



Thank you for joining us for our 2023 Summer Arts at Mason programs! The following important information will allow you to plan and prepare for your time with us at George Mason University. Please review this information carefully to ensure a safe and enjoyable camp experience for all.

WE ENCOURAGE YOU TO PRINT OUT THESE PAGES AND KEEP THEM FOR THE DURATION OF THE PROGRAM.

CONTACT INFORMATION

For Onsite Assistance, please contact:

Executive Director: Mary Lechter, 703-307-5332

Summer Art & Design Building Supervisor: Arthur Reinaltt, (703) 509-7737

Academy Office: 703-993-9889 or academy@gmu.edu

PREPARING FOR CAMP

ATTIRE

Participants should dress comfortably and appropriately. Please be advised that there may be time spent outdoors for lunch and required breaks. Students may want to bring sunscreen and bug spray to self-apply.

LUNCH/FOOD GUIDELINES

We are a nut-free camp! Please do not send your child with any snacks or lunch items containing peanuts, tree nuts, or any other types of nuts. Thank you for helping us provide a safe and enjoyable camp experience for all of our students!

- Each day, all students must bring with them:
 - A nut-free lunch and nut-free snacks**
 - A water bottle (preferably refillable)

**Students will not be allowed to purchase food on-campus from vending machines or from campus dining restaurants due to allergy concerns and program time constraints. Please make sure students bring adequate food with them to campus to last for the duration of the camp day.

- Please label lunch and/or water bottle with your child's full name. No refrigeration or heating is available, so please pack non-perishable food. Please do not bring food for your student to share.

MEDICATION:

If camp participants indicated that they will be bringing medication in the initial registration –

- **IF UNABLE TO SELF-ADMINISTER:** Please bring all medication in a clear, labeled bag with name student, name of medication, dosage, and times to be administered clearly noted. Program staff will collect medication at check-in each morning and assist participant with receiving medication as directed.
 - **IF ABLE TO SELF-ADMINISTER:** Students will be responsible for self-administering any necessary medication as prescribed.
 - **EPIPEN:** Supervisory staff are trained to administer EPIPENS in a life-threatening situation. Students requiring an EPIPEN must notify staff at check-in on the first morning and inform them of the location of their device.
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DIRECTIONS

This program takes place on the **George Mason Fairfax Campus** in the **Art & Design Building**. The general address for the university will not work for your GPS system. Please navigate using the address below:

- *Best address for GPS:* 4515 Patriot Circle, Fairfax, VA 22030

Parent/Guardians must park in **Parking LOT A**. Please print and display our [MCAA Summer Parking Pass](#) on your dashboard. Free Parking (with parking pass displayed) for check-in and check-out is available to our families for 30 minutes.

Directions to Lot A:

Enter the campus from Braddock Rd by veering right on Nottoway River Lane. Parking LOT A will be located on your left. Please look for our Academy staff and signage.

Walking Directions to Art & Design Building:

Look for Academy staff and signage and Exit Lot A via the walking path that leads directly toward Patriot Circle Road. The Art & Design Building is across the street with a large wall mural. Follow the walking path and our Academy signs toward the Lower Level Entrance of the Art & Design Building.

CAMPUS MAP

For Google Maps users, you can access an interactive version of our Campus map [HERE](#).

CHECK-IN DETAILS

Check-in Location: Art & Design Building, Lower Level
Check-in Time: 8:30 – 9:00 AM

Expect heavy traffic and activity. Please allow extra time for arrival and check-in procedures.

Parents/Guardians must escort students to the student check-in location (unless the student has an Age 15+ Self-Transport Authorization). Our Summer staff will greet you at your designated check-in location. Participants will then be escorted by our staff to their classrooms. You may begin arriving as early as 30 minutes prior to program start time. Students & families arriving before this time may be asked to wait as program staff finish check-in setup.

Parent/Guardians must park in **Lot A**, display our [MCAA Summer Parking Pass](#), and walk students to the check-in point at the **Art & Design Building, Lower Level** (Letter B on [Campus Map](#)) no later than the program start time each morning.

To ensure everyone's safety, please follow all instructions provided by onsite Summer Staff.

- **LATE ARRIVALS:** If you anticipate a late arrival, please call the main office at **703-993-9889** or email academy@gmu.edu to let us know.
 - If you arrive after 9:30am, you will need to park in Lot A and walk your child into the Lower Level entrance of the Art & Design Building and check in with a MCAA onsite supervisor. Call Summer Art & Design Building Supervisor: Arthur Reinaltt, (703) 509-7737
- **ABSENCES:** If the participant is going to be absent for that day, please call the main office at **703-993-9889** or email academy@gmu.edu to let us know.
- **LEAVING EARLY:** If participants must leave early, please email academy@gmu.edu and **send a note** with the student so that our staff can plan ahead.

AGE 15+ SELF TRANSPORT: With prior parental authorization, students ages 15+ are able to arrive to program check-in and depart from program check-out without parental escort. If your child is 15 years or older and you would like to authorize them to self-transport, you must complete Section II of our **Self-Transport Form** and **hand in the form at check-in on the first day**. Otherwise, an authorized adult must be present at the check-in table and check-out location.

