



## COCA Summer Arts Camps 2018 Parent Guide

Welcome to COCA! We look forward to seeing you and your child this summer. You'll notice a few changes. COCA is under construction; we are expanding our building as part of the Create Our Future Campaign. We have already improved our parking with a brand new garage, opened some beautiful renovated spaces in our building, and temporarily moved our main entrance to Trinity Avenue.

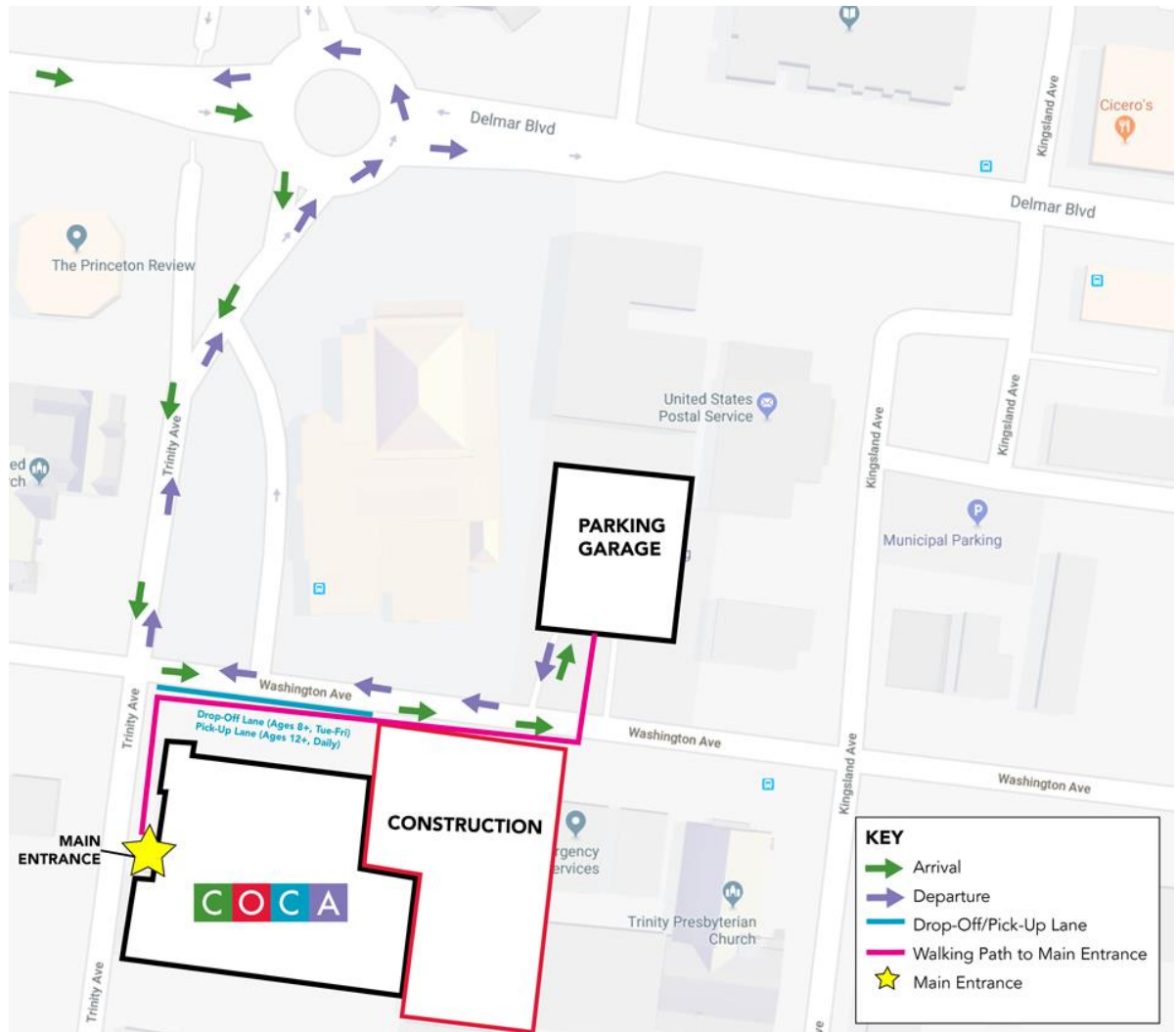
### Directions:

COCA is located at 524 Trinity Ave., University City, MO 63130. From Delmar, turn south on Trinity Ave. (at the roundabout) and go one block south.

### NEW Parking Garage:

Free parking is provided across Washington Ave. from COCA in a new parking garage shared with Washington University. To help with traffic flow, please exit the garage by turning right (west).

