



WELCOME TO THE ART GALLERY OF ONTARIO SUMMER ART AND DESIGN CAMP 2015

Contents

- 1 Introduction
- 2 General Info
- 3 Our Team
- 4 Drop Off and Pick-Up Routine
- 5 First Day & Parking
- 6 Extended Care
- 7 Travel to and from Camp
- 8 Travel to and from Camp
- 9 Health & Safety
- 10 Health & Safety
- 11 Events at Camp
- 12 – cont -
- 13 What to Bring & Wear
- 14 Contact Us

We're located in the Weston Family Learning Centre!

Each summer, the AGO Art Camp provides campers from the ages of 6 to 13 a studio experience built into the heart of a day camp. Partnering with OCAD U for our design camps, our all-day programs emphasize self expression and allow young artists to create and explore in a lively indoor studio environment, complemented by outdoor fun in nearby Grange Park. This provides a full experience for all energetic and talented campers. Through an exploration into the creative process, and skill development led by a team of artist instructors, campers create innovative projects that encompass all media, including printmaking, cartooning, painting, digital art, 3-D sculpture and construction and mixed media.

All our camps have access to the AGO's galleries and collections, providing an exceptional opportunity for learning and exploration. We offer an environment that is creative, non-competitive and open-ended, allowing young artists the freedom to explore their own potential while nurturing their self-esteem. Supporting this rich and very dynamic studio program is a team of counseling staff who create the amazingly fun social experience that only a camp program can provide; encouraging campers to play and make new friends while gaining confidence and exploring new ways of expression.

Please take the time to read through this handbook. In it you will find everything you need to know. We are always happy to hear from you, and thank you for choosing the AGO Art and Design Camps. We love to make art!

GENERAL INFORMATION

Location

The AGO Art and Design Camps are located in the Weston Family Learning Centre, at the Art Gallery of Ontario, 317 Dundas Street West, with studio portions taking place at the AGO and OCAD U just down the street. The AGO is our home base for public programs, including the Gallery School, which has housed our art camps for many years. The new Centre has allowed us to dramatically increase our capacity and offer new programs for expanded audiences. We welcome you to the Weston Family Learning Centre!

Camp Office Hours & Contact

The camp office is located on the concourse level of the new Learning Centre. For the studio portion of the day, AGO art camps take place in the Gallery School and design camps take place at OCAD U, from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. daily. All regular programs take place either in the AGO, OCAD U, or Grange Park (located directly behind the AGO). Swim days take place at the nearby University Settlement Recreation Centre pool. Campers are escorted to and from all locations by their Counselor and Assistant Counselors.

While in session, the camp office will be open from **Monday June 29 to Friday September 4, 8:00 a.m. to 4:00 p.m.** Our sessions run from **June 29 – September 4**. We are closed for 2 days- Wednesday July 1 and Monday August 3, for statutory holidays. If you need to reach the camp at any time, please contact us at: **416-979-6660 ext 368**, or send an email to camp_leads@ago.net. During camp hours, most of our time is spent out and about with campers. Messages left will be returned as promptly as possible throughout the day. In an emergency, please contact the Contact Centre at 416-979-6608.

During the summer, it is preferred that all communication be sent in written format- either via email or hand-written note. If not delivered directly to the camp office, notes can be given to a Counselor or Lead Counselor. Please be sure to include on your note the Camper's name, camp program, date and a contact number.

Camp Hours

The summer camp hours are **9:00 a.m. to 4:00 p.m.** Campers may arrive between 8:30 a.m. and 9:00 a.m. and sign in with a Lead Counselor at the McCaul Street doors to the AGO. Campers will be escorted by volunteers down to their camp groups in the Learning Centre. Supervision is **NOT provided before 8:30 a.m.** Campers may **ONLY** be dropped off prior to 8:30 *if they are registered in Extended Care*. Extended Care is available prior to or after the start of the session, provided spaces are available. Spaces are limited.

Extended Care hours are:

PRE-CARE: 8:00 a.m. – 8:30 a.m.

AFTERCARE: 4:00 a.m. – 5:30 a.m.

