



Education

Parent Handbook

ESPLANADE
ARTS & HERITAGE CENTRE

 **Medicine Hat**

Index

2 Welcome!

3 General Information

4 What to Bring | Field Trips

5 Conduct Code | Safety Precaution

6 Photo Consent | Health Information

Hey Parents!

Welcome to another summer of fun at the Esplanade! Summer Art Camp 2026 will be held in the Discovery Centre, utilizing the galleries, theatre, museum, archives and other local environments for inspiration. In addition to hands-on indoor and outdoor art projects, participants will engage in a wide variety of activities that may include nature walks and field trips throughout the city.

To help guide you through the week ahead we have compiled this handbook. Please read through it and keep it on hand for the duration of the camp.

Thank you for choosing Summer Art Camp at the Esplanade!

403-502-8585
education@medicinehat.ca

General Information

Camp Hours

The Summer Art Camp runs from 9:00 AM to 4:00 PM. Drop-off begins at 8:30 AM and pick-up begins at 4:00 PM. **We ask that all children be picked up by 4:30 PM.**

Staff Contact

Parents can reach camp staff in the Discovery Centre by calling the Esplanade at 403-502-8793 and asking for extension 1871. If camp staff cannot be reached, please contact Dayna Walls, Education Coordinator, at 403-502-8585.

Attendance & Sign In/Out Procedures

To get the most out of Summer Art Camp, we ask that the children attend every day so that they do not miss out on any projects. If you know that your child will be unable to attend or if you plan on picking up your child earlier in the day, please inform the staff in advance.

Children must be signed in by a parent or a guardian when dropped off in the morning. Only those listed on the registration form will be allowed to pick up the child at the end of the day. If for some reason you wish for your child to be picked up by a person not authorized on the registration form, a legal guardian must bring a written letter and deliver it to the camp instructors. Under no circumstance will any child be released without proper authorization.

If you would like to grant your child permission to walk, take city transit or a taxi to and from the Esplanade, please ask the instructors for a permission form to fill out and sign on the first day of camp.



Alana Uitvlugt
Summer Programs Co-Instructor



Lauren Melvin
Summer Programs Co-Instructor

What to Bring

Lunches

Each child is to bring a lunch with them each day of art camp. Lunches can be stored in the fridge in the Discovery Centre. Children should also bring two snacks to eat at designated break times. For safety reasons, we ask that absolutely no nut products be provided in lunches and snacks. For some campers, this is a life-threatening situation, so we are unable to make any exceptions to this rule. Thank you for your co-operation. In the event that there are additional allergies in the group, a note will be sent home on the first day of art camp informing parents.



Clothing

We ask that all children be dressed in preparation for the art activities. We do anticipate that they will come into contact with paint, pastels, glue, and other materials. There are aprons/smocks available to the children but we advise that they come to camp in clothing that can stand to get a bit messy! Children may bring their own apron or smock from home if desired. Please do not send your child to art camp in good clothing. The Esplanade is not responsible for clothing that becomes stained during camp.

Recommended Camper Checklist

- 1 Hat
- 2 Sunscreen
- 3 Water bottle
- 4 A nut-free lunch & at least two snacks
- 5 Outdoor footwear
- 6 Clothing appropriate for art and outdoor activities

Field Trips

Each week the children are taken on a field trip (weather dependent). If the weather is not cooperative or if it is a short week, we will stay at the Esplanade or may arrange a alternate field trip.

In case of emergency, the Summer Programs Co-Instructors will have a cell phone during the field trips, **which will be provided to parents prior to the first day of camp.** If needed, only on field trip days, please call this number (403-952-8035).

Recommended Field Trip Checklist

- 1 Sunscreen
- 2 Bug spray
- 3 Hat
- 4 Appropriate footwear
- 5 Light sweater
- 6 Water bottle
- 7 A nut-free lunch that does not require a microwave

Conduct Code

In order to ensure that all children receive the best experience possible, we ask that the following rules be observed:

- » Children are asked to inform the instructor when they leave the room, (for instance to go to the bathroom or to retrieve something from a backpack) and are to let an instructor know when they return. Young children (5-8) will be accompanied when out of the room.
- » Children are to walk when inside the Esplanade; they will have ample time to run around outside during lunch.
- » Children are to stay with the group at all times.
- » We ask that children not to be given money to purchase food and beverages from the vending machines during camp. Parents will be called and asked to drop off a lunch for their child if they are not provided with one.
- » Physical violence or vulgar language of any kind is not tolerated. Any child demonstrating physical violence or vulgar language towards another child, staff, materials or the environment will be removed from art camp.

Children are asked to observe the following etiquette while visiting the galleries:

- » While in the galleries remain with the group.
- » Do not touch any objects in the gallery space and maintain an arm's length distance from the wall.
- » Keep voices to a low level.
- » No food or drinks allowed in the galleries.
- » No running.

Safety Precaution

During walking trips around Medicine Hat and on field trips, children must stay with their instructor or volunteer:

- » All children will be counted before leaving the Esplanade. They will be counted again before leaving the field trip destination to return to the Discovery Centre.
- » All children attending art camp will wear wristbands provided free of charge by the Esplanade, with the Esplanade's location and phone number in case of emergency. Children will receive a new wristband if broken or misplaced.

Photo Consent

Children may be photographed or recorded for documentation purposes during the course of the Summer Art Camp at the Esplanade. The Esplanade often uses the resulting photographs or videos in advertising and promotional materials for future art camps or classes. If you prefer that your child is not photographed or recorded during the camp week, please make sure this is indicated on the registration form at the start of the week.



Health Information

Special Needs

The Summer Art Camp is an inclusive environment, and we will do our best to accommodate all children in the program. However, if a child requires an aid for assistance we ask that the aid accompany the child to camp.

Medication Policy

All medication should be taken at home before coming to art camp. The instructors and volunteers cannot administer medication to children. If your child requires medication we ask that you please arrange to administer the medication yourself. The only exceptions to the rule are in the event of an emergency, if an Epi-pen or inhaler is required.

Friday Art Show & Mini-Gala



Please join us for a one-time-only display of the art produced during your child's week of Summer Art Camp. Friends and family are welcome to join us in celebration of the hard work, creativity and accomplishments achieved throughout the week!

WHEN

The Friday of each camp week, at 3:30 PM

WHERE

Gallery Foyer - The Esplanade Arts & Heritage Centre

WHY

Because children's art deserves to be celebrated!

Thank you for reading through the Parent Handbook. If you have any other questions, please don't hesitate to ask. We look forward to seeing you soon!