

Parent Orientation Handbook

HOW WILL THIS YEAR LOOK?

General Guidelines

- Before Care will not be available.
- Aftercare will be in 4 and 8 week blocks and must be pre-paid at registration.
- There will be no water party day and field trips are cancelled.
- Staff will disinfect buildings and shared equipment throughout the day.
- If a camper or someone in their household is diagnosed with or exposed to COVID-19:
 - The camper must quarantine at home for 14 days
 - Parents/guardians (diagnosed with Doctor's letter) may receive a refund on a prorated basis.

Face coverings

- Required for staff.
- Required for campers on arrival and for classes inside and outside of the building.

Camp groups

- Campers and staff will be in small groups (Bunks/cohorts).
- Groups will remain together for the duration of the camp.
- There will be no exceptions to this group structure.
- Groups will not share supplies.

Drop-off and Pick-up

- Staff will greet campers outside.
- Parents/guardians will be assigned a pick-up and drop off time and place:
 - Times will be staggered.
 - Parents/guardians must adhere to assigned times.
- At drop-off:
 - Staff will take Camper's temperature.
 - Parents/guardians must notify staff about Specific health symptoms.
- Campers will wash or sanitize hands upon arrival and throughout the day.

What will be the same this year?

- Caring staff will make sure each camper has a fun and safe summer.
- After Drop-off, Camp will run from 9 a.m. to 3:15 pm
- Camp will use outdoor and indoor facilities. There will be an emphasis on outdoor classes.
- Camp fees will not change as a result of these modifications.

What's next?

- **If you have registered your child and plan to send your child to camp:**
 - Complete the health form <https://tinyurl.com/ypdp7c4h> & Covid-19 agreement <https://tinyurl.com/3v5dtjsh>
 - Return the agreement to Allens Lane Art Center by Friday, June 4, 2021.
- **If you have not yet registered your child for camp, but would like to sign up go to:**
 - allenslane.org

****Note: Space is available for 11, 12 & 13 year old, all other will go on a wait list and will be chosen on a first-come, first-served basis.****

Please read on to:

- meet the staff who will be with your children for the Summer.
- receive further instructions for Drop-Off, Pick-up, What to Bring To Camp
- and more...

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ABOUT THE SUMMER ART CAMP STAFF

Sherry L. Ashton (Mrs. A.): Director

A love of the arts has always played an important role in Mrs. A's life. Mrs. A. started her professional career in the performing arts as a dancer and went on to become an actor, teacher and choreographer. She had principle parts in several movies (Bad Girls Dormitory, Stuck On You, Split and a bit part in Dawn of the Dead), toured internationally (London, Germany and Saudi Arabia) with a music revue, appeared on Another World and Guiding Light and did a short national tour with a children's theater ensemble. She has belonged to several dance and theater companies, the most notable being the 127th Street Repertoire in New York City. Mrs. A. has taught dance and acting for over 45 years. She has served as the director for several Summer Arts Enrichment Programs in Pittsburgh, New York and Philadelphia.

Mrs. A. received her Bachelor of Arts Degree (B.A.) in Dance with a minor in Psychology from Point Park University and her Master's Degree (MSIS) in Information Science from Long Island University, C.W. Post Campus.

This is Mrs. A's 12th year as Director of Allens Lane Art Center's (ALAC) Summer Art Camp.

Tracey Hoard Williams: Assistant Director

Tracey has been working in the creative arts for over 4 decades. She holds a Master's degree in counseling and is currently working on her Doctorate in ministry and arts. She is an avid believer in the creative arts as a way of expression and therapy. Having four, now adult, children of her own, she delights in working with children and being a part of their creative journey.

This is Ms. Tracey's 2nd year with ALAC's Summer Art Camp.

Grant Rauch: Head Counselor

An alumnus of Allens Lane Art Center's Summer Art Camp staff, Grant has a B.A. in Political Science with a minor in Studio Arts from Allegheny College. While obtaining his degree he served as an intern in the District Attorney's office. After graduating Grant worked with students (K-College), University Professors and volunteers at Americorps VISTA in the E with J reading program. Recently he worked as a Policy Research Fellow with the Committee of Seventy. Through all of the schools, internships and jobs, Grant continued making art (graphite, oil, acrylic, printmaking, etc.) for well over a decade.