GENERAL INFORMATION

Our Team

Our team is comprised of returning and new Counselors that are eager to bring their experience, leadership, enthusiasm and specialized skills. Camp staff are fully trained prior to the start of the summer. Counselors are supported by a core group of senior and administrative staff, as well as the AGO and OCAD U Protection Services Departments, and a trained team of youth volunteers who assist with programming needs throughout the summer. Our studio instructors are all practicing artists, experienced in teaching children, youth and adults in a studio-based setting, and engaged with contemporary art practices.

Art Instructors

Our Art Camp Instructors are professional artists with extensive teaching experience and, together with our specially trained Counselors, ensure safe, active fun for your child.

AGO Artist-Instructors:

- Amanda Arcuri
- Patricia Gora
- Dave Lapp
- Janine Lindgren
- Daphne McCormack
- Olia Mishchenko
- Jason Deary
- Joanne Lau
- Cath Campbell
- Tiana Roebuck

- Katie McGuire
- Joey Suriano
- Joleen Sadler
- Ian Lawrence

OCAD U Artist-Instructors:

- Leigh McLaughlin
- Olia Mishchenko
- Jessica Levman
- Desiree Valaderes

Counselors

Lead Counselors:

- Elycia Sarwer-Foner Androsoff
- Marial Mading

Counselors:

- Emerson Buczolits
- Niamh Gyulay
- Katrina Ha

- Madeline Haney
- Maggie Hunter
- Taylor Jarzabek
- Kate Jeffrey
- Kyle Hayward
- Erin McKrow

Please note: Staff are subject to change without notification.

DROP OFF AND PICK-UP ROUTINE

Drop Off: 8:30 A.M. - 9:00 A.M.

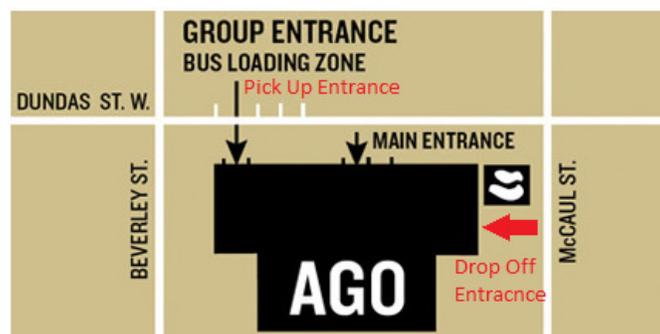
The drop off is on **McCaul Street**, on the **EAST END** of the AGO at the McCaul Street entrance, just south of the large Henry Moore sculpture. Campers are greeted and signed in by a Lead Counselor and escorted to their group by a Volunteer, where they are signed in to their camp group. You may stop briefly on McCaul Street where “Kiss and Ride” is in effect **from Day 2 onwards**. **“Kiss and Ride” ends promptly at 9:00 a.m.** If you arrive after 9:15 a.m., please come down the main entrance and a Lead Counselor will help you in finding your camper’s group, as camp groups will be leaving or have already left for Grange Park morning activities. You may be asked to run your camper to the park.

Pick-Up: 4:00 P.M.

Campers are picked-up in the Education Commons area of the Weston Family Learning Centre, located on Dundas Street on the **WEST SIDE** of the building. Please enter through the **GROUPS** doors on Dundas Street and proceed to your right down the stairs. There is an elevator for your convenience. Daily sign out for all campers will be in the Education Commons location on the west side of the building. **Campers will only be released to a designated Parent/Guardian or other adult as specified at registration. Please be prepared to show valid photo ID each day.**

Sign-In and Sign-Out

At the beginning and end of the day, campers are required to check in and out with their Counselors for attendance purposes. If your child is allowed to leave on their own, please remind them that they still need to follow this procedure. If you are picking up your child, please do not leave without ensuring that they have been fully signed out with your child’s Counselor. If your child is ill during camp, arriving late or will not be attending for any other reason, please make sure to call the camp office at **416-979-6660 ext 368** in the morning and leave a message to let us know. Any unexplained absences will be confirmed by the Lead Counseling staff by 11:00 a.m. each day.



