Hola Arte Primero families! My name is Marla Love and I have known many of you for many years and happy for our new families joining us each year. The Art First team and I are extremely grateful for your support during this time of the pandemic. Your continued registration has kept us afloat as a business, supported our team and their continued job security and supported my daughters and I as a small, women owned, family business.

We are grateful you have chosen Art First Arte Primero! With a deep gratitude on behalf of our team, my daughters Naeemah and Jaseena, our family thanks you. The Arte Primero team and I are here to serve you and honored to teach ART and SPANISH to your children!

**IMPORTANT INFORMATION TO CONFIRM:**

* Covid & Policy online. Please review.
* Please confirm dates your child is registering. Send email to Suyin Chong at [arteprimero@gmail.com](mailto:arteprimero@gmail.com)
* Confirm parent/guardian phone numbers, emergency names & phone numbers
* Confirm any allergies. A reminder we do not hold or distribute medicine.
* We are NOT a nut free studio.
* REFUNDS: Art First has a policy of no refunds. Registration fee & tuition are non-refundable. Please do not ask.
* We are not responsible for lost or stolen items.
* Label all of your child’s items with their name.
* Please let us know if your child has a friend they would like to be paired with. It helps us in forming groups.
* Please let the team know at drop off of any concerns you have with your child or things that are important for us to know: example: they didn’t sleep well, family issue at home etc. It helps us monitor your child and make sure they are ok and having fun at camp. These type of family dynamics are import for us to know. Thank you!

**ART FIRST PHONE NUMBERS**

**Marla Love, Director: 415.272.9453** Text: Last-minute registration, attending/not attending, different person picking up,

**Art First NORTH STUDIO Team Phone: 801.831.8540**

**Art First SOUTH STUDIO Team Phone: 801.803.9423**

This is NOT a 24-hour line. Team will see messages when they arrive at the studio. You will receive communication from this number, please save in your contacts.

**WATERBOTTLE POLICY: (Label with name)**

Water bottles are required every day. The summer is hot, and our children need proper hydration. It makes the start of our day difficult when kids arrive with out a water bottle. **You will be charged, $2.00 per day, per child, per water bottle.** The amount will be added to your account. Please plan to bring a water bottle daily or plan to pay according to this policy. Thank you for your understanding.

**DROP OFF: 8:00-9:00 AM**

* East Doors drop off only
* Only campers enter studio. No adults or other children not in camp.
* Drop off is best between 8:00-9:00 AM. Spanish & Art class start at 9:00am.

**PICK UP: 4:00pm-5:30pm**

Please note that we do our best to return to the studio by 4:00pm from the field trip. Sometimes we may be late due to an unforeseen circumstance, we ask for your patience. We cannot make accommodations for early pickups at the studio as it disrupts programming. You may come to the field trip site if you need to pick up your child early that day. Please contact team to make arrangement. Please text. If we are with the children, we will not pick up the call.

**TUITION: 3 WAYS TO PAY**

1. **VIA CHECK, DROP OFF AT STUDIO, 24 HOUR DROP OFF MAIL SLOT**
2. **VIA CREDIT CARD, EMAIL** [**ARTEPRIMERO@GMAIL.COM**](mailto:ARTEPRIMERO@GMAIL.COM) **FOR A LINK**
3. <https://www.arteprimero.com/store>

**Tuition payments are due BEFORE your child attends camp each week.** Please pay in full for each week prior to bringing your child to Arte Primero. Payment can be made online at [www.arteprimero.com/store](http://www.arteprimero.com/store), by emailing [arteprimero@gmail.com](mailto:arteprimero@gmail.com) and requesting a payment link or via check which can be dropped off at the studio (there is a 24 hour mail drop) or mailed to Arte Primero 1549 S. 1100 E. SLC UT 84105. Please note child’s name on check and items/week(s) being paid. Credit card payments will not be processed at the studio. NO REFUNDS: Art First has a policy of no refunds. Registration fee & tuition, Covid fee or Art Fee are non-refundable. Summer Camp funds must be used during summer camp of the registered year. Funds may not be carried over to other programming or other years.

**SAFETY**

* Please do not allow children to play downstairs or climb the wall/building area. Please be mindful of our neighbors and their businesses. Our neighbors are awesome with us and we want to keep it that way.

