



CITYARTS
CITY OF WICHITA

ART CAMP POLICIES AND PROCEDURES

- CityArts Art Camp operates on days when school is not in session, Monday-Friday, 9:00-4:00.
- Guardians may drop children off between 8:00-9:00 a.m. and pick up as late as 5:30 p.m.
- A CityArts instructor will supervise the children at all times. We staff our camp with a ratio of 1:15; one adult per 15 children, per KDHE guidelines.
- If a child has not arrived by the beginning of camp, a phone call will be made to the guardian to confirm the child's whereabouts. If the guardian is late picking up the child, a phone call will be made to determine their whereabouts.
- There are two breaks each day, at 10:30 a.m. and 2:15 p.m.. When the weather permits, children will go outside to eat a snack and enjoy some movement. When weather does not permit, they will go to room 305 to enjoy the view of the city skyline.
- Lunch is from 12:15-12:45, with the same expectations for indoor/outdoor as snack times. Guardians are welcome to bring their child food during this time and eat with them, or take them somewhere offsite.
- Please notify staff of any scheduled appointments your child has during the day.
- Emergency plans and lines of authority are displayed on walls in classrooms 102 and 103.
- If a child is feeling ill or uncomfortable while at CityArts, guardians will be called to make a decision on how to proceed.