activity. Scholarship applications must be submitted at least ten business days in advance, and are reviewed and accepted on a first-come, first-serve basis.

Scholarship applications may be obtained at the main office or on the website,

www.annmariegarden.org. Scholarship questions should be directed to the Camp Director at programs@annmariegarden.org.

Special Needs

We strive to make AMG camps as inclusive as possible. All camp facilities are handicap-accessible. If you need to request an accommodation for a student with special needs, please call the Garden office at 410.326.4640.

Camps at a Glance –A Quick Reference Guide to AMG Camps

Hang in a convenient place for quick easy reminders!

CAMP	Arrival	Camp Hours	Dismissal
Full Day camps (grades1-6)	9:00-9:30am	9:30am-3:00pm	3:00-3:30pm

WEAR	DO NOT WEAR
<ul style="list-style-type: none"> -Old t-shirts that may be stained or painted -Old pants/ shorts at acceptable length that may be stained/painted -Comfortable shoes that may be stained or painted -Hat or bandana for outdoor activities -Sunscreen/ bug spray applied at home before arrival -Hair pulled out of face 	<ul style="list-style-type: none"> -“school clothes” or clothing you do not want ruined by paint (including shoes) -Shirts with inappropriate messages or images -Shirts or shorts of inappropriate lengths or tightness. -No jewelry, please!
BRING	DO NOT BRING
<ul style="list-style-type: none"> -Water bottle -Bagged lunch -Extra snack -Hat -Complete change of clothes in a clearly labeled bag -Optional: towel for light water play -a frozen treat to enjoy if food allergies/sensitivities may prevent your child from enjoying an AMG popsicle. Place it in a ziploc bag clearly labeled with child’s name and camp. 	<ul style="list-style-type: none"> - iPad or tablet devices - music/gaming devices* -stuffed animals, toys or collectables -money or other valuables -weapons of any kind -medications without proper documentation (see Health section of this handbook)

Summer Camp Hotline 410-326-4640

General questions—Jaimie Jeffrey, programs@annmariegarden.org

Registration issues—Stephanie Scott, registrar@annmariegarden.org

Health & Medical Forms—Stacey Ruff, director@annmariegarden.org