This is Grant's 5th non-consecutive year with ALAC's Summer Art Camp.

KEY STAFF

Jean Johnson: Music/Vocal Specialist

Jean has performed music for over thirty years. A classically trained Coloratura, Ms. Johnson has worked professionally as a soloist; a section leader; a vocal coach; and a voice teacher, as well as an interim choral director.

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In 2011, Ms. Johnson was a vocal coach for the production, "A Gate Called Straight," directed by Grammy winner Stephanie Mills; scored by three-time Emmy winner, musician/composer, Bill Jolly.

Believing that "one must use it or lose it" Ms. Johnson is a member of Sounds of Joy!...A Music Ministry. The group specializes in liturgical music composed or arranged by African Americans and has ministered throughout the tri-state area. In 2017 Ms. Johnson and Sounds of Joy performed at the Mann in the Tribute Concert, "A Space Odyssey" with the Philadelphia Orchestra honoring Philadelphia native, Guion Bluford, Jr, the first African American Astronaut to travel in space.

Ms. Johnson currently provides vocal instruction through the Allens Lane Art Center, Mt. Airy Learning Tree, Main Line School Night and via private lessons/sessions.

This is Ms. Jean's 11th year with ALAC's Summer Art Camp.

Colleen McMenamin: Drama Specialist

Colleen has been involved with theater since she was a child. She earned her Bachelor of Art degree in theater from King's College. While studying in college she spent 2 summers as a storyteller and puppeteer at Knoebels Amusement Park. In addition, Colleen taught acting classes in puppetry and storytelling at a recreation center. Since college she's taught at many after-school programs teaching drama, as well as a professional puppet theater. She is happy to be back teaching drama to the creative campers at Allens Lane Art Center.

This is Colleen's 5th year with ALAC's Summer Art Camp.

Henry Crane: Art Specialist

Henry has worked as an artist's assistant for several muralists and sculptures in Philadelphia over the past six years. He has also worked in mental health care and emergency medicine. As a medical technician he witnessed and played a role in the ways patients could successfully use creative expression to help overcome their psychological hardships and cultivate a sense of identity. Henry is really looking forward to starting as a new instructor at Allens Lane.

This is Henry's 1st year with ALAC's Summer Art Camp.

Paige Weeks: Pottery Specialist

Ms. Paige is a talented artist who is currently studying ceramics, painting, and drawing at the illustrious Fayetteville State University in North Carolina. Her main passion and focus is ceramics and working with kids. She's worked with children for over 8 years at the Burn Brae Arts Camp, the Abington arts center, with Penn University's Community Based Enrichment Programs and at Allens Lane Art Center.

This is Ms. Paige's 2nd year with ALAC's Summer Art Camp.

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Tiffany Clotaire: Dance Specialist

Ms. Tiffany received her BFA in Dance from Temple University and has been a dance teaching artist for 13 years. What she enjoys most about teaching dance is the opportunity to connect and instill confidence and a love for creative expression in her students. Tiffany is looking forward to a summer full of fun and dance.

This is Ms. Tiffany's 5th non-consecutive year with ALAC's Summer Art Program.

Alexandra Piper: Senior Counselor

Alexandra just graduated with Honors from Moore College of Art and Design. Though new to ALAC, she has experience working at a variety of studios, such as The Fabric Workshop and Museum (Philadelphia, PA) and for Wheaton's Glass Community center (Millville, Nj). Overall, she enjoys being a part of a team, creating together along the way, and being out in the sun is always a plus. Alexandra is excited to spend the summer working with everyone at Allen's Lane

This is Alexandra's 1st year as a counselor with ALAC's Summer Art Camp.

Claire Camp-Landis: Junior Counselor

Claire has been at Allens Lane for 8 years, first as a camper, then as a counselor. She will be a junior in high school this fall at Abington Friends School. She loves all sorts of visual and performing arts. Claire's been a student of ballet for 11 years and often assists Mr. Jah'Meek in dance class. An avid visual artist, she's always working on a new project. Claire said she's always excited to come back to camp, because "here I get to practice and share both my arts.

This is Claire's 4th year as a counselor with ALAC's Summer Art Camp.

