

## Summer Art Camp: Daily Structure + FAQ for Instructors

This document outlines the basic daily schedule and frequently asked questions to help instructors understand the flow of camp and prepare accordingly. It is designed both for new applicants and returning instructors and will also be included in the internal planning binder.

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### OVERVIEW

Each camp is a five-day experience (Monday–Friday) with either full-day or half-day sessions depending on the age group. Camps are held at the North Dakota Museum of Art or an affiliated UND location. Camps are facilitated by professional teaching artists with support from trained high school or college-aged helpers.

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### STANDARD DAILY SCHEDULE (FULL-DAY CAMPS)

- **8:30 AM** – Instructor Arrival + Set-Up (Please arrive by 8:30 AM on the first day of camp.)
- **9:00–9:15 AM** – Camper Arrival + Check-In
- **9:15–10:30 AM** – Project Work Block 1
- **10:30–11:00 AM** – Snack Break + Outdoor Time (Camp Director and Helpers supervise; Instructors may take a break)
- **11:00–12:30 PM** – Project Work Block 2
- **12:30–1:30 PM** – Lunch Break + Outdoor Time (Camