

# SPIVA ART LAB

## SPIVA'S YOUTH SUMMER CAMPS FREQUENTLY ASKED QUESTIONS & GOOD-TO-KNOW INFORMATION

### OUR CLASSROOMS

#### SPIVA HAS TWO ART STUDIOS

Our two art studios are located on the third floor. Public access is exclusively available through the elevator, while the two staircases are reserved for emergency use only.

This setup ensures the safety of your campers during their visit, as public access may be restricted. If you prefer, you can use the emergency exit stairs to leave the building. The stairwells will guide you directly outside to the parking lot.



Studio 1



Studio 2



### OUR GALLERIES



#### SPIVA HAS FOUR ART GALLERIES

Spiva has four art galleries situated on the second floor of the Cornell Complex. New artwork goes on display every six to eight weeks. Entrance to the galleries is free, though donations are appreciated.

Throughout the camp, students will have occasional opportunities to explore the galleries, where they can appreciate artwork and examine pieces that may relate to the mediums or skills they are acquiring during their time at camp.

### DROP-OFF BASED CAMPS

#### CAMPS AT SPIVA ART DROP-OFF BASED. WHAT DOES THAT MEAN?

All of our art camps operate on a drop-off basis. Parents and guardians are invited to explore our galleries during open hours, which are from 10 a.m. to 5 p.m. However, when the Cornell Complex and Spiva Galleries are closed to the public, we are unable to accommodate visitors. If you prefer to remain in the building while your child attends camp, we have a breakout space outside of our classroom equipped with a table and chairs for your convenience.

Questions? Contact our Education Director at [dhernandez@spivaarts.org](mailto:dhernandez@spivaarts.org).

### REFUND POLICY

#### WHAT IS YOUR CAMP CANCELLATION POLICY?

All camps require pre-registration unless otherwise noted.

On rare occasions, a camp may be canceled due to low enrollment – if that happens, you'll be notified promptly and can choose between a full refund or applying your payment toward another camp or class.

**Need to Cancel?** We understand that plans change! Here's what to know:

- **14+ days before camp:** You're eligible for a full refund (minus the 3.5% card processing fee), a credit voucher, or a transfer to another camp of equal or lesser value (or pay the difference).
- **7-13 days before camp:** We're happy to transfer your spot to another camp of equal or lesser value (or pay the difference), but refunds are not available at this stage.
- **1-6 days before camp:** Registrations are non-refundable and not eligible for credit, as materials and preparation have already been underway for some time. That said, if we're able to fill your spot from the waitlist, we'll issue a credit for a future class or camp, minus a \$15 fee.
- **No-shows:** Unfortunately, no refunds or credits can be issued.

#### A Note on Processing Fees

To help cover credit card processing costs, a 3.5% service fee is added to all card purchases. This fee is non-refundable and won't be included in any refunds issued. Payments made by cash or check are not subject to this fee. Thank you for your understanding.

Supplies for classes are purchased based on the number of pre-registered attendees. Pre-registration is advised for all camps and mandatory for most. In some cases, supplies may accommodate late registrations.

Questions? Contact us at 417-623-0183 or send us an email at [dhernandez@spivaarts.org](mailto:dhernandez@spivaarts.org)



# SPIVA'S YOUTH SUMMER CAMPS FREQUENTLY ASKED QUESTIONS & GOOD-TO-KNOW INFORMATION

## DROP-OFF & PICK-UP

### WHERE DO I DROP OFF AND PICK MY CHILD UP DURING CAMP?

Spiva Center for the Arts is located inside the Harry M. Cornell Complex at [212 W. 7th Street in Joplin, MO, 64801](#). Our guest entrance and visitor parking is located on the west side of the building on Wall Ave. Additional parking information and a parking map will be sent to you via email upon registration.



### CAN I DROP MY CHILD OFF AT THE ENTRANCE?

**Sign-In & Sign-Out:** An authorized adult must sign campers in and out each day at the registration desk. Only contacts listed during registration may sign out a camper. To update your approved contacts, email [dhernandez@spivaarts.org](mailto:dhernandez@spivaarts.org).

**Drop-Off:** Campers age 14+ may be dropped off independently. All parents/guardians must come inside on the first day of camp to complete forms for participants under 18, or may do so in advance by emailing our Education Director at the email above.

### IS THERE AN OPPORTUNITY FOR EARLY DROP-OFF AND LATE PICK-UP?

At this time, we do not offer early drop-off or late pick-up. Our building operates from 10:00 AM – 5:00 PM on open days.

Morning camps begin one hour before opening at 9:00 AM, with doors open for drop-off starting at 8:45 AM.

Camp ends at 5:00 PM, which is also when our building closes for the day. To ensure a smooth close-out for our staff, we kindly ask that parents and guardians plan to pick up their child promptly at 5:00 PM.

### WHAT HAPPENS IF I'M LATE DROPPING OFF MY CAMPER?

#### Late Drop-Off Policy

We want every camper to get the most out of their day! To ensure a smooth start for all participants, we ask that campers be dropped off on time at the beginning of each session.

