

1754 Old Mill Road
Kitchener, Ontario
N2P 1H7

Homer Watson
House & Gallery

Parent HANDBOOK

Proudly Managed by the Homer Watson House Foundation

Gallery Hours:

Tuesday - Sunday
12:00 pm - 4:30 pm

Office Hours:

Monday - Friday
9:30 am - 4:30 pm

For inquiries:

homerwatson.on.ca
T 519-748-4377
F 519-748-6808

Register now for our
exciting programs
as space is limited!



Summer Camp Guide

Our Mission

Homer Watson House & Gallery offers a series of public and private programs to Waterloo Region with the objective to enrich and educate all members of our community regardless of age, accessibility limitations, or social background. Currently, Homer Watson House & Gallery offers programs catering to local elementary and secondary schools and homeschool groups, seniors' facilities and the general public. Public programs are offered to students aged 2-102. Additionally, the Gallery provides educational seminars and artist lectures as well as collaborative programs with local education institution Conestoga College, providing a venue and experienced artists to facilitate post-secondary level visual art programs.

Camp Director Paige Downey, Director of Education & Public Programs
519-748-4377 x. 222 programs@homerwatson.on.ca

*Lead in Summer Camps is the Program Assistant.

The Program Assistant is equipped with First Aid and CPR.

General Program Information

Promotional Photos

Homer Watson House & Gallery provides a section in our registration form questions for voluntary approval by the parent/guardian of each camper to allow promotional photos to be taken. These images capture the events, exhibitions, programs and other activities that occur because of our efforts, and will be used for promotional purposes only.

Change-in-Plans

If there is any alteration in the scheduled camp that we are aware of in advance, we will notify the parent/guardian of the change. This could include changes such as a shift in potterly pick-up time or location, a change in instructor, etc.

Class Size

The average class size for each camp ranges from 10-14 students depending on the age group and medium. Homer Watson House & Gallery reserves the right to accept additional campers at the Gallery's discretion.

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Summer Colours Exhibition

Every summer in late August the summer student staff of Homer Watson House & Gallery coordinate a themed exhibition of summer campers' artwork in the galleries for one week. On the Friday of most summer camp weeks, each student has an opportunity to submit one piece of artwork from their camp's projects for this student exhibition. At the end of this week-long exhibition a closing reception will be held to give all of the campers an opportunity to view their artwork on display, enjoy refreshments, and enter to win age-appropriate prizes. Further information about this year's Summer Colours Exhibition will be available throughout the duration of your camper's time at Homer Watson House & Gallery.

Hot Dog or Pizza Day

Each week Homer Watson House & Gallery hosts a Hot Dog or Pizza Day. This is an opportunity for Homer Watson House & Gallery to raise funds for the Summer Colours Exhibition. The sign-up sheet is located under the registration tent next to the sign-in/sign-out sheets for the summer camp. Payment is required at the time of sign-up (please inquire about pricing). Homer Watson House & Gallery provides only one type of hot dog and only pepperoni or cheese pizza. If campers have any dietary restrictions they are responsible for letting the staff know, and may bring their own substitutes if necessary. Campers and parents must be aware that we cannot guarantee that there will not be cross-contamination amongst substitutes.

Registration

Checking Availability

All programs with availability are listed on our website, homerwatson.on.ca, or you can find a full program listing in our program flyer. Once registration for a specific program has reached maximum capacity a waitlist will be begin. However, one of our Gallery staff members will complete the registration for you over the phone or on site. Program registrations can be taken over the phone with Visa or MasterCard, via Active Network through our website, or in person with credit card, cash or cheque. Payment is required upon registration, and registration spaces cannot be held without payment.

Late Registrations

Some programs allow students to register for a camp after the program has commenced but there is no discounted rate offered on the program price, and there may be full-week projects that may not be completed due to lack of time.

Camper Healthcare

First Aid

Homer Watson House & Gallery ensures that the Program Assistant, Director of Education & Public Programs, and the Staff Artist/Educator is equipped with up-to-date First Aid and CPR. In the case of an injury or accident, an incident report is filled out by the person supervising and a copy is given to the parent/guardian at the time of pick-up. If a camper needs to take specific medications throughout their day please make sure to provide information on their special need or limitation during the registration process and notify the Program Assistant.

