STUDENT / PARENT INFORMATION
Middle School Program (MSP) Summer Camps, Ages 10-13

Helpful Links
Summer camp schedule: tinyurl.com/msp-summercamps
Downloadable PDFs, including a summer camps FAQ: tinyurl.com/msp-formsdownloads

Registration Confirmation
Please review your registration confirmation email carefully and contact Continuing Studies at 312.629.6170 if any information is incorrect. Please note that a welcome email will be sent approximately three days before your first class, which will list updated information such as room locations.

Building Codes
AIC-FRONT: Front lobby of the Art Institute of Chicago, 111 South Michigan Avenue
CO: Columbus Drive Building, 280 South Columbus Drive
MC: MacLean Center, 112 South Michigan Avenue
SC: Sullivan Center, 36 South Wabash Avenue
SP: Sharp Building, 37 South Wabash Avenue

Cancellations and Schedule Changes
Continuing Studies reserves the right to cancel or alter the fees, schedule, or staffing of courses when circumstances warrant. If a cancellation or change is necessary, students will be notified prior to the first class, and students enrolled in cancelled courses will have the option of taking another class or receiving a full refund.

Note: Courses with low enrollment may be cancelled a week or more prior to the start date, thus early registration is encouraged.

Refund Policy
Note: A cancellation fee of $100 will be charged for withdrawals after Friday, May 22, 2015.

All withdrawal requests must be submitted in writing to cs@saic.edu and include the student’s name, ID number, and course information. The date the request is received in writing is the date used to calculate the refund amount.

- 100% tuition refund prior to Friday, May 22
- 100% tuition refund less $100 cancellation fee after May 22 and prior to the second class
- No refunds will be issued after the second class has met

Refunds take four to six weeks to process, depending on payment type.

Note: Non-attendance does not constitute an official withdrawal, nor a cancellation of tuition and fees. Students must submit a withdrawal request in writing to cs@saic.edu prior to the second class meeting to qualify for a refund.
**MSP Age Ranges**
If you prefer to have your 10-year-old enrolled in the Children’s Workshops in Art and Creativity Multi-Arts Camps rather than the Middle School Program Summer Camps, please call the CS office at 312.629.6170.

**Consent Form**
A signed Consent Form is required to participate in the Middle School Program Summer Camps at SAIC; failure to submit a signed Consent Form prior to the first class may prevent participation.

**Field Trips**
MSP students visit the museum, surrounding parks, local businesses, and public art areas to sketch and learn about contemporary art and design. Students without a signed Consent Form miss out on these educational opportunities and must stay behind.

**Permission for Unescorted Dismissal**
Students are not permitted to leave campus unescorted without prior written approval indicated on the Consent Form.

**Day One Check-In**
Parents/guardians must accompany their child(ren) on the first day of class for check-in to complete required paperwork. Check-in will take place in the building in which the class is being held. Details are included in the welcome email sent approximately three days before the first class.

**Day One Parent/Guardian Orientation**
Optional orientation sessions will be offered at 9:15 a.m. (morning and all day sessions) and 1:45 p.m. (afternoon session) on the first day of class. These brief orientation sessions are highly recommended for new parents/guardians as they cover drop-off and pick-up procedures, introduce you to the Youth Programs staff, and are an excellent opportunity to ask questions. Orientations take place in the Columbus Drive Building, 2nd floor café and last about 20 minutes.

**Drop-Off/Pick-Up**
After day one check-in, curbside drop-off and pick-up will be available and facilitated by instructional staff. Students should be dropped off and picked up curbside in front of their building entrance.

Drop-Off 8:40 a.m.-9:00 a.m.  
Pick-Up 5:00 p.m.-5:20 p.m.

*Note: Continuing Studies staff is not available to supervise students outside of the drop-off and pick-up times indicated above. Habitual early arrivals or late dismissals will not be tolerated and may prevent participation. Drop-off/pick-up affected by inclement weather may be brought inside.*

**Pick-Up Passes**
Parents/guardians will be issued two Pick-Up Passes per student at check-in, labeled with the student’s individual SAIC ID number. Parents/guardians and their designees must present a student’s Pick-up-Pass to instructional staff upon request. Failure to present a Pick-up-Pass upon request may result in a delay while permission to release a student is obtained from the parent/guardian listed on file.

Parents/guardians may also email Continuing Studies at cs@saic.edu to notify us of alternate pick-up arrangements if a Pick-up-Pass cannot be presented. Please note that emails should be sent at least 2 hours ahead of time to ensure that instructional staff has been notified. Designees will be asked to show their state id or license when picking up a student for safety purposes.
The Pick-Up Pass is not a parking pass; parents/guardians should not leave their vehicle unattended under any circumstances. Students with unescorted dismissal do not need Pick-up Passes.