Sophia Harriott: Junior Counselor

Sophia came to Allens Lane Art Center's summer camp as an I-13 camper. Now in the 11th grade she is making plans for college. Sophia plans to major in fashion, art and dance. She shared that "this camp is family and it's always been a safe place for me."

This is Sophia's 3rd year as a counselor with ALAC's Summer Art Camp.

Aidan Villasis: Junior Counselor

Aidan has with Allen's Lane Summer Art Camp for ten years, first as a camper, then as a counselor. Aidan is a rising senior at SCH Academy. Outside of Allen's Lane, Aidan is interested in web design and development, architecture, and graphic design to name a few. He has developed skills and knowledge through school classes and independent study. Aidan is looking forward to another summer at Allen's Lane!

This is Aidan's 4th year as a counselor with ALAC's Summer Art Camp.

Ana Miriam Corrales: CIT

Miriam a rising freshman is someone with a passion for the arts. She attended Allen's lane art camp for 6 years and fell in love with singing and acting. Her favorite thing to do is watch musicals in her free time. She hopes to have a great time this year at camp!

This is Miriam's 1st year as a counselor with ALAC's Summer Art Camp.

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Clarissa Lanzas: CIT

Clarissa is a rising freshman at Science Leadership Academy and has been a camper at Allens Lane Art Camp for the last seven years. She is passionate about all forms of art and continuously works to develop her artistic skills. Clarissa is looking forward to being a Counselor In Training at Allens Lane this summer.

This is Clarissa's 1st year as a counselor with ALAC's Summer Art Camp

Carla Saunders: CIT

Carla has successfully completed her freshman year at CAPA (Creative and Performing Arts High School) as a Dance major. She attended Allens Lane Arts Summer Camp since she was 6 years old! Carla said "I know Allens Lane like the back of my hand. So, I will be sure to keep your child happy, energetic, and safe."

This is Carla's 1st year as a counselor with ALAC's Summer Art Camp.

Nugget Williams: CIT

Nugget, an aspiring artist, came to Allens Lane Art Center's Summer Art Camp at the age of seven. He shined in major and supporting roles in the camp productions. When he wasn't on stage he was in the tech booth running sound and lights. One of the things Nugget wants to do is help Mrs. A. and staff continue to make the camp a safe and comfortable place for the children and their parents/guardians

This is Nugget's 2nd year at ALAC's Summer Art Camp.

Eliot Villasis: CIT

Eliot was a camper at ALAC for 8 years. He is famous for the creation of the Berzerkey! Outside of ALAC, Eliot especially enjoys drawing and illustrating. He has made several comic book series, and during the COVID-19 shutdown, he and his brother started a sign-making business and Eliot is the Chief Creative Officer who designs all the signs. Eliot is looking forward to another fun summer at ALAC!

This is Eliot's 2nd year as a counselor with ALAC's Summer Art Camp.

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INTRODUCTION

The following information is presented to provide you with answers to most of the questions you may have as you prepare your child for the wonderful experience of attending Allens Lane Art Center's (ALAC) Summer Art Camp (SAC). The Staff is always available to talk to you via the phone or Zoom conference and answer specific questions about your child's day at camp.

STAFF CONTACT

We urge you to discuss with the Director and/or Assistant Director any matters that will be helpful to the staff in dealing with your child. Feel free to email us any notes you want us to give to the Specialist and/or your child's counselor.

ATTENDANCE

If your child will be absent, please notify the camp office as soon as you know and, if possible, no later than the evening prior to the absence. If it is a sudden illness, please notify us by 8:00AM.

BUNK ASSIGNMENTS

Bunk assignments are determined by age and year in school. Special requests for group placement must be written on the application sheet or brought to the attention of the camp office prior to June 15th. We will honor your request, if at all possible.

STORAGE FOR CAMPERS

All children will store their lunch and water daily in a dedicated basket on a rolling cart.

ITEMS TO BRING TO CAMP

Lunch In Paper Bag

2 **Disposable** Bottles of water w name printed on the bottle

To Be LEFT IN CAMP

(8-13 yrs) -- **NOTHING**

(5-7 yrs) -- **Change of Clothing if prone to accidents**

On the first day of camp (if prone to accidents), 5-8 year old campers should bring 1 extra outfit with underwear to camp. All items should be labeled with your child's name and placed in a large sealable plastic bag. They will be stored in a storage area at camp in case they are needed and returned if soiled or at the end of camp.