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Allergies

Upon the time of registration please make note of any allergies or behavioural concerns affecting your child. We cannot guarantee a nut-free facility due to the large trees on our property, but we encourage our campers to bring a nut-free lunch to protect those who have allergies or sensitivities. Campers that carry an EpiPen must bring this each day of camp. Their Visual Art Instructor will be notified and ensure it is with them at all times.

Transfer Policy

Parents/guardians who wish to transfer their child into a different program than previously registered, may request to do so in the time prior to the camp's commencement.

Refund/Withdrawal Policy

A full refund will be issued for classes cancelled by the Gallery. Instructors and course content may change without notice. However, should you choose to withdraw there will be no refunds issued for withdrawal requests made less than 10 days prior to the first day of the class. Cancellations requested 10 or more days in advance will be subject to a 10% administration fee. There are no refunds for missed classes, drop-outs or for those who withdraw 9 days or less prior to program commencement.

Tax Receipt

Some of Homer Watson House & Gallery's summer camp weeks (5 days) may be eligible for the Child Arts Tax Credit (CATC). For additional information on the CATC please visit cra-arc.gc.ca. For this credit please retain a copy of your receipt to be submitted at income tax time. We cannot re-issue a receipt, but can make copies for a \$25.00 administration fee. All purchases will be provided a receipt via email through Active Network.

Waitlist Policy

If you would like to register for a camp program that is full, you can request to be put on a waiting list in the event that a spot becomes available. In this instance, the parent/guardian must leave their name, phone number, and the number of spots desired. Homer Watson House & Gallery cannot guarantee that a spot will become available but will contact anyone listed on the waiting list in the event that one does.

Services

Extended Care

Extended care is available for purchase for \$20.00 per full day camper, or \$10.00 per half day per camper. The full day fee covers extended hours from 8:00 am to 5:00 pm, and the half day fee covers either from 8:00 am to 1:00 pm for morning campers or from 12:00 pm to 5:00 pm for afternoon campers. Regular hours of coverage are from 9:00 am – 4:00pm for full day campers, and from either 9:00 am – 12:00 pm for morning programs or 1:00 pm – 4:00 pm for afternoon programs. Lunch supervision is included in the program fee for full day campers. Please note a fee of \$1.00 per minute per child will be charged for late pick ups. Campers will not be supervised before 8:00 am.

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Gift Shop

Homer Watson House & Gallery offers a small outdoor gift shop during the summer camp weeks. Available for purchase under the registration tent are candy sticks and confectionary bags. It is the parent's responsibility to control/limit the amount of candy purchased by their camper. T-shirts are also available for sale in both youth and adult sizes in an array of sizes and colours. Please inquire with camp staff about pricing.

Lost & Found

Homer Watson House & Gallery staff will place any found items at the front sign-in/sign-out table for pick up during the week that it has been discovered. If items are not collected during the camp week, they are moved to the Mural Room studio lost and found bin. Homer Watson House & Gallery is not held responsible for lost or stolen items.

Summer Camp Pottery Notice

If you have registered your child for a pottery camp please note that children should wear "art clothes" as they may get messy while working with clay. All participants must bring a shoebox labeled with their name to assist with the collection and safe keeping of their pottery creations. Some pottery projects will be fired and this process may require additional firing time. If so, you will be notified as to when it will be prepared for pickup. Please note that all pottery projects are to be picked up **no later** than two weeks after they are available for pickup. All items that are not picked up in this time frame will be discarded.

Summer Colours Artwork Pick-Up

All artwork collected for the Summer Colours Exhibition is available for pick-up during the reception and on the Friday after the exhibition's closing reception. During the takedown of the show, the camper's artwork will be neatly stored organized by last name to make for easy retrieval. The artwork will be available for only two weeks following the exhibition's conclusion and will be recycled after this time.

Before Camp Begins

Privacy and Personal Information

Homer Watson House Foundation is pleased to provide the Museum and Gallery support with community, heritage and cultural activities. In order to supply you with the best services possible it is necessary to collect and keep certain personal information about you and/or your child. We are committed to protecting the privacy of your personal information and we have developed policies and procedures in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA).

The nature of personal information we collect may include; information we receive directly from you such as your name, address, contact information and general reference information, emergency and medical information regarding your child in our care or specific instructions about the care of your child. Additional information may include accounting and financial transaction information between you and the institution, images capturing the events/exhibitions/programs in session and other activities that occur because of our efforts that will be used for publicity purposes only, and details relating to historic and cultural information.