There is more than enough parking in the new parking garage, however, limited street parking is also available. Please follow all University City parking rules.



### Drop-Off:

#### ***Mondays Only***

- **All Campers:** Parents/caregivers must park and walk their campers into the building, beginning at 8:50am/12:05pm.

#### ***Tuesdays - Fridays***

- **Campers Ages 7 and Under:** Parents/caregivers must park and walk their campers into the building, beginning at 8:50am/12:05pm.
- **Campers Ages 8+:** Parents/caregivers are welcome to drop off their campers starting at 8:50am/12:05pm at the corner of Trinity and Washington Avenues in the designated Drop-Off Lane, on the south side of Washington Avenue. Campers will be escorted inside by a COCA staff member.

### Pick-Up:

- **Campers Ages 12 and Under:** Parents/caregivers must park and come inside to sign out their campers.
- **Campers Ages 12+:** Campers may sign themselves out **with a signed Student Release Form**. Parents/caregivers should pick-up their campers in the designated Pick-Up Lane on the south side of Washington Avenue.

### **Drop-Off & Pick-Up Schedule:**

- 7:30AM Before Care Drop-Off Begins
- 8:50–9:00AM Morning/Full-Day Camp Drop-Off
- 11:45AM Morning Camp Pick-Up
- 12:05–12:15PM Afternoon Camp Drop-Off
- 3:00PM Afternoon/Full-Day Camp Pick-Up
- 6:00PM After Care Pick-Up Ends

*Children waiting in hallways and lobbies before and after camps are NOT supervised by staff or faculty. Unattended children will be placed in Before or After Care and parents will be charged.*

### **Before Care/After Care:**

- **Before Care:** 7:30-9:00 AM; daily cost: \$15; weekly cost: \$40
- **After Care:** 3:00-6:00 PM; daily cost: \$20; weekly cost: \$75

*Payment may be made to the camp manager or Registration Office. Offered at both the COCA and Westminster camp locations. Some exclusions apply for off-site camps.*

### **Paperwork & Authorization Forms – ATTACHED, PLEASE COMPLETE AND RETURN ASAP**

1. Behavior and Safety Form – REQUIRED FROM ALL CAMPERS
2. Student Release Form – REQUIRED FROM CAMPERS AGES 12+
3. Authorization to Administer Medication – REQUIRED FROM CAMPERS BRINGING MEDICATION
  - a. Must be signed by physician and parent
  - b. **Medical Conditions & Allergies:** If your child has a life-threatening medical condition or allergy, or will carry medication to camp, contact COCA to create or provide a medical action plan, in addition to the signed Authorization to Administer Medication form.

### **All paperwork must be returned to COCA prior to your camp.**

- Email to [registration@cocastl.org](mailto:registration@cocastl.org)
- Drop off in the COCA Registration Office
- Mail to COCA, ATTN: Registration, 524 Trinity Ave., St. Louis, MO 63130

**What to Wear:** Campers should wear comfortable clothing in which they can paint, move and play, and closed-toe shoes. Special dancewear requirements, when needed, were included in the confirmation letter.

**Early Childhood Camps (Ages 5 and under):** Please bring a COMPLETE set of extra clothes, in a ziplock bag, marked with your child's name. Clothes will be sent home at the end of the week.

### **Lunch/Snack:**

- **Full Day Campers:** Please bring a sack lunch, drink, and two snacks.
- **Half Day Campers:** Please bring a drink and one snack.

*Nut-free lunch table provided. Soda/juice machines available. Refrigeration and microwave NOT available.*

**Friday Culmination Events:** Some campers will exhibit or perform their work on Friday, the last day of camp – family and friends are invited to attend! Some camps do not lend themselves well to a formal culmination, and therefore will not have one. If your child's camp has a culmination, you will receive times and locations on Wednesday.

*Performances run 15-30 minutes. CULMINATIONS WILL START ON TIME; please allow time for parking.*

**Cell Phone & Electronics Policy:** The use of cell phones is prohibited during camp hours and families are asked to have their children leave electronic tablets and games at home. COCA is not liable for the loss or damage of personal cell phones or other electronic devices at camp.

**Lost and Found:** Lost items are stored in Lost & Found bins throughout the building. Lost items are taken to Goodwill at the end of each camp week.

### **Important Contact Information:**

- **Information and Assistance:** COCA Registration Office: 314.561.4898; [registration@cocastl.org](mailto:registration@cocastl.org)
- **General Questions:** Missy Wright, COCA University City Camp Manager: 314.561.4871
- **Medical Concerns:** Sarah Bliss, Assistant Director of Administration: 314.561.4859, [sbliss@cocastl.org](mailto:sbliss@cocastl.org)