DISCIPLINE

It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff presents model age-appropriate behavior guidelines and reflective communications. We encourage self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural, consequences will be presented to your child.

We practice positive discipline which instructs the child as to what they should do. For example, "We walk inside the building," versus, "No running!" "Time out" may be used selectively for children who are at risk of harming themselves or others. The period of "time out" will be just long enough to enable the child to regain control of him/herself and will never be longer than 1-2 minutes per each year of age. During the "time out" a member of the staff will visually observe the child.

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Due to the **Social Distancing Rules** of camp **Aggressive physical behavior** (fighting, hitting, biting, etc.) by a child toward another child or staff member **should not occur**, and, is **unacceptable**. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a staff member holding a child) will not be used except as necessary for control of the situation. Parents will be informed if such an incident occurs. If the child's behavior is extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from camp for the day. If the behavior continues and becomes a pattern, the parent will be asked to remove the child permanently from camp. At that point the refund of your paid fees will be \$50.00 per week, for each week enrolled.

Open communication between home and camp is considered the key to effective discipline.

❖ **If a counselor deliberately hits a camper they are fired immediately.**

❖ **If a camper hits a counselor they will be expelled from the Summer program.**

FORMS

HEALTH

The Health Form must be filled out by a parent, signed by a doctor and returned to the camp office or sent by e-mail no later than June 22nd. Campers will not be permitted to attend camp without the health form AND COVID-19 AGREEMENT FORM!

Health form: <https://tinyurl.com/ypdp7c4h>

COVID-19 Agreement: <https://tinyurl.com/3v5dtjsh>

COVID-19

We will follow all guidelines of the CDC and the City of Philadelphia "FOR THE SAFE OPENING OF CITY SUMMER CAMPS."

ALL FORMS

For any parents who have not turned in forms including health, medical/doctor's note, or other, please do so immediately. The sooner we have this information, the more efficiently we will be able to care of your child. (Forms are linked above AND available at allenslane.org)

DROP-OFF/PICK-UP

DROP-OFF PROCEDURE:

Please make sure all people in the vehicle are wearing a mask (unless 2yrs and under) and the windows are down. Campers should be seated on the passenger side on the left in front and/or back seat.

When you arrive at your designated time:

- 1) Pull up to the sign with your child's age group and Bunk number.
- 2) Roll the window down and camp staff will take camper's temperature with an infra-red no touch thermometer. If the temperature is below 100 degrees the camper will step out of the vehicle. *If the temperature is 100 or above degrees they will be sent home with driver.*

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- 3) Vehicle will pull off and camper will:
 - a. place their paper bagged lunch in basket
 - b. wash their hands, and
 - c. take their place on the stool with their name on it (placed in 3' increments).

Drop-off Time For:

Bunk 5 (11, 12,13 yrs)	-- 8:20 am
Bunk 4 (8, 9,10 yrs)	-- 8:25 am
Bunk 3 (7 yrs)	-- 8:30 am
Bunk 2 (6 yrs)	-- 8:40 am
Bunk 1 (5-6 yrs)	-- 8:50 am

PICK-UP PROCEDURE:

- 1) Please make sure you and everyone in your vehicle is wearing a mask and the windows are open
- 2) Pull up to the signage designating your child's bunk/Age Group
- 3) Younger camper's doors will be opened for them to climb into the vehicle
- 4) Once they have buckled up you will pull out.

PICK-UP Time For:

Bunk 1 & 2 (5-6 yrs)	-- 3:20 pm
Bunk 3 & 4 (7-8 yrs)	-- 3:30 pm
Bunk 4 (9-10 yrs)	-- 3:40 pm
Bunk 5 (11-13 yrs)	-- 3:45 pm

While we want to be available to answer any of your concerns and/or questions, we discourage face-to-face impromptu visits. If you need to speak with someone, please make an appointment and we will promptly set-up a Zoom face-to-face.