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We use the information we collect to provide you with quality services and receive payment for those services, to ensure the safest environment possible for you and your child, to respond quickly and efficiently to emergency and medical situations, to meet legal and regulation requirements, to provide visual documentation of the services provided for current and potential benefactors and to record history and maintain cultural archival data.

The Homer Watson House Foundation is a registered charity and governed by licenses and codes set out by the Ministry of Consumer and Commercial Relations of Ontario. Your information may be shared or disclosed to other agencies or organizations as required by law or regulation. We recognize that your information is private and have developed policies to protect that information. You have the right to request access to your personal information and request amendments to ensure accuracy and completeness. If you have any questions or concerns, please feel free to contact us.

Required Forms

At the time of registration you will be asked a series of questions that provides an emergency contact and makes staff aware of any allergies or behavioural concerns. Please be aware of the provided section for authorization of Homer Watson House & Gallery to take photographs or videos of the student participating in summer camp programs and to use this media for promotional purposes only including print or electronic publications. You will be asked this during the registration process and will need to confirm on the emergency contact form on the first day of camp.

Camper Authorization

Only people listed on the on their registration form provided will have permission to pick up your child and have access to them during the camp hours of operation. If someone tries to pick them up and that individual is not listed on the form then we will not allow them access to the child until this is verified by a parent/guardian. Please contact the Program Director or Program Assistant directly if there is a concern about your camper's wellbeing. A meeting can be arranged to discuss the situation.

Behaviour Management and Expectations

Behaviour, actions and language should contribute to a positive and safe environment at all times. The Gallery reserves the right to remove any child from a program permanently, without a refund if the child's behaviour is not constructive to a positive and safe learning environment. To ensure the safety and comfort of all students, we do not tolerate violence, bullying, or inappropriate language/behaviour of any kind. Please inform the Gallery PRIOR to registration of any behavioural concerns that should be noted and shared with the instructor. All campers, especially those in our 4-6 age group, are expected to be toilet trained and use the bathroom on their own. Please note, all information collected is considered confidential, and protecting your child's privacy is paramount.

Registration and attendance are subject to the condition that the City of Kitchener, the Gallery, its Directors, officers, and employees, are released from all responsibilities for injury, loss or damage, however caused, that may be sustained by any person attending a class.

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Each Day

What to Bring

Homer Watson House & Gallery is located near the Grand River. There are many mature trees on our site as well as tents and awnings providing ample shade for our campers' outdoor time. While our campers are in the studio for the morning and afternoon, please ensure that your child is prepared for our outdoor location by applying both bug spray and sunscreen. The instructor provides an opportunity for the campers to enjoy a snack during each summer camp program. Full day campers also have an hour-long lunch between noon and 1:00 pm. We ask that you provide your camper with a snack for each break and a lunch for the hour-long break between camps. We cannot guarantee a nut-free facility due to the large trees on our property, but we encourage our campers to bring a nut-free lunch and snacks to protect those who have allergies or sensitivities. While cell phones are permitted on site, they are to be turned off during all studio sessions.

Drop Off/Pick Up

On the first day of camp all of Homer Watson's summer camp staff will be wearing camp t-shirts. If you have any questions regarding our summer camps you can approach any person wearing one of these t-shirts. Parking for camper drop-off and pick up is available in the gravel parking lot on the left side of the Main Gallery. There is an A-frame sign underneath a tree beside the front steps of the Gallery prompting you to sign-in and sign-out your camper underneath the large tent to the left of the Main Gallery. Each day the campers are to be dropped off at this tent, and are to be picked up in the same location. Upon every drop off and pick up time, a parent/guardian or a person approved by a parent/guardian must sign in or out any camper aged 13 or under. Campers aged 14+ may sign themselves in or out so long as their guardian has given them permission. ***It is imperative that each camper is signed in and signed out every day.***

Camp Schedule

8:00 am - 9:00 am	Extended supervision begins (\$20 full day, \$10 half day)
9:00 am - 12:00 pm	Art program with morning instructor
12:00 pm - 1:00 pm	Supervised lunch
1:00 pm - 4:00 pm	Art program with afternoon instructor
4:00 pm - 5:00 pm	Extended supervision available (\$20 full day, \$10 half day)