If you anticipate running more than 5 minutes behind, please give us a call at [417-623-0183](tel:417-623-0183) so we can let our staff know to expect your camper.

#### What Happens If We Are Late For Drop-Off?

We understand that unexpected delays happen.

However, please keep the following in mind:

- Campers arriving late may miss important instructions, introductions, or the start of a project. In project-based camps, this may impact their ability to fully participate in the day's activities. We will do our best to get your camper caught up to speed while ensure the rest of our participants have a positive experience.
- If you plan to be more than 30 minutes late, please contact Spiva's Education Director to make advance arrangements and ensure the project can accommodate late arrivals.
- Repeated late drop-offs may affect your camper's enrollment in future sessions.

### WHAT HAPPENS IF I'M LATE PICKING UP MY CAMPER?

We understand that schedules can become hectic and that midday and evening traffic on 7th Street may cause delays.

However, to ensure a smooth wrap-up for our staff and campers, we kindly request that all campers be picked up promptly at the end of each session.

If you anticipate being late, please call us at [417-623-0183](tel:417-623-0183) and let us know!

We offer a 10-minute grace period after the scheduled dismissal time. After that, here's how we handle things:

- **First occurrence:** We'll follow up with a friendly warning so we can work together to prevent it from happening again.
- **Second occurrence:** A late fee of \$1 per minute will be applied for every minute after the 10-minute grace period.
- Continued late pick-ups may affect your camper's enrollment in future sessions.

If we are unable to reach a parent or guardian, we will contact the emergency contacts on file.

We truly appreciate your understanding – it helps us take the best possible care of every camper!

## LUNCH CLUB

### WHAT IS LUNCH CLUB?

Lunch Club is a convenient midday care solution for full day campers. The program runs for the entire week of camp sessions at \$5 per day.

### IS LUNCH PROVIDED?

Students must bring their own bag or sack lunch that can be stored in their non-refrigerated cubby.

### CAN CHILDREN JOIN THE LUNCH CLUB IF THEY'RE NOT ENROLLED IN A FULL DAY OF CAMP?

Yes! If you would like to drop off your child 30 minutes before afternoon camps or have your student picked up 30 minutes after morning camp ends, they are welcome to participate in the lunch club and eat their lunch on site.

# SPIVA'S YOUTH SUMMER CAMPS

## FREQUENTLY ASKED QUESTIONS & GOOD-TO-KNOW INFORMATION

### CODE OF CONDUCT

At Spiva Arts, we prioritize a safe, inclusive, and creative environment for all campers, emphasizing kindness and respect.

#### Expectations for Campers

Camp students will be given a contract to sign the first day of camps with their parent and/or guardian.

As an art student at Spiva, I understand the following guidelines and classroom rules:

- Be respectful towards the teacher and students each day/class
- Proper use of all classroom materials and the space
- Help the art room be a place to feel safe to express ideas
- Help keep materials clean and organized
- Follow directions and work on projects to the best of my ability
- **Have Fun & Be Creative!**

#### Behavior Management:

- Minor infractions lead to verbal corrections and warnings; repeated issues may result in dismissal.
- Moderate infractions involve written warnings and parental notification.
- Severe infractions (e.g., aggression) can lead to immediate dismissal without refund.

Spiva can dismiss any camper whose behavior threatens safety, with immediate parental contact for pick-up. Our Education Director and Executive Director will work diligently with our teachers to assess each situation. Refunds are not provided for dismissals.

We aim to support every child's growth in a creative setting, viewing dismissal as a last resort.

### WHAT TO EXPECT & GOOD-TO-KNOW INFO

**WE WANT YOUR CAMPER TO ARRIVE FEELING PREPARED, EXCITED, AND READY TO CREATE! HERE'S EVERYTHING YOU NEED TO KNOW BEFORE THE FIRST DAY OF CAMP!**

#### What to Wear:

- Send campers in clothes that can get dirty (old t-shirts, play pants).
- Smocks provided, but stains may occur; closed-toe shoes recommended.

#### Food & Snacks:

- Light snack provided; campers can bring their own, labeled with their name.
- Notify the Education Director of any food allergies or dietary restrictions during registration.

#### Taking Home Your Artwork:

- Most projects go home daily; some require kiln firing.
- Parents will be notified when fired pieces are ready for pickup; unclaimed items discarded after one month unless otherwise communicated.

#### What to Bring

- A refillable water bottle
- A positive attitude and your creativity!

#### What Not to Bring

- Toys, games, stuffed animals or entertainment items – we want campers to be fully engaged in the camp experience!
- Valuables – Spiva is not responsible for lost, stolen, or damaged personal items. Please refer to our Lost & Found policy for more information.

Any additional supplies or suggested items to bring for your specific camp will be listed at the time of registration and in the confirmation email you will receive.

### WAITLISTS

**THE CAMP WE WANTED TO ENROLL IN IS FULL. DO YOU HAVE A WAITLIST?**

If your preferred camp session is full, you are welcome to join our waitlist. Waitlists can be found by visiting the listing for the camp on our website and adding your name and email where prompted.