<http://www.ago.net/location>

AGO/OCAD U Summer Art and Design Camp – Parent Handbook 2015

FIRST DAY REGISTRATION

On the first Monday of each session, a registration table will be set up at the registration area located at the **EAST END** of the building, near the corner of Dundas Street and McCaul Streets, just south of the large Henry Moore Sculpture. Parents are asked to bring their Camper(s) to the registration tables. Please ensure that you have provided all Camper Information to Program Registration or on your online application (including all medical, allergy and consent forms). Please be ready to supply any incomplete or missing information when you register. This process will involve a wait period as we ensure all information is complete and all campers are safely signed in. Please be patient and plan to build in extra time. We suggest that you park in the Grange underground paid parking lot on McCaul Street, east side, just across from the OCADU building. You may be ticketed on Day One if you are not using Pay and Display parking.

Registration begins at 8:30 A.M. and ends at 9:00 A.M. If you are already registered for extended care, your registration will begin at 8:00 A.M. If you arrive past 9:15 A.M. please come down to the Weston Family Learning Centre to meet a Lead Counselor to register.

PARKING

Parking is difficult at the best of times. Please abide by all city By-Laws to avoid tickets and fines.

- **MORNING DROP OFF:**
 - **McCaul Street:** east and west side adjacent to the AGO
- **AFTERNOON PICK UP:**
 - **Passenger and Bus loading zone:** located at the front of the AGO on south side of Dundas Street-(centre to east end)– 1st preferred location
 - **No Standing Zone:** located at front of the AGO on the south side of Dundas Street (towards the west end)- 2nd preferred location
 - **Pay and Display parking:** Beverly Street (west side), Beverly Street (north of Dundas Street, east and west side)
 - **Underground Green P parking lot at “The Grange”-** east side of McCaul Street, south of Dundas Street

Please place your placard (available on Registration day at the desk and as a parent download on the website) indicating "**AGO ART CAMP DROP OFF/PICK-UP**" on your windshield **at all times**.

You must adhere to City of Toronto parking regulations and are subject to fines for parking in crosswalks, or blocking bike lanes (there is one on the east side of Beverly Street). The north side of Dundas Street is rush hour parking at the end of the day from 3:30 P.M. to 6:30 P.M. **DO NOT** stop or park there.

You will receive a letter detailing guidelines on registration day. This letter may also be found on the website under “Important Downloads for Parents”.

If you are ticketed within the times **in designated areas only**, please contact Jane Lott at jane_lott@ago.net immediately and we will do our best to have the ticket cancelled.

Again, **you must adhere to City of Toronto parking regulations and are subject to fines for parking in non-designated areas**. We cannot have tickets waived under these circumstances.

EXTENDED CARE

Extended Care is offered as a package which includes both Pre-care and After-care. If you are registered in Extended Care, your child's drop off in the morning will be at the McCaul Street doors. Sign out, at the end of the day, will be in the Hands-On Centre on the west side of the building in the Weston Family Learning Centre. Please enter through the GROUPS doors on Dundas Street, west of the Main Entrance, and proceed to your right for pick-up. Spaces are available through pre-registration with the Program Registration office. You may register after the start of the session, if space is available. Please call 416-979-6608 to inquire or register. We suggest that you register early. **Spaces are limited.**

We do not have space for every camper.

Pre-care

Pre-care hours are 8:00 A.M. to 8:30 A.M. Pre-care campers are supervised by a Counselor and Lead staff who offer light recreational activities and games. Campers must be brought to the McCaul entrance doors.

After-care

Aftercare hours are 4:00 P.M. to 5:30 P.M. Campers are supervised in the Hands-On Centre by Counselors and AGO staff. We offer light recreational, art activities and games, allowing time for one-on-one and individual pursuits. Campers registered in Aftercare will be signed in at 4:00 P.M. by their Counselor. Aftercare is located just off of the Education Commons area on the west side of the building; enter through the GROUPS doors. You may pick up your camper any time between 4:00 P.M. and 5:30 P.M. Parents/guardians or designated adult must show valid photo ID for pick up. Campers will only be released to a designated Parent/Guardian or other adult as specified on the camper information form.

