

Camp MAC 2026 Guidelines & Policies

The Manhattan Arts Center

Phone: 785-537-4420. Office hours: Tues-Fri 12:00-4:30 pm

Camp MAC Coordinator: Aaron Bowyer, aaronbowyer72@gmail.com

Education Director: Addie Schnieder, education@manhattanarts.org

Fees & Enrollment Policies

Camp Fees:

- Art Explorers - \$145
 - Week of June 15 - \$115 (only 4 days)
- Clay Masters - \$210
 - Week of June 15 - \$170 (only 4 days)

Camp Times:

- Morning camps are from 9:00am - 12:00pm
- Afternoon camps are from 1:00pm - 4:00pm
- Lunch Bunch is from 12:00pm - 1:00pm
 - MAC does not provide food
- Students are not allowed to be dropped off more than 15 minutes prior to start of camp
- Students are not allowed to be picked up more than 15 minutes after the end of camp

Enrollment Information:

- Grade levels correspond with the grade the students completed in the 25/26 school year.
- Enrollment is taken on a first come, first serve basis.
- Once a camp is full, students will be placed on a waiting list.
 - It does not cost anything to be on the waiting list
- Enroll online through MAC's website - www.manhattanarts.org
 - Education -> Camp MAC
- The online permission forms must be completed prior to the start of camp.

Payment Policies:

- Payments are taken online during the enrollment process.
- Payment plans are available.
- Scholarships are available. Please apply online.
 - Education -> Scholarships -> Apply here

Class Cancellation:

- There is a \$20 non-refundable fee
- There is an additional \$20 non-refundable fee if cancellation is made less than 1 business days prior to the first day of camp.
- No refunds will be made after the second session of class.
- In the event that circumstances arise beyond MAC's control, MAC reserves the right to cancel a camp. You will be notified as soon as possible if that happens. You will be offered a full refund if MAC cancels.

What to Expect at Camp MAC

What to Bring/Wear:

- Dress in clothes that can get dirty and are comfortable to move in
- Closed toed shoes only
- A water bottle and snack
 - MAC does not provide food
- Lunch - for those who sign up for lunch bunch
 - MAC does not provide food
 - Monday and Wednesday we will walk to Teddy Roosevelt Elementary to take part in their free community lunch!
 - Tuesday, Thursday, and Friday we will be eating lunch at our Outdoor Classroom.
- A hat and sunscreen for outdoor activities

Personal Electronics Policy:

- Please complete the Camp MAC Student Policy Agreement
- Students should leave their personal games, electronics, or any other valuables at home.
- No personal electronics, video, digital games, or social media may be used by campers during camp.
- Camp MAC staff reserves the right to confiscate any electronic or personal items that become a problem during camp.
 - These will be returned to the parent or guardian at pick up.

Drop off & Pick up:

- Drop Offs
 - Please drop your student at the Annex on the Art Studio side.
- Pick Ups
 - Please pick up your student at the Annex on the Art Studio side.
 - The adult picking up must be on the list of authorized people
 - Photo ID will be required on the pick up.
 - If your student is walking or riding their bike home -
 - Prior authorization must be given to the Camp Staff

- You must be available by phone in case of an emergency or bad weather
- Camp Staff is not authorized to transport students

Absenses:

- Please notify us if your child will be absent, dropped off late, or picked up early.
- No refunds will be issued for missed days.
- If your child is not feeling well, please keep them home.
 - Should your child become too ill to participate during the day, we will call you to come pick them up.

Lunch Bunch:

- If you would like your students to participate in Lunch Bunch please purchase the addition to your enrollment.
 - If your student is in a morning and afternoon camp you need to purchase Lunch Bunch once.
- Monday and Wednesday we will walk to Teddy Roosevelt Elementary to take part in their free community lunch!
- Tuesday, Thursday, and Friday we will be eating lunch at our Outdoor Classroom.

Behavior Issues:

- Camp Staff will work to resolve behavioral issues with students.
 - We make every effort to nurture and support campers.
- Should the behavior escalate the following procedures will occur.
 - First infraction: Staff talks to the student individually to work to resolve the issue.
 - Second infraction: Camp Coordinator will work with the student individually to work to resolve the issue.
 - Third infraction: Camp Coordinator will contact the parent or guardian of the student to work together to resolve the issue.
 - Fourth infraction: Student will be asked to leave the current camp.
- If your student has behavioral issues of which we should be aware of to better support them, please contact the Camp Coordinator, Aaron Bowyer.
- MAC reserves the right to escalate the behavior procedure should the safety of staff and students become a concern.

Emergency Policy:

- Minor injuries will receive appropriate first aid.
- In the event of an extreme medical emergency requiring immediate treatment, the following procedure will occur.
 - Parents or guardians and emergency personnel will be contacted concurrently.
 - The responding emergency team will determine whether hospitalization is necessary.

- If a hospital visit is required, the student will be transported to the closed hospital by ambulance.
- Parents and guardians are responsible for all costs involved in emergency medical treatment.

Camp MAC Student Policy

Please fill this out and return to Camp Staff on the student's first day of camp.

Parent Information Section:

As the parent of a Camp MAC camper, I understand that:

- Students should not be dropped off unaccompanied 15 minutes prior to the start of camp.
- Students must be picked up no later than 15 minutes after the end of camp.
- I will inform staff if the student is leaving early
- Camp MAC does not supply food.
- Students are encouraged to bring a water bottle.

Student Agreement Section:

As a Camp MAC camper:

- I promise to be respectful of the instructors, staff, and other students by listening to instructions, by keeping my hands to myself, and by not disrupting other students.
- I will NOT use my cell phone or tablet during camp.
- If I don't get to do what I want when I want, I will trust my instructors' decisions and will do my best to understand that each lesson is an important part of the whole camp experience.
- I will have fun!

Parent Signature: _____

Student Signature: _____