#### Here's how it works:

- Waitlist spots are reviewed by our Education Director. If a registered camper cancels and a spot becomes available, our Education Director will reach out to waitlisted families in the order they were added to the list. Families will be given a set amount of time to confirm their spot before it is offered to the next family.

### PHOTOGRAPHY

Spiva loves to celebrate and share the amazing work our campers create! Throughout camp sessions, photos and videos may be taken of campers participating in activities, showcasing their artwork, and engaging with the Spiva community.

#### How Images May Be Used

Photos and videos taken during camp may be used on Spiva's website and social media channels, in promotional and print materials, and in press releases and third-party media coverage. Spiva will never share a camper's full name alongside their photo in any public-facing materials without explicit parental consent.

#### Opting Out

We completely respect your family's privacy. If you do not wish for your camper to be photographed or filmed, please complete the opt-out form included during registration. Once an opt-out is on file, our staff will be notified and will take every reasonable measure to ensure your camper is not included in photos or video content.

# SPIVA'S YOUTH SUMMER CAMPS

## FREQUENTLY ASKED QUESTIONS & GOOD-TO-KNOW INFORMATION

### AGE RANGES FOR CAMPS

#### HOW ARE THE AGE RANGES FOR CAMPS ESTABLISHED?

The age ranges for our camps are determined by several factors, outlined below:

- **Expected developmental and occupational skills** in line with curriculum standards
- **Instructor comfort and expertise** with various age groups
- **Feedback from previous camps**, which helps us refine age groupings to better suit our participants' needs

If you're interested in enrolling your child in a camp that falls outside their designated age range, please reach out to Spiva's Education Director, Des Hernandez, at [417-621-9813](tel:417-621-9813) or via email at [dhernandez@spivaarts.org](mailto:dhernandez@spivaarts.org) to discuss the camp in more detail.

**When we have students participating outside the age range who may lack the needed skill sets to complete the projects, this can require more one-on-one direction from our instructors, pulling away from the group instruction time.**

**Our primary mission is to ensure the safety of our campers while providing a positive and creative experience for all participants.**

To guarantee an optimal experience for everyone, please keep in mind that your child: (mini makers excluded)

- Must have prior experience in a classroom setting and/or be able to follow instructions and remain seated during instruction
- Must be potty-trained
- Must be of the appropriate age for the camps they are registered for, unless otherwise permitted by Spiva's staff.
- Campers who are too young for their registered camp may be asked to wait until they are old enough to participate.

### CLASSROOM POLICIES

#### WHAT IS YOUR CAMP ATTENDANCE POLICY?

We put a lot of love and planning into every day of camp, and we'd hate for your camper to miss out! To get the most out of their experience, we encourage all campers to attend every day of their session.

#### If Your Camper Can't Make It

Life happens – we get it! If your camper is going to be absent one day of camp, please give us a heads-up by emailing [dhernandez@spivaarts.org](mailto:dhernandez@spivaarts.org) or calling us at [417-623-0183](tel:417-623-0183) so we can plan accordingly.

#### A couple of things to keep in mind:

- Missed days are non-refundable and cannot be credited, regardless of the circumstances.
- Some of our camps are project-based and build day by day – so missing a session may make it harder for your camper to jump back in where the group left off. We will do our best to facilitate the best experience possible in the case of an absence with an informed decision based on the artistic mediums being used.
- Other camps feature fresh, new projects each day, so a missed day has less impact on the overall experience.

Not sure which type of camp your child is enrolled in? Just reach out & we can help!

#### WHAT IS YOUR POLICY REGARDING CELLPHONE USAGE?

We believe camp is a place to unplug, create, and connect! To help campers stay focused and get the most out of their experience, we have the following policy regarding personal devices:

#### Phones & Personal Devices

Campers are welcome to bring their phones to camp, however all personal devices must be stored in your camper's designated cubby outside of the classroom for the duration of the camp day.

Please note that cubbies are monitored by security camera, but Spiva is not responsible for lost, stolen, or damaged devices.

- Students are permitted to use their phone to communicate with parents at anytime.
- Devices that are used inside the classroom or disrupt camp activities will be held by Spiva's Education Director and returned at the end of the day.
- Repeated violations may result in campers losing the privilege of bringing devices to camp.

We appreciate your support in helping us create a focused and fun environment for all campers and camp instructors!

### PERSONAL ITEMS

To ensure a fun experience, please label all personal items with your camper's name before camp starts.

Spiva is not responsible for lost, stolen, or damaged belongings. We strongly discourage campers from bringing valuables and any items brought to camp are the sole responsibility of the camper and their family.

Any found unclaimed item will be kept in lost and found for two weeks after each session. If you believe your camper has left something behind, please contact us as soon as possible at [417-623-0183](tel:417-623-0183).

### SCHOLARSHIPS

#### DO YOU HAVE SCHOLARSHIPS?

We do offer scholarships and fee assistance to those demonstrating both financial need and creative potential.

Spiva Center for the Arts believes that all students should have the opportunity to pursue their creative interests, whatever their financial means.

Camp Fee Assistance may be awarded to a new or current student.

Download an application - [Spiva Scholarship Application](#)