[DOWNLOAD SELF-TRANSPORT FORM HERE](#)

CHECK-OUT DETAILS

Check-Out Time: 4:00 PM
Check-Out Location: Art & Design Building, Lower Level
Inclement Weather Location: See inclement weather section below

Expect heavy traffic and activity. Please allow extra time to arrive and for check-out procedures.

Authorized pick-up individuals must be present at the check-out location to check-out students (unless the student has an Age 15+ Self-Transport Authorization). Our Summer staff will greet you at your designated check-out location. Groups will be separated by programming. Please follow all signs to your camp's check-out location. You may begin arriving as early as 15 minutes prior to program end time.

Families should plan to park in Lot A, display our [MCAA Summer Parking Pass](#), and arrive for check-out at the **Art & Design Building, Lower Level** (Letter B on [Campus Map](#)) no later than 15 minutes after program end time each afternoon.

To ensure everyone's safety, please follow all instructions provided by onsite Summer Staff.

- **AUTHORIZED PICK-UP LIST:** You will be asked to provide your name and ID at the check-out location. Staff members will then check this name against a list of individuals authorized for pickup provided during initial camp registration. If you need to update this list at any time, please email us at academy@gmu.edu.
- **LATE CHECK-OUT:** Any pick-up that occurs after 15 minutes from the program end time is considered a "late pick-up". A \$10 fee for late pick-ups will be assessed every 15 minutes payable by next morning's check-in.
- **AGE 15+ SELF TRANSPORT:** Any students who have provided the 15+ self-transport waiver form (see above) will be able to check-out from the program without an authorized pick-up individual present. Students must still **check-out with program staff** before leaving. Students will be notified when they are cleared to leave. *We do not release students to ride share or taxi services.*

INCLEMENT WEATHER CHECK-OUT

To help ensure the safety of our students, families, and staff, we have different check-out procedures in the event of an severe weather situation (i.e. thunderstorms, tornado warning, or similar situation). In the event of an inclement weather check-out:

1. You will receive an email from the Academy detailing our procedures for that day's check-out. Please make sure to monitor your email for this communication as it will contain important information regarding check-out that day.
 2. When arriving on site, please follow all signage to the inclement weather check-out location.
 3. Follow all instructions from our onsite staff to ensure a safe and efficient check-out process for all.
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PARKING

Students who are driving themselves, or parents who plan to stay on campus during the program, must pay to park. The available parking options are:

- Mason Pond Parking Deck (subject to daily Mason parking rates)
- Purchase a weekly parking pass for \$35 for General Lot A
 - Parking passes can be purchased at <https://masonacademy.gmu.edu/about-us/parking/>.

Free 30-minute [Mason Lot A Parking Pass](#) required for check-in/check-out procedures.

BEHAVIOR

In the rare case that a participant displays disruptive behavior and is a hindrance to the progress of the program, that participant (and parents of a minor) will receive a verbal warning. If the behavior continues, students will be asked to leave the program permanently with no refund. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

Hitting/fighting/causing physical harm	Verbal Assault	Sexual misconduct
Profanity/disrespect to staff or participants	Refusal to cooperate	Violation of rules and policies
Possessing weapons/drugs/tobacco	Stealing	Biting/spitting
Temper tantrums	Leaving facility grounds	Bullying

ELECTRONICS

Cell phones and other electronics should not be used during the program, except during scheduled breaks or in case of emergency. Other personal electronic devices should be brought at your discretion, as we are not responsible for lost or damaged electronics.

HEALTH & SAFETY

Please use good judgment about bringing your student to our summer programs. ***If your student is sick or showing symptoms of illness, please keep them home.*** Students who become ill during the day will be guided to an isolated space supervised by an Academy staff member until the parents/guardians arrive to pick them up. In the rare case of serious illness or accident, a staff member will call 911 and then immediately contact the parent.

Camp participants are strongly encouraged to be up to date with all recommended vaccines prior to arrival. There is no pre-arrival COVID testing requirement. International participants should follow CDC guidance on travel to the United States.

Any participant who becomes ill or tests positive for COVID must depart campus within four (4) hours of symptom onset. If a participant tests positive for COVID, they are asked not to return to camp and to follow CDC guidance regarding isolation.

For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend the program.

ADDITIONAL CAMP RULES

1. Drug and alcohol use are strictly prohibited. Any student in possession of or using drugs or alcohol will be withdrawn from camp immediately with no refund.
2. Students are required to wear their name tags at all times while on campus.
3. Students must be with instructors or camp staff at all times or must have received permission from a counselor or instructor to be at a specific location. Wandering around on or off campus will not be tolerated!
4. Students are responsible for their belongings. All belongings should be labelled with name and contact information.
5. Respect for other campers' property is a must! Do not take or use property owned by someone else without permission.
6. Loud, boisterous, disorderly, or abusive behavior will not be allowed. This includes, but is not limited to: foul language, pushing, shoving, and wrestling.
7. The following behaviors are not only prohibited, but may incur additional expenses to the student and/or denial of privileges or camp attendance:
 - a. Tampering with facilities, elevators or safety equipment (fire alarms, extinguishers, etc)
 - b. Yelling out of windows or throwing objects from windows
 - c. Interfering with other groups on campus

d. Harassing or bullying anyone



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