Please be prepared to show valid picture ID each day.

Late Fees:

Late fees will apply for every minute past 5:30 pm.
The fee is \$1.00 per min, after the first 5 minutes.

The first 1 time late is free, after which late fees apply.

TRAVEL TO AND FROM CAMP

Car

Please see the “Drop Off and Pick-Up Routines” section for information on parking and access to the AGO when traveling by car.

TTC

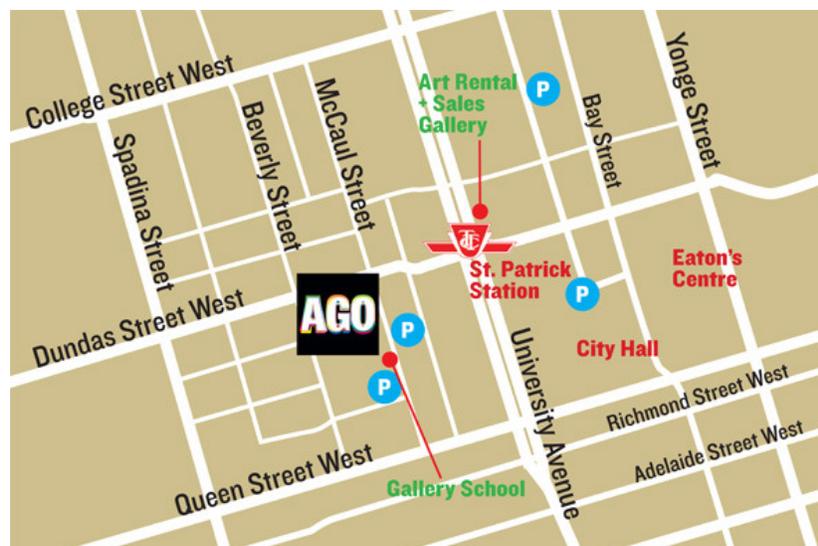
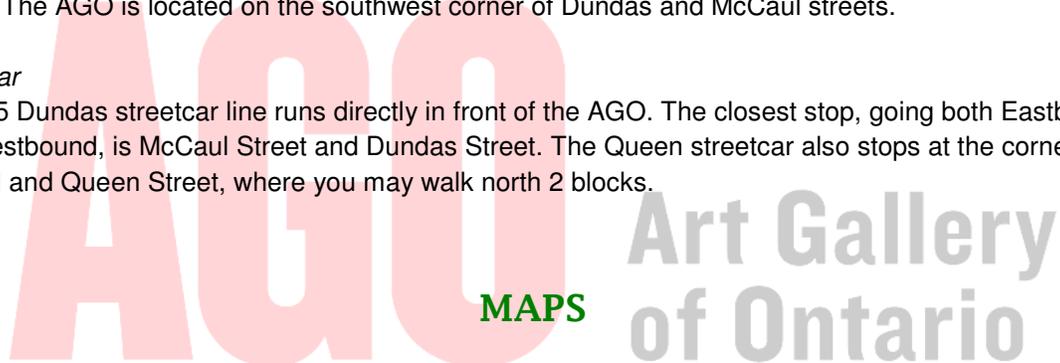
The AGO is easily accessible by the TTC:

