



RENEE FOOSANER EDUCATION CENTER

## **Greetings!**

We are so excited to spend the summer with your young artist. In the Foosaner Education Center's summer program, kids learn to create, explore, and design in their own unique ways, experimenting with a variety of art materials and methods that encourage the development of the whole brain.

This summer at the Renee Foosaner Education Center, we are adding a little more beauty to the world as we create Art with Heart!! Learning how to creatively care can make a BIG difference in our lives and in the world around us.

In the attached sheets, you will find detailed information about procedures and policies for this year's camp.

**Please be mindful to return all necessary documents and forms in a timely manner.**

Thank you,

Renee Foosaner Education Center

## Walk-Ins

We do not accept walk-ins. Pre-registration is a strict requirement.

## Drop-Off Procedure

When you arrive at the Foosaner Education Center, please queue by age-group & check in at our registration desk. Following sign-in, campers will be led by staff to their designated classroom.

The desk will open at 8:45 a.m. each day for morning and full day camps and 12:45 p.m. each day for afternoon camps. *Campers dropped off before these times will not be accepted.*

Facility address: 1520 Highland Avenue, Melbourne FL 32935; 321.674.8923

## Pick-Up Procedure

Pick-up is at 11 a.m. for Pre-K/K camps, 12 p.m. for morning camps, and 4 p.m. for afternoon camps and full-day camps.

You must park your vehicle and come in to the facility to sign the camper out. Children will not be released until a parent/guardian officially signs-out. When picking up your campers, please be prepared to show us your driver's license or Photo ID. This is to ensure the safety of all participants in the program. Children will only be released to authorized persons via the Student Release Form (attached). For public parking maps, please visit the Eau Gallie Arts District's homepage.

## Late Pick-Up

A late fee of \$20 per fifteen minutes per child will be charged for any late pick-ups. This fine is charged regardless of reason for lateness or prior notification from the parent that they will be delayed.

## Transfers

A \$25 processing fee will be applied to any requested transfer. Transfer requests must be made in person at the Renee Foosaner Education Center.

## Cancellations

- Cancellations must be made *at least two weeks prior* to the first day of a camp/studio to receive a 100% refund.
- Cancellations made *less than two weeks prior* to the first day of a camp/studio will be refunded at 50% of the fee paid.
- After the first day of a camp/studio, no refunds will be issued for any reason.
- Tuition for Summer Art Camps cannot be refunded or pro-rated if your child is absent. Make-up classes are not offered.

## Camp Minimums

Foosaner Art Museum reserves the right to cancel any program if enrollment is insufficient. Tuition paid will be refunded in full if we cancel the class.

## Schedule

### Camp for Pre-K/K

- 9 a.m. – 11 a.m.
- Tuesday – Friday

### Full Day Art Camps

- 9 a.m. – 4 p.m.
- Tuesday – Friday

### Morning or Afternoon Art Camps

- Morning Camp
  - 9 a.m. – Noon
  - Tuesday – Friday
- Afternoon Camp
  - 1 p.m. – p.m.
  - Tuesday – Friday

## What should my child wear?

Campers should wear comfortable clothing in which they can paint, move and play and close-toed, lace up shoes. Dress for mess! Campers can also bring a smock or large t-shirt to wear over clothes if preferred.

## What should my child bring?

*Morning & Afternoon Campers* – Please bring:

- one snack & drink, labeled with student's name & grade

*Full Day Campers* - Please bring:

- 1 morning snack (packed separately & labeled with student's name & grade)
- 1 packed lunch
- 1 afternoon snack (packed separately & labeled with student's name & grade)

*There are no vending machines on the premises. A water dispenser is available.*

## Summer Student Art Exhibition

Save the Date! Our end-of-summer Student Art Exhibition will take place:

Thursday, August 3 from 5:30 p.m. – 7:30 p.m. (Family & Friends Reception)

Friday, August 4 from 5:30 – 7:30 p.m. (Public Reception)

## Lost and Found

A Lost and Found area will be provided for items left at camp at the end of each day. All unclaimed items will be donated to charitable organizations if not claimed one week after camp ends.

## Forms

Please fill out the attached forms and return to the museum at your earliest convenience. For your child's safety, students cannot participate in the camp unless these forms have been submitted.

Originals must be submitted for each week of camp your student attends per Florida Institute of Technology policy.

1. Parent Release
2. Student Pick-up Authorization Form
3. Medical Release

### Ways to Return:

- **Mail** – Summer Camp c/o Foosaner Education Center | 1463 Highland Avenue | Melbourne, FL 32935 | 321.674.8923
- **Drop off** – Tuesday through Friday - 10am -3pm @ Education Center

\*Since originals are required, please do not fax or email forms.