

## **2017 SUMMER ART CAMP FINANCIAL ASSISTANCE APPLICATION PACKAGE**

The Niagara Pumphouse Arts Centre, with the financial support of The Niagara Community Foundation 2017 Summer Camp Grant is offering Niagara children in financial need the opportunity to participate in our Summer Art Camps. The opportunity to go to Summer Art Camp at The Niagara Pumphouse Arts Centre helps children develop new artistic skills, get their hands messy, make new friends, raise their self-esteem and have fun!

Summer Art Camps are either half-day or full-day programs.

The complete application package will include applicant identification, declaration of financial need and Niagara Pumphouse collections of personal information privacy statement will be required to apply for funding.

To be eligible the applicant must reside in Niagara Region and demonstrate financial need.

Please take a moment to provide The Niagara Pumphouse Arts Centre's Selection Committee with some required information so that your request for financial assistance can be assessed. Any information you provide will be kept strictly confidential.

Incomplete applications will result in disqualification.

### **THE FOLLOWING DOCUMENTS MUST BE INCLUDED IN THE APPLICATION PACKAGE**

1. APPLICANT IDENTIFICATION
2. SUMMER ART CAMP SELECTION
3.
  - A. DECLARATION OF FINANCIAL NEED
  - B. ATTACHMENT
4. NIAGARA PUMPHOUSE COLLECTION OF PERSONAL INFORMATION PRIVACY STATEMENT

**Please complete application on computer using Adobe Acrobat or print and fill in**

**Submit completed applications to:**

The Niagara Pumphouse Arts Centre

ATTN: 2017 Summer Camp Financial Assistance Selection Committee

247 Ricardo Street, P.O. Box 676

Niagara-on-the-Lake, ON L0S 1J0

[office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca)

**1: APPLICANT IDENTIFICATION**

PLEASE PRINT CLEARLY:

CHILD'S NAME:   Male  Female

FIRST

LAST

DATE OF BIRTH:  /  /   
YYYY MM DD

HEALTH CARD #:

ADDRESS:  BOX #:

CITY:  POSTAL CODE:  TELEPHONE # (HOME):

E-MAIL:   Please send me newsletters/information via email

**PARENT/GUARDIAN # 1**

**PARENT/GUARDIAN # 2**

**EMERGENCY CONTACT**

NAME:

NAME:

NAME:

RELATION:

RELATION:

RELATION:

WORK PHONE #:

WORK PHONE #:

HOME PHONE #:

CELL PHONE #:

CELL PHONE #:

OTHER PHONE #:

**Emergency Contact:** Has permission to pick up your child and will be called if a parent/guardian cannot be reached in an emergency.

List anyone who is **NOT ALLOWED** to pick up your child:   
NAME AND RELATIONSHIP TO CHILD

**AUTHORIZATION:**

Yes  No Does your child have any special needs that we need to know about?

If YES, please specify:

Yes  No Does your child have allergies?

If YES, please specify:

Yes  No Does your child carry an Epi Pen?

Yes  No Does your child take medication?

If YES, please specify:

Yes  No I give permission for my child to be photographed. Photographs may be used in promotional material. The Niagara Pumphouse Arts Centre reserves the right and permission to publish, reproduce, distribute and/or otherwise use any still or moving photograph for promotion, marketing and social media. The Niagara Pumphouse Arts Centre shall be released from and against any and all liability resulting from its use of the photos or related to my use of the product.

**PROGRAM GUIDELINES:**

**ATTENDANCE:** Classes will be held at the Niagara Pumphouse Arts Centre, located at 247 Ricardo St., NOTL

- Our “Drop-In” programs do include or require parent participation.
- Some projects carry over from one class to the next. Avoid missing a class. No make-up classes will be offered.
- All parents MUST sign their child in and out. If anyone other than who is listed on registration form is picking up your child, please provide us with written consent.
- Please drop off and pick up your children on time.

**FOOD:** For full day programs, students must bring their own water, lunch and snacks that do not require refrigeration.

- Students are not allowed to share their food with any other members of the class.
- **Due to severe allergies, all food MUST be NUT-FREE.**

**VISITORS:** Your child’s safety is important to us and we do not allow visitors in the studio. The only exception is scheduled visits by press photographers who will always check in with the instructor.

Parents are asked to leave during our classes. Exceptions may be made in case of special learning requirements.

If you need to remove your child from class during regular hours, please inform the instructor prior to the start of the specific session.

