



ARTx3 CAMPUS

The Arts & Science Center for Southeast Arkansas
The ARTSpace on Main and ART WORKS on Main

PINE BLUFF, ARKANSAS



SUMMER CAMPS PARENT MANUAL



The ARTx3 Campus

The Arts & Science Center for Southeast Arkansas
The ARTSpace on Main | ART WORKS on Main
701 S. Main Street, Pine Bluff, AR 71601

T: 870.536.3375 | F: 870.536.3380

www.ARTx3.org

WELCOME

MISSION STATEMENT

The Arts & Science Center for Southeast Arkansas serves as a cultural crossroad: engaging, educating, and entertaining through the arts and sciences.

This campus aims to empower our community through the arts, support the revitalization of Downtown Pine Bluff, bolster the creative economy, and bring positive attention to our city.

OUR CAMPUS



The Arts & Science Center for Southeast Arkansas (ASC) was founded in 1968, made a commission of the City of Pine Bluff in 1971, and accredited with the American Alliance of Museums (AAM) in 2001 and 2016. The museum offers three exhibition galleries, interactive youth activity space, and the 232-seat Catherine M. Bellamy Theater.



The ARTSpace on Main and ART WORKS on Main were opened in 2021. The ARTSpace features a retail gallery of works by regional artists, community gallery space, hands-on arts workshop studio, and an event space. ART WORKS is home to the 65-seat Adam B. Robinson Jr. Black Box Theater, as well as artist-in-residence apartments and studios.



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Dear Parents/Guardians,

We are so excited that your child will be joining us for summer camp at the ARTx3 Campus.

Our camps are all about creativity, curiosity, and having fun. Throughout the week, campers will have the chance to explore art, theater, science, and more through hands-on activities that encourage imagination and confidence. Whether they are painting, experimenting, performing, or making new friends, we want every camper to feel welcomed, supported, and excited to be here.

This manual provides important information about camper expectations, arrival and pickup procedures, and other guidelines that help keep camp safe, organized, and enjoyable for everyone.

The best camp experiences happen when staff and families work together. Thank you for helping us create a positive, creative, and memorable experience for every camper who walks through our doors.

We cannot wait to spend a fun and creative week with your camper this summer!

ARTx3 Staff



WHAT DO I WEAR?



Campers should wear comfortable clothing that allows them to move freely and participate in activities.



Many camps involve art materials, science experiments, or food preparation, so clothing that can get messy is recommended.



Closed-toe tennis shoes are required.



WHAT DO I BRING?



ARTx3 will provide snacks during designated snack times.



Please label all belongings.



To prevent lost or damaged items, campers should not bring:



Electronics



Money or Valuable Items



Toys



Sentimental Items



ARTx3 staff is not responsible for personal belongings brought to camp.



ARRIVAL & PICK-UP

These procedures are in place to ensure the safety of every child participating in ARTx3 programs.



The Atrium located at **The Arts & Science Center (ASC)** is the designated drop-off and pick-up location for all campers. ARTx3 staff will be present to assist with arrival and dismissal.



For the safety of all campers, a parent or guardian is required to **sign their child in** at the beginning of each day and **sign them out** at the end of camp. ARTx3 is not responsible for campers outside of scheduled camp hours.



ARTx3 staff will only release a camper to individuals listed on the Camper Information Sheet or registration form.



Any adult picking up a child must present a valid photo ID and be listed on the camper's registration form as a parent, guardian, or emergency contact.



Families are required to establish a "kid code."

A kid code is a secret word or phrase, such as "*hannah banana*," used for picking up a camper. Any adult who knows the kid code may pick up the camper. The kid code is intended for adults only and should not be shared with the camper.



If an adult arrives for pick-up without acceptable ID or the kid code, ARTx3 staff will contact a parent or guardian using the phone numbers on the camper's registration form. The camper will **only be released** after verbal confirmation is received.



If someone not listed on the registration form will be picking up your child, you must notify ARTx3 staff in advance, in person, in writing, or by phone. Provide the individual's name and, if possible, an additional contact phone number.



Campers age 13 or older may check themselves out only if a completed Self-Checkout Authorization Form is on file.



CHECK-OUT ENDS 15 MINUTES

AFTER THE SCHEDULED END TIME OF CAMP.

Late pick-up fees will be applied beginning 15 minutes after camp ends.

CAMPER

EXPECTATIONS & BEHAVIOR

Parents and guardians are encouraged to review the following expectations with their child before attending camp:



RESPONSIBILITIES

- Following directions given by ARTx3 staff.
- Staying with their assigned group and staff at all times unless given permission to move to another area.
- Participating in planned camp activities with a positive attitude.
- Put away materials, supplies, and equipment when activities are finished.
- Taking care of the items they bring each day. Parents are encouraged to label personal belongings.
- Coming to camp ready to learn, be creative, and have fun.



BEHAVIOR POLICIES

All campers are expected to:

- Use good manners.
- Treat fellow campers, staff, and visitors with kindness and respect.
- Listen carefully when staff are speaking or giving instructions.
- Respect the rights, personal space, and property of others.
- Use ARTx3 facilities, equipment, and materials appropriately.
- Work and play in a positive, cooperative, and respectful way.



