

Dear Parents,

Welcome to the Canton Museum of Art's children's classes! Here are a few museum policies that we believe will be helpful to know so that everyone has a safe, fun and educational experience at CMA!

# Student Drop-Off

Students may be dropped off no earlier than <u>15 minutes prior to camp or class</u>. Families must walk your child to their classroom and make sure their teacher is present.

## **Student Pick-Up**

Please pick your student up promptly at the end of class/camp. Please check out with your teacher before you leave. We will not release your child to another adult unless we have a note from the custodial parent or guardian. The individual picking the student up must be prepared to produce identification. Please make sure your student is picked up promptly at the end of class. A student must be picked up no later than 10 minutes after class. The museum is not available to extend its hours and instructors are not available to stay late.

## Before and After Extended Child Care for Summer Camp

Families can choose to add additional child care drop-off and pick-up time available from 8:00am-9:30am and 4:30-6:00pm for an additional fee. This flat fee applies to one week of camp and may be utilized for one early morning drop-off or all ten mornings and afternoons. Students are permitted to bring breakfast in the morning or snack in the afternoon if you choose.

# Clothing

Please send your student with clothes that you don't mind them getting messy. Our thermostat may be cold or hot at times, wearing layers is strongly encouraged.

## **Medication & Allergies**

Please notify your instructor of any allergies or medications that your student may have on the first day of class. The instructor will hold doctor approved medications if needed in the classroom for safe keeping.

## Sickness

If your child becomes ill during class, the emergency contact will be called. A family member should be available to pick up the child and take him or her home if needed.

## **Emergency Care**

For slight injuries, first aid will be administered, and if necessary, family will be notified. For severe injuries, your child will be taken to the nearest hospital. Parents will be notified as soon as possible.

**Please note:** Unless the class is designed for a shared experience family members are not permitted to attend class or sit in with their student. Families are more than welcome to hang out in the hallway, lobby or courtyard if you would like to stay and wait.

Thank you for participating in our School of Art Class at the Canton Museum of Art! If you have questions about classes please contact the Education Manager at erica@cantonart.org.