BAC SUMMER ARTS CAMP 2020
CAMPER GUIDELINES

The following guidelines have been created in accordance with CDC, IDPH, and CDPH guidelines. The BAC is dedicated to making this a safe, memorable, and fun experience for all!

BAC Summer Arts Camp General Guidelines

- Campers (Ages 6-12) will be put into groups designated by age and named by colors.
- Campers will remain within their own group throughout camp. Each group will have their own dedicated room with two BAC staff members for the entirety of the camp session.
- Groups of campers aged 6-7 years will be limited to 6 campers in each group. Groups of campers aged 8-12 years will be limited to 9 children per group.
- BAC staff to camper ratio will be 1:3 (ages 6-7) and 2:9 (ages 8-12).
- All campers must practice social distancing, maintaining 6 feet apart, while at camp.
  - Each camper will have their own designated area in their classroom, which includes their own table space, chair, and open space to move around in. Back-packs will be kept in this area. These items will be disinfected daily by BAC staff.
- Campers will be given a camp t-shirt in the color of their group. They are not expected to wear this t-shirt every day. Campers are encouraged to dress in their group’s color each day for fun!
- Campers will also be given a color-coded name tag sticker for each day to wear on their shirt.

Personal Protection Equipment:
- All campers will be required to bring with them to camp each day a back-pack filled with the following items:
  1. Each camper must bring a clean or new mask and a back-up mask.
  2. Each camper must bring a bottle or thermos of water. A juice box is acceptable at lunch, but must be in addition to water.
  3. Each camper must bring snacks and a lunch in a disposable paper or plastic bag that will be thrown away daily.
  4. Campers may bring non-latex gloves at parental discretion.
- BAC staff will wear masks at all times, except when eating or drinking, or if they are at least 6 feet from all campers within their group.
- BAC staff members will wear non-latex gloves when distributing supplies, collecting trash, or helping a child adjust their mask.
- In certain circumstances, when social distancing is possible, campers masks may be removed. This will be up to the discretion of BAC staff members, who have been given strict guidelines for classroom management.
- Campers must bring their own water in a sealed container, as drinking fountains will not be available during camp.

Daily Expectations:
- All campers are expected to be in good health when attending camp.
Temperatures will be taken each morning with touchless thermometers. A camper’s temperature must be under 100.4 degrees to be admitted to camp each day.

Parents will have to sign a health form answering a series of questions created by the CDC and will be asked daily if their answers to these questions have changed.

If a camper begins to have any change in health during the camp day, the child will be isolated in a “Safe Space” with a BAC staff member. A parent/guardian will immediately be called to take the child home.

**Drop-off/Pick-up Procedures**

A detailed directions sheet including pictures and a map will be distributed to parents at least one week prior to the start of each session that outlines the drop-off and pick-up procedure.

- **Parents/Guardians must remain in their vehicle during the drop-off and pick-up procedure. Parents are not allowed to walk their camper into the building.**
- Campers will be assigned a specific drop-off site and time based on the color of their group. **Campers CANNOT be dropped off or picked up from any location other than the assigned point of drop-off and pick-up.**
- In order to avoid inter-mingling of groups, two drop-off time frames have been created and parents/guardians must strictly adhere to these drop-off/pick-up guidelines to keep all campers and BAC staff safe.
- **Drop off/Pick-up locations:**
  - Please note where your child is dropped off, correlates with the room in which they will have camp. The drop-off/pick-up locations are below with rooms in parentheses.
    1. Parking lot - northside (closest to 111th)
       a. Red (Studio Theatre), Blue (Music Room)
    2. Parking lot - southside (closest to fence)
       a. Yellow (Atrium), Green (Baffes Theatre)
    3. Front doors of BAC on 111th Street
       a. Purple (Dance Studio), Neon Green (Crossroads)
    4. Emergency Entrance on 111th Street
       a. Orange (Art Room C)

**Late Arrivals and Early Dismissals**

As the Beverly Arts Center is not open to the public at this time, all outside doors will be locked through the camp day. Doors are not locked from the inside to abide Fire Code ordinances, but no one will be able to open a door from the outside.

If you are not able to arrive at your designated time, please park in the parking lot on 111th Street and approach the Lobby West entrance (walking through the courtyard past the Studio Theatre entrance door). Front Desk Staff will allow you in the building only as far as the front desk. The front desk staff will radio to the Camp Coordinator, so that the camper’s temperature may be taken and the Coordinator may escort the camper to their room. **Without approval in advance, campers will not be admitted to camp if arriving more than 1 hour after their designated pickup time.**
A request for an early dismissal from camp must be received by the Camp Coordinator by calling (773)445-3838 x0 or by emailing camp@beverlyartcenter.org at least twenty-four (24) hours in advance. Camper will be brought to the front desk at the requested time. Parent/Guardians must come to the Lobby West door to pick-up their child. **No camper may be picked up early without prior approval.**

**Behavior Expectations**
It is imperative for the safety of all campers and their families that the following rules be strictly abided by. In such instances that a camper cannot consistently abide by the rules and is causing a disruption in the flow of his or her group, the camper will be asked to leave camp for the remainder of the session and no refunds will be given.