**CLOTHING:** Please ensure that your child comes dressed appropriately for an art class. They will be doing some activities that will be messy, so, they should either wear clothes that can get dirty, or else bring a smock.

- In the summer, pack a hat and sunscreen; in wet weather, pack indoor shoes; in winter, pack indoor shoes, boots and outdoor clothing.

**PROGRAM POLICIES:**

**REGISTRATION:**

- Pre-registration is required 14 days prior to the start of all classes and workshops.
- Classes require a minimum number of students to proceed. If a course is cancelled, registrants will be given one week’s notice.

**BEHAVIOUR:**

- During class time, the instructor and/or assistant(s) will supervise the children at all times.
- If you have a child with special learning requirements, please talk to program staff when registering.
- **Zero Tolerance:** Any person who inflicts physical or verbal harm onto another person will be expelled from the class immediately and remain suspended until contacted by the program instructor. If a student breaks this policy, the contacts on the registration form will be called and the student must be picked up and removed from the premises immediately.

In registering the child named in this form to attend the Children & Youth Program at the Niagara Pumphouse Arts Centre, I, the undersigned parent/guardian hereby agree as follows:

1. To permit my child to participate in the full range of the Niagara Pumphouse Arts Centre Children & Youth Program activities.
2. I understand that some program activities may have an inherent risk factor and that all appropriate precautions will be taken for participant safety. I agree not to hold the Niagara Pumphouse Arts Centre or any of its employees responsible in the event of an injury to my child.
3. I understand and agree to the Niagara Pumphouse Arts Centre Program Policies as stated above.

Parent/Guardian Signature

Date

Relationship to Child

2: SUMMER ART CAMP SELECTION

Please rank preference for Summer Art Camp weeks below (1= first choice, 2= second choice...etc) based on your availability. Rank all 1-6 if available for any week.

Ranking	Half-Day Camps	Ranking	Full-Day Camps
	July 10 – 14, 1:00 -4:00 p.m.		July 17 – 21, 9:00 a.m. – 4:00 p.m.
	July 24 – 28, 1:00 – 4:00 p.m.		August 7 – 11, 9:00 a.m. – 4:00 p.m.
	August 14 – 18, 1:00 – 4:00 p.m.		August 21 – 25, 9:00 a.m. – 4:00 p.m.

3A: DECLARATION OF FINANCIAL NEED

I,  (Parent/Guardian Name Printed) **earn a net family income (after taxes) of**

\$  . **My child**  (Child's Name Printed) **would greatly benefit from**

**participating in Summer Art Camp at The Niagara Pumphouse Arts Centre, which I would not otherwise afford.**

**Parent/Guardian Signature**

**Date**

3B: ATTACHMENT

For The Niagara Pumphouse Arts Centre Selection Committee to assess your application, please provide us with the most recent copy of any of (one) the following documentations for you and/or your family:

most recent paystub

or

2016 Statement of Adjustments from Revenue Canada

or

a letter of verification of income from a third party confirming financial need

#### 4: COLLECTION OF PERSONAL INFORMATION PRIVACY STATEMENT

The personal information collected in the context of The Niagara Pumphouse Arts Centre's 2017 Summer Art Camp Financial Application, hereinafter referred to as the '*application*', is for the sole purpose of determining eligible recipients by The Niagara Pumphouse Arts Centre Selection Committee.

This committee includes: representatives from The Niagara Pumphouse Arts Centre Staff and Board of Directors, hereinafter referred to jointly as the "*Selection Committee*".

**Records and Record Retention:** Be assured that all records pertaining to application will be reviewed and evaluated in confidence by the Selection Committee. Once the decision making process is complete, application records will be kept and securely retained by The Niagara Pumphouse Arts Centre.

**Security of Applicant's Personal Information:** Information collected is for the sole purpose of evaluating the application and contacting the applicant.

No information collected on the application can or will be disclosed to any individuals other than the Selection Committee, without written consent of the individual applicant. Personal contact information will be used for the sole purpose of this application.

Successful applicants must agree to fill out a survey following the conclusion of the program based on the experience of the student. The comments shared in the survey will be shared with The Niagara Community Foundation as part of our 2017 Summer Camp Grant final reporting requirements.

Any questions pertaining to the collection of information for the application can be directed to The Niagara Pumphouse Arts Centre office: [office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca) or 904-468-5455.

I,  (Parent/Guardian Name) **have read and understand the information presented in the collection of personal information privacy statement for the purposes of this application and have taken a copy of this to retain for my records.**

**Signature**

**Date**