**ZERO TOLERANCE FOR BULLYING**

A zero-tolerance policy is enforced on any form of aggression and inappropriate language. Any camper who commits an act of physical or verbal aggression against another camper, our team and/or volunteers, or anyone else will be removed from camp. As a parent, you will be responsible for picking-up your camper immediately in the decision to dismiss your child from camp. Please discuss with your child appropriate behavior at camp, other students, our team and volunteers and property. If your child has experienced behavior disciplinary issues during the school year or in other summer camps please let us know immediately. Art First reserves the right to dismiss any child from camp without refund.

**EMERGENCY KIT IS MANDITORY:** In a ZIPLOCK BAG, please provide thin pants or shorts, underwear, socks, short sleeve t-shirt. Non-perishable snack in a large ziplock bag. Label with first and last name. A note card with Parents names & emergency phone numbers. Please drop off at the studio on first day of camp. Items will be returned at the end of summer camp season.

**CLOTHING:** Parents please be mindful of the weather and what your child is wearing for the day.

**SCHEDULE SUBJECT TO CHANGE BASED ON SAFETY, COVID-19, WEATHER, ANIMIAL SITTINGS:**

In the event of the above mentioned we reserve the right to change the activities and/or field trips. We sincerely ask for your understanding and patience in working with field trips with children. SAFETY AND CONSIDERATION FOR THE ENTIRE GROUP IS MANDITORY.

**MEDICATIONS & ALLERGIES:** We do not administer or control any medications. The Art First studio is NOT a nut free environment. Please let Suyin Chong office manager of any allergies upon registration. It is imperative we know

For questions and concerns regarding your child’s medication needs, please address the Camp Director, Marla Love.

**WHAT WILL MY CHILD NEED DAILY?**

* **Personal belongings:** PLEASE MARK PERSONAL BELONGINGS WITH FIRST NAME AND LAST NAME
* **Hygiene:** We encourage each child to have brushed hair and proper attire for each day. Washed clothes.
* **Sunscreen**-We encourage sunscreen every day. Due to allergies some children require 2 kinds of sunscreen for face and body. Please test new product before sending them to Arte Primero. Label sunscreen with child’s name.
* **Lunch & Snacks-**A healthy lunch and heavy snacks are encouraged throughout the day.
* **Water Bottle MANDITORY DAILY**- Please label with name. Sharpie washes off quickly on plastic bottles, make sure you can see name to ensure return. It gets very hot in the summer and the children always need water!!
* **Book**: We will have a strong emphasis in reading. Please provide chapter book or reading level book.
* **Water Shoes**: On hot days we will play with water! Please pack water shoes in backpack. No flip flops or Crocs. Shoes that fully fasten to foot are necessary for safety.

**ITEMS NOT TO BRING TO CAMP:**

• Toys or Handheld games (Nintendo DS, IPOD, IPhone)

• Pokemon cards and other similar trading cards

• Cell phones

• IF LOST, STOLEN OR BROKEN WE ARE NOT RESPONSIBLE.

Please be mindful of what you send to the studios. It is impossible for our team to keep track of all items and who they belong too. Thank you for your consideration and patience.

**COVID-19 & Field Trips**

• Please refer to our website for COVID-19 updates. Art First follows local Health Department and CDC guidelines, the Art First team will determine where we will visit for our field trips. Rest assured that places of mass gatherings will be avoided. Open spaces in nature will be visited. The field trip calendar posted is tentative based on Covid restrictions.

**WHAT TO WEAR AND BRING TO CAMP: LABEL ALL ITEMS WITH CHILDS NAME**

• Backpack

• Nutritious Lunch and morning /afternoon snack

• No heat up lunches

• Plastic bag (for wet items on swim & hike days)

• Extra Clothes (shorts, socks, t-shirt, underwear)

• Sunscreen (with Child’s name on it)

• Please apply sunscreen on your child every morning before you drop off.

• Water bottle (labeled with name)

• Sneakers, socks (wear every day)

• Sneakers/water shoes are appropriate for camp. Sandals, crocks, open-toed shoes or “gels” are inappropriate

in the camp setting.

Thank you for allowing us to spend time with your child(ren) this summer! Send me a text from your phone to make sure we are connected. I love to send mom and dad photos of your kids! If you have any questions or concerns throughout camp, please contact me directly on my cell phone. Marla/Text/Call 415.272.9453.

Thank you!

Marla Love-Director

415.272.9453 (cell phone)