When exiting the art center, it is better to turn right onto Allens Lane and go around the block. Picking up your child is done the same way as drop off. Pick up begins at 3:20 pm. If someone else is picking up your child please let us know by emailing us at camp@allenslane.org, or calling (215-248-0559) the camp, so that we can notify their counselor.

DON'T BE LATE!!!

Please pick your children up on time. If your child has to be checked into aftercare and you are not registered, you will be billed \$25.00 for the 1st time; \$50.00 the 2nd time. If it occurs a 3rd time you will be billed the remainder of the 4 week Aftercare fee. Our aftercare program ends at 6:00pm sharp. Please arrange for your child to be picked up on time. ***Our late fee is \$10.00 for every five minutes after 6:00 pm.***

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AFTERCARE

Aftercare starts at 3:45pm and ends promptly at 6:00pm. Campers have an afternoon snack between 3:50pm and 4:15pm. We alternate movies and games and allow campers to work on their individual projects if they wish. Menus are posted on Fridays for the next week.

AFTERCARE SNACKS

*Hummus Carrots Celery
Frozen Chocolate Bananas
Crackers and Cheese
Mixed Fruit Smoothie
Pop Corn (freshly popped)*

*Fruit Kebab
Watermelon/Mellon/Honeydew
Pita Pizza
Apple Toast*

RAINY DAY DROP OFF/PICK UP

On rainy days, please **drop-off** your child off next to the building across from the usual drop-off spot at your assigned time. Pick up will be done in the same way if it is still raining at the end of the day. Please pull up to the assigned spot close to the building (at your assigned time), and your child will be brought to you.

LUNCH

Send in a lunch every day in a disposable paper bag. We are not able to refrigerate lunch. Lunch is scheduled for 12:00 Noon. If you are concerned about spoilage, you can place an icepack wrapped in plastic in your child's lunch. Please send lunches that do not need to be heated.

FOOTWEAR

Please be sure to have campers wear closed toe shoes (preferably sneakers) each day, so that he/she does not miss out on a fun activity (socially distanced outside sports).

~~TRIP DAY ALERT~~ is now "JAMMIN @ THE LANE"

We are bringing our trips in-house or should I say OUTDOORS in-house. Guest performers, Workshop Classes and Virtual Tours will happen in lieu of **Trip Day**. So, every Thursday afternoon Guest Performers, Workshop Classes, Water Ice, Ice Cream, Popcorn and more at "JAMMIN @ The Lane."

BEAT THE HEAT

We do everything possible to keep the campers cool during the hot days of summer. Especially now that many classes will be held outside. However, there are a few things you can do to help out. Please make sure you send two disposable bottles of water with the paper bagged lunches. We will provide bottled water (in coolers placed around camp) throughout the day for our campers. For children who are very sensitive to the sun you may also want to have them wear a sun visor or baseball cap. We provide sunscreen so it is not necessary to send it in unless your child needs a specific brand.

CRAZY TUESDAY

Each Tuesday is based on different themes. Our campers will create, play, experience new things and bring back the old tried and true things.

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GALLERY ART SHOW AND THEATER PERFORMANCE

We will post (on our Facebook Page or Website) a Works in Progress Virtual Mid Camp Exhibit and Show the 4th week (Friday, July 16th). Our End of Camp Performance and Exhibit will take place on Thursday, August 12th.

Every Friday look for our online camp newsletter "Camp Connections," informing you of current and coming events.

"JAMMIN @ THE LANE" 2021 Summer Art Camp

Thursday, June 24, 2021

"COMEDY SHOW"

Thursday, July 1, 2021

"THREE"

Singing Group

Thursday, July 8, 2021

"POETRY SLAM"

Thursday, July 15, 2021

***TAPING FOR VIRTUAL MID-CAMP SHOW
FOR PARENTS***

Thursday, July 22, 2021

"DRUMMIN AT THE LANE"

Thursday, July 29, 2021

TBD

Friday, AUGUST 6, 2021

(Taping and Rehearsal)

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DON'T FORGET DISPOSABLE WATER BOTTLES

DON'T FORGET TO WEAR YOUR MASK

EAT BREAKFAST

NO FLIP FLOPS

DON'T FORGET PAPER LUNCH BAGS

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NOTES AND QUESTIONS