Subway

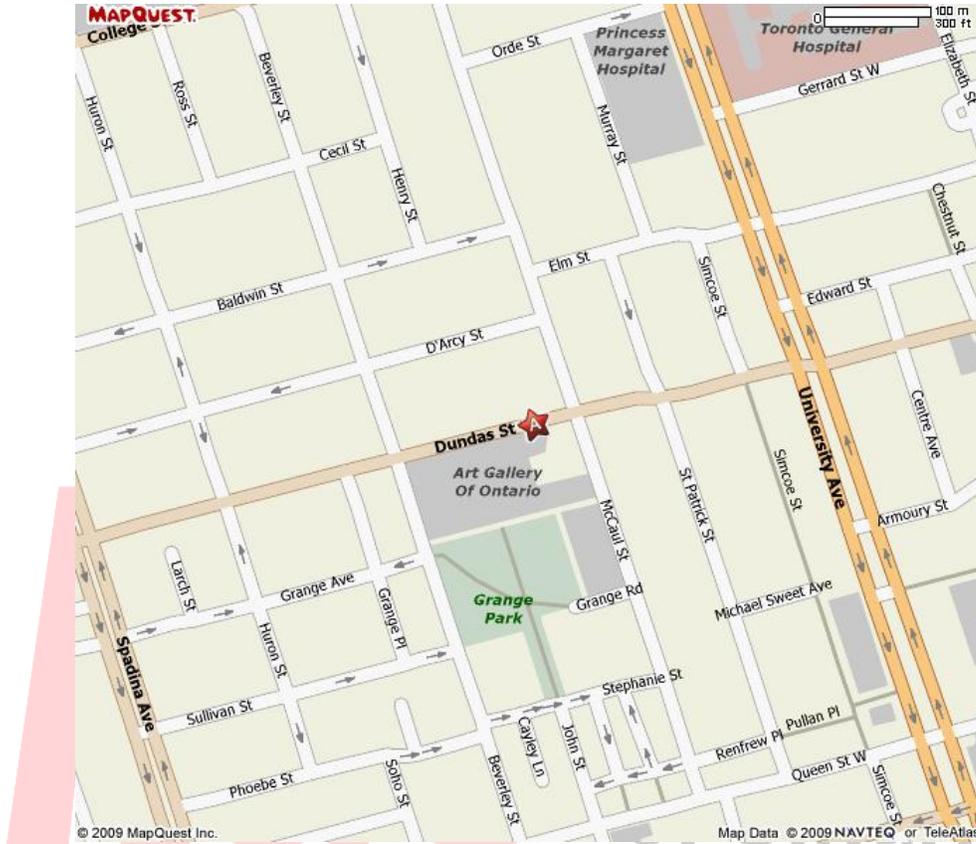
On the University-Spadina subway line, exit at the **St. Patrick** stop and proceed west on Dundas two blocks. The AGO is located on the southwest corner of Dundas and McCaul streets.

Streetcar

The 505 Dundas streetcar line runs directly in front of the AGO. The closest stop, going both Eastbound and Westbound, is McCaul Street and Dundas Street. The Queen streetcar also stops at the corner of McCaul and Queen Street, where you may walk north 2 blocks.



TRAVEL TO AND FROM CAMP



HEALTH AND SAFETY

Medical Information

Medical information must be completed online at the time of registration. Please fill out all information as completely and accurately as possible. Missing information could delay assistance to your child in the event of an emergency. Any medical information received will be treated with complete confidentiality. Medical information is reviewed and only pertinent information is relayed to the Counselors so that they can provide the greatest level of comfort and security for all campers. You may be contacted by the Lead staff prior to the start of camp if clarification is required with regard to any issue or condition. The more information we have about your child's particular needs, the better we are able to meet their needs and make the camp program a safe and successful experience.

Injuries and Sick Campers

All AGO/OCAD U core staff are trained and certified in first responder first aid. The Protection Services Department is called upon to deal with all first aid and emergency issues beyond simple cuts and scrapes. If your child is sick at camp, we will do everything we can to attend to them. Sick campers are supervised in our office/first aid room. However, on occasion, it may be necessary for the camp to contact you or a designated guardian to pick up your child. If your child has a fever, rash, has vomited or diarrhea, we will ask you to pick them up. Please do not send your child to camp if they have or may have any of the following: **Pink Eye** (Conjunctivitis), **Strep Throat**, **Chicken Pox** (Varicella), **Lice**, **Fifth Disease** (Erythema Infectiosum), **Hand-Foot and Mouth Disease**. If your child is suspected to have any of the above, you will be asked to pick up your child *immediately*. To prevent any possible spread of H1N1 and other viruses, hand washing will be mandatory before and after studio and lunch time. Campers with a fever will be sent home immediately. While at camp, campers should be well enough to participate in all regular active camp programming.

If you have any questions, you may consult your healthcare provider or call Telehealth Ontario at TTY: 1-866-797-0007. Nurses are available to answer your questions 24 hours a day.