BEHAVIOR MANAGEMENT

When behavior concerns arise, ARTx3 staff will respond based on severity.

Actions include:

- Verbal reminders
- Parent or guardian notification
- Temporary suspension or dismissal if behavior continues or poses a safety concern

CAMPER

EXPECTATIONS & BEHAVIOR



PROHIBITED BEHAVIOR

The following behaviors are not permitted:

- Physical or verbal abuse
- Threatening, harassing, or discriminatory behavior
- Fighting or aggressive actions (pushing, hitting, or similar conduct)
- Insubordination or refusal to follow staff instructions
- Intentional damage to property
- Possession of weapons, alcohol, or controlled substances
- Theft or taking items without permission
- Inappropriate language or physical conduct



ANTI-BULLYING POLICY

Bullying is not tolerated.

Bullying includes behavior intended to harm or exclude others, such as teasing, taunting, spreading rumors, physical aggression, or verbal harassment.

Any bullying behavior will be addressed immediately by ARTx3 staff.



STAFF RESPONSIBILITIES

Staff will:

- Clearly communicate expectations
- Supervise campers at all times
- Enforce rules consistently and fairly
- Encourage positive behavior
- Address and redirect disruptive behavior
- Support conflict resolution in a respectful manner

ARTx3 reserves the right to remove a camper from any program at any time if their behavior is deemed unsafe, disruptive, or not in alignment with camp expectations.

HEALTH & SAFETY PROCEDURES



INJURY PROCEDURES

If your child is injured and requires more than basic First Aid, the following steps will be taken:



Staff will call 911



Staff will notify parent/guardian



If parent/guardian is not available, the emergency contact listed on the registration form will be contacted.



If no one on the registration form can be contacted or if it is imperative the child be immediately transported for care, an ARTx3 staff member will accompany the child.



Paramedics will take the injured child to the nearest hospital.



ASC staff will continuously call the parent/guardian, OR emergency contact until someone is reached.



ILLNESS

If your child becomes ill or has a fever, they cannot be present at camp. If your child becomes ill during the program, a parent or guardian will be notified and will be asked to pick-up the child. Camper must be **fever-free for 24** hours before returning to camp.

CAMPERS WITH SPECIAL NEEDS



Special needs include any physical, emotional, or cognitive disability, as well as chronic health conditions. Children with special needs are encouraged to participate in all ARTx3 programs. Staff will make reasonable accommodations to ensure all campers can fully participate in Summer Camps.

Parents should indicate any needed accommodations at the time of registration. If necessary, ARTx3 staff will meet with parents and camp staff to review how best to support the child's specific needs.

YOUTH PROTECTION POLICY

ARTx3 is committed to providing a safe and supportive environment where youth can learn, create, and grow. The safety of all participants is a shared responsibility between ARTx3 staff and participating families.



SAFE CHILD POLICIES AND PROCEDURES

To help protect children from the possibility of abuse, the ARTx3 Campus has adopted the following policies:

AVOID ISOLATION: ARTx3 staff and volunteers follow a two-adult supervision rule whenever possible. Adults should avoid being alone with a child in isolated settings.

Two or more adults are recommended in spaces where children are present (such as theaters, classrooms, or costume areas). If only one adult is present, the area must remain observable by others and doors should remain open when possible.

SIGN IN/OUT POLICY: Parents or guardians must sign campers in and out each day. ARTx3 staff will only release minors to individuals authorized by the parent or guardian.

ARTx3 WILL NOT RELEASE A CHILD TO AN AUTHORIZED PERSON IF THERE IS ANY DOUBT THAT THE SAFETY OF THE CHILD WILL BE IRRESPONSIBLY COMPROMISED.



CARE FOR ALLEGED VICTIM

If an allegation of abuse is reported or suspected, ARTx3 will prioritize the safety of the child by:

- Ensuring the child is placed in a safe environment
- Notifying appropriate authorities as required by law
- Ensuring the child receives appropriate support and evaluation when necessary

REPORTING PROCEDURES

ARTx3 staff are mandated reporters and are required to immediately report suspected child abuse or neglect. Any report should be made to the **Jefferson County Department of Human Services** at 912 S Poplar St, Pine Bluff, AR 71601 | (870) 534-4200.

A report should also be made to the Assistant Director or Executive Director. The Director will notify the Board Chair when appropriate. If the allegation involves the Director, the Board Chair will be notified directly.

Detailed investigations will be conducted by law enforcement or child protective services.

Parents will be notified when appropriate, unless doing so would interfere with an official investigation.

QUESTIONS?



If you have questions about your camper's program before camp begins, please feel free to reach out to the appropriate program contact below:



ART CAMPS

DQ Dale

ARTx3 Interim Curator/Arts Engagement Coordinator

 ddale@artx3.org



THEATER CAMPS

Bethany Gere

ARTx3 Theater & Programs Coordinator

 bgere@artx3.org



SCIENCE CAMP & CrEATe COOKING CAMP

Stephanie Johnson-Carlton

ARTx3 STEAM Education Director

 sjcarlton@artx3.org

You may also contact the ARTx3 Campus directly:

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Thank you for helping us create a safe, creative, and enjoyable camp experience for every camper.