1. Campers must wear their mask covering both their mouth and their nose when instructed to do so.
2. Campers must maintain social distancing at all times and must immediately respond to BAC staff when instructed to do so.
3. Bullying of any kind both verbal and physical is strictly prohibited.
4. Physical violence of any kind is strictly prohibited.
5. Destruction of BAC property, including tables, chairs, camp supplies, camp equipment, or BAC staff personal items, or the deliberate attempt to affect the normal operations of BAC bathrooms, such as toilet-papering, clogging sinks and toilets, and locking stalls will result in immediate dismissal.

**Lunch and Snack protocols**
Campers will be escorted to the bathroom on a rotating schedule prior to the start of their snack and lunch break to ensure that hands are washed prior to the start of snack and lunch break. Campers will be given 30 minutes to eat their lunch while socially-distant in their classroom. Masks may be removed at this time. Lunches must be packed each day in a disposable paper or plastic bag. (No exceptions!) Children may also drink a juice box at this time.

At the end of the lunch period, trash will be collected from each camper and immediately removed from the room and properly disposed of by a BAC staff member. If campers finish their lunch early, the camper may use an item brought from home, stored in their bookbag, to pass the time including:
1. A book
2. A cell phone or handheld video gaming system (with headphones or earbuds)
3. Small toys such as a couple handfuls of Legos, small action figures, or a couple of dolls

Children MUST remain socially-distant at this time. No sharing of toys will be allowed. If toys become distractions from health protocols, campers will be instructed to take them home and they will not be allowed to return. **The BAC is not responsible for lost or stolen items. All items will remain in the camper's bookbag at all times except for after lunch and will arrive with camper and leave with the camper each day.**

**Camp Supplies**
Each camper will need to bring with them to camp an extra-large ziplock storage bag with the following items. This bag should be clearly labeled with the camper's first and last name on it.

1. Pair of child-safe scissors
2. One glue stick
3. One small bottle of white glue
4. One 8-pack of colored markers
5. One pack of colored pencils
6. One small pack of crayons
7. Two sharpened pencils
8. A large eraser

This will ensure that campers will not share supplies during the duration of camp. This bag of supplies will be sanitized each day. Any other supplies needed for art projects will be supplied by the Beverly Arts Center. Instructors will wear gloves while distributing supplies, and no supplies will be shared.

**Bathroom protocols and Sanitation**

The campers will use the downstairs and upstairs public bathrooms in the BAC. Each bathroom will be used by the same three or four groups each day, either upstairs or downstairs. Parts of the bathroom that are frequently touched such as door knobs or stall locks, faucets, toilet flush handles, soap dispensers, counter-tops, and hand dryers will be sanitized by a BAC staff member every two (2) hours. A deep-clean of each bathroom will be done each day following the dismissal of all campers at 4pm.

Campers will be escorted to the bathroom during assigned group bathroom breaks and during unscheduled class time bathroom breaks by a BAC staff member. This is to ensure that no one else is using the bathroom and that social-distancing may be maintained. The BAC staff member will remain outside of the bathroom door and will not enter the bathroom unless there is a need such as campers not following directions or a camper asks for assistance.

During camper outdoor breaks, a BAC staff member will sanitize all chairs and tables in each classroom. At the end of each camp day, the camper's personal bag of supplies will be sanitized. At the end of the camp, a BAC staff member will thoroughly clean and sanitize each classroom.

**Classroom Setup**

Each group will have one room that they will call “home base” for the entirety of each camp session. No rotating from room to room as in previous Summer Arts Camp years will occur this year. There will be no more than 9 campers and two BAC staff members per room. Each room will have a walkie talkie.

All classrooms will be set up in such a way that campers are able to be socially distant (6 feet apart). Each child will have their own labeled space at a table and their own chair.
Each room will be equipped with hand sanitizer and sanitizing wipes. BAC staff members will be directing children to sanitize hands regularly and as needed. As needed additional trips to the bathroom will be scheduled so that diligent hand-washing procedures can be maintained.

**Illness & Safe Space**

In the event that a camper begins to feel unwell, they will be removed from the classroom and taken to a “Safe Space” with a BAC staff member. This room will allow for the camper to be isolated from other campers to keep everyone safe. The child’s emergency contact will immediately be called and pickup will be expected. The “Safe Space” may also be used as a disciplinary action if a camper cannot abide by camp rules, and a parent/guardian will be immediately called and expected to pick-up their child.

*If your child tests positive for COVID-19, immediately notify the Beverly Arts Center by calling (773)445-3838 x0 and alert the Camp Coordinator.* If any camper tests positive with COVID-19, the group that camper was in will immediately be cancelled and a refund will be given to campers in that group only. No refunds will be given to any other camper as groups will not share space or intermingle throughout the camp day.

If a parent or guardian has any questions, please reach out to the Camp Coordinator, Kevin Brown, at camp@beverlyartcenter.org or Camp Coordinator, Matt McKinney, at mattr@beverlyartcenter.org.