**Discounted Parking**
SAIC does not have parking facilities. Discounted parking is available at the Mid-Continental Plaza Building at 55 East Monroe Street after 4pm on Monday through Friday or any time Saturday and Sunday, and is valid for up to seven hours. Registered students may apply for a discount card at the garage office on level P2. Students must show a current ARTICard to receive the parking discount. There is also paid parking available on Columbus Drive and at the Millennium Parking Garage.

**Communication**
Continuing Studies will attempt to alert students/parents to any changes during the term, such as road closures that affect drop-off and pick-up locations, room changes, instructor changes, and holiday breaks, among others. Please make sure to provide an active email address during registration so we are able to communicate effectively.

**Scheduling Conflicts**
Students enrolled in the Middle School Program are expected to attend all classes at the scheduled time. However, we understand that circumstances may warrant absences, tardiness, or early dismissal. Please coordinate scheduling with your child’s instructor or contact Continuing Studies at 312.629.6170 or cs@saic.edu. Instructors are unable to provide extensive make-up plans or meet outside of regularly scheduled class times.

**Classroom Visits**
Parents may visit classes for the first and last ten minutes of class if necessary. We also encourage parents to meet instructors at check-in and ask any follow up questions at pick-up or via email.

**ARTICard (Student ID)**
All students will receive an ARTICard, SAIC's mandatory identification card. This card permits access to School facilities and the Art Institute of Chicago Museum, and must be worn at all times. Students who send in the required items (see below) will receive their id on the first day of class. Students who are unable to attend the first day should still send in their photo for an id.

We are now printing ids before the first class- please visit the following link for instructions: http://tinyurl.com/CS-articard

Info on refunds and FAQs: tinyurl.com/articardFAQ

**Exhibitions**
All classes culminate in a final exhibition on the last day of class unless otherwise noted. Details are covered in the parent orientation and sent near the end of the term via flyer/email.

**What to Wear**
Students should wear clothing in which they can move comfortably. No sandals (including flip flops), bare midriffs or otherwise inappropriate or movement limiting clothing. Shorts or leggings should be worn under skirts and dresses. Please make sure that students have appropriate outdoor attire, as classes often go outside for sketching, snack breaks, and public art viewings.

Since our students experiment with a wide variety of materials, you may want to send an oversized t-shirt of smock to protect clothing. Art classes can be messy!
Food/Drinks
Students must bring a non-refrigerated bag lunch, snacks, and drinks. Students have two snack breaks (mid-morning and mid-afternoon) and one lunch break. Camp assistants provide supervision during the lunch hour. Students may also purchase food and drinks at the School’s dining facilities located within the Columbus Drive Building (280 South Columbus Drive, second floor) and the LeRoy Neiman Center in the Sharp Building (37 South Wabash Avenue, second floor).

Note: Due to the increase in severe nut allergies, we ask that students do not bring any foods with nuts in them. This is for the safety of all students, and we thank you in advance for your cooperation!

Supplies
Supplies are provided at no additional cost to the student.

Road Closures + Loop Events
Due to SAIC’s downtown location, city events may impact roads and access to buildings. CS will attempt to alert all parents and students well ahead of time regarding any road closures through flyers, email, and/or social media. Public transportation is always recommended during these closures. We appreciate your patience in advance.

Electronic Devices
Electronic devices such as Game Boys, iPods, iPads, cell phones, etc., are not permitted unless they are an approved part of the curriculum (camera phones, etc.). Electronic devices may be used during lunch and for emergency situations only.

Allergies and Other Medical/Health Conditions
Parents/guardians of students with allergies and/or other medical/health conditions that might require emergency assistance should complete an Allergy History Form and/or Emergency Action Plan form, or email cs@saic.edu. This information is confidential and only shared with program staff.

Accommodations for Students with Disabilities
The School of the Art Institute of Chicago is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Continuing Studies students with disabilities should call 312.629.6170 or email cs@saic.edu for further information. Parents/guardians are strongly encouraged to provide any information that will ensure a positive experience for all participants. This information is confidential and only shared with program staff.

SAIC Security Alert System
To sign up for SAIC’s security alert system, please visit http://www.saic.edu/forms/life/parentnewsletter/ and fill in the request form. Please note that parents cannot sign up for this unless their child is a current student; registration should be complete and a registration email sent to you with a student ID.

CS on FaceBook
Make sure to like Continuing Studies @ SAIC on Facebook for extra information, instructor news, and images of work created in our programs.

Have additional questions? Feel free to contact us, M-F, 8:30 a.m. – 4:30 p.m.

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