Medication

Please indicate on your medical forms any medication that your child will be taking while at camp. Camp staff **DOES NOT** administer any medication to campers. Please make arrangements to drop by at lunch or appropriate time to administer medication.

HEALTH AND SAFETY

EpiPens

If your child has an allergy, your medical forms must indicate whether or not your child will be carrying an EpiPen while at camp, and where it is located. Please remind your child's Counselor of this information on registration morning. We require that all EpiPens be carried *by the camper* in a fanny pack to be worn on their person at all times as during the day, as from time to time campers may be in a location without backpacks. In the event of an allergic reaction, standard emergency procedures will apply and 911 will be contacted. Protection Services First Aid responders are certified in EpiPen administration. Camp staff may not administer EpiPens, and we do not have EpiPens on site.

If your child requires an EpiPen and has not brought one to camp, they will be unable to participate in camp activities. You will be asked to drop this off or they will be sent home for the day.

Parental Consent forms must be signed on prior to or on the morning of Day 1 Registration.

Bullying Prevention and Intervention

The AGO Summer Art Camp does not condone nor accept bullying. Our goal is to provide a safe and stable environment that nurtures creativity, cooperation, and community. We recognize that bullying can adversely affect both a camper's development and their camp experience. We want our campers to be happy and safe at camp, and to know that they can be expected to be treated fairly and compassionately during their time here. The camp staff is trained in strategies to quickly and effectively deal with and dispel any issues that may arise. Camp rules are followed to make sure that the AGO/OCAD U Summer Art Camp is a fun, educational, and safe environment for all who attend and all persons and property are treated with respect.

If issues do arise, they will be dealt with by the counseling and/or lead counseling staff. For more serious problems, lead counseling staff, with the involvement of the Camp Coordinator, will contact the child's parents/guardians to discuss the situation. The AGO/OCAD U Summer Art and Design Camp promotes an environment of inclusivity and tolerance. We have a Zero-Tolerance policy on violence. Campers may be asked to leave the program.

General Behavioral Policies

We welcome all campers into our AGO/OCAD U camp programs and make every effort to include and support individual campers, but campers who persist in behavior that is dangerous to themselves or other campers may be counseled to leave the program. We are not able to support campers who require ongoing one-on-one attention from staff (to be determined in consultation with Camp staff) or who are not able to toilet themselves. Please contact the Coordinator to discuss any of these issues in advance.

EVENTS AT CAMP

Typical Day Schedule

Time	Event
8:00 – 8:30	Pre-care
8:30 – 9:00	All Camper drop off
9:00 – 10:00	Morning Camper Group Activity Period – Campers head to Grange Park with their Counselor and Assistant Counselors for activities.
10:00 – 12:00	Morning Studio Time – Campers are in the studio space at the AGO and OCAD U
12:00 – 1:00	Lunch – All groups have lunch in Grange Park together. After eating, campers may play games, read, or relax.
1:00 – 3:00	Afternoon Studio Time- Campers are in the studio space at the AGO and OCAD U
3:00 – 3:50	Afternoon Camper Group Activity Period
4:00 sharp!	Camper pick up – Don't forget your photo ID!
4:00 – 5:30	After-Care pick up– Don't forget your photo ID!

Theme Days

These are days full of age specific group or camp-wide activities planned by the counseling staff. Campers are encouraged to participate in the programming. Details about specific days will be set out in the newsletter that is sent home in your registration package. Costume wear from home is discouraged. Art-making activities at camp support theme days.

Pizza day

On the first Friday of each session, there is an optional Pizza Day Lunch. Forms will be sent home in your registration package and should be returned after Day 1 (cash only please) to your child's Counselor. Pizza is cheese only and is prepared with the freshest ingredients in the FRANK kitchen. We CANNOT guarantee that the facility is NUT-FREE. Nutritional information is available on request. Please send a bag lunch in the event that your child will be NOT participating in the Pizza Day.

Please note: Pizza is included with your meal plan.

Swim Days

On the second Wednesday of their session, campers go swimming at the University Settlement Recreation Centre indoor pool, located just south of the AGO and OCAD U buildings on Grange Road. Groups take a short 10 minute walk down the street. While swimming, campers are accompanied and supervised by their Counselor, Assistant Counselors, a Lead staff member, as well as pool Lifeguards. For those campers wishing to swim in the deep end of the pool, swim tests will be conducted. Lifejackets are provided if desired. Please inform your Counselor in advance in writing if your child will not be swimming.

Campers who will be swimming must bring a bathing suit, a towel, and an extra bag in which they can bring back wet clothes. As a safety precaution, campers who will not be swimming will travel to the pool

AGO/OCAD U Summer Art and Design Camp – Parent Handbook 2015

with their group and sit in seats alongside the pool. Non-swimming campers are encouraged to bring something else to do during their group's pool time (i.e.: book, sketchpad and pen, cards, etc.)

Permission forms will be handed out at registration on the first day of the session.

Exhibition

On the final Friday afternoon of each session, campers put on an exhibition of their work. Parents, friends, and family are invited to the AGO from 3:30 P.M. to 4:00 P.M. to view the work. Please make sure to bring a box or bag so that, once the exhibition is over, you can easily carry home your child's art.



WHAT TO BRING AND WHAT TO WEAR

The Basics

Please make sure that you send your child to camp each day with the following:

1. A **PEANUT/NUT-FREE** lunch. While we cannot guarantee a nut-free camp, as we share public spaces on a daily basis, we make every effort to provide the safest possible environment for all our campers. Please assist us by ensuring that your child's lunch is entirely nut-free and that campers do not bring food to share with others. Please note that there are no refrigerators or microwaves available for campers. Similarly, the camp cannot provide cutlery for campers. Please be sure to pack a lunch for your child that does not require any of these needs. Campers are NOT allowed to go off site to purchase lunch. If you wish to take your child out for lunch, special arrangements must be made in advance with Lead staff.
2. Sunscreen to be applied in the morning before camp (the camp does not provide or apply sunscreen for campers, nor can staff assist in application of sunscreen).
3. A refillable water bottle- name on!
4. Clothes that can get dirty, a light change of clothing is always helpful. Name on!
5. Closed-toed shoes (**NO** flip-flops or crocs please!)

Cell Phones / Valuables / etc.

We strongly recommend that your child not bring a cell phone, money, electronic games or personal listening devices, beloved toys, or anything else valuable to camp. If a mobile phone is necessary for your child to bring to camp, it is expected that it remain off and in a camper's bag or backpack during the day. Campers will not be allowed to use these items during camp, unless with permission. If you need to get a message to your child while they are at camp, please call the camp office at **416-979-6660 ext 368** and we will be happy to relay the message.

We are not responsible for loss or damage to any phones, electronic devices, or any other valuables brought to camp.

Lost and Found

A box of Lost and Found items will be kept in the camp office. At the end of each session, Lost and Found items will be set out on the final exhibition afternoon for you to pick up. Unclaimed items will then be tagged and handed over to the main AGO Lost and Found located at the coat check in the main hall. Any campers from previous sessions that are looking for lost items may call the main AGO switchboard to inquire.

HOW TO CONTACT US

CAMP OFFICE

Mariel Mading
Lead Counselor
416-979-6660 ext. 368
camp_leads@ago.net

Elycia Sarwer-Foner Androsoff
Lead Counselor
416-979-6660 ext. 368
camp_leads@ago.net

CAMP COORDINATOR

Jane Lott
Coordinator, Children and Family Programs and Art Camp Coordinator
416-979-6660 ext.582
jane_lott@ago.net

CAMP MANAGER

Lorrie Ann Smith
Manager, Young Audience Engagement and Learning
Education and Public Programming
416-979-6660 ext.317
lorrie_ann_smith@ago.net

GROUP SALES and CONTACT CENTRE

416-979-6608
contactcentre@ago.net

PROTECTION SERVICES DEPARTMENT

416-979-6660 ext. 271

Art Gallery
of Ontario

Join us for full range of programs for
Children and Families in the fall!
Classes and workshops for children and youth ages 4 and up,
Birthday parties,
Family Sundays and more!
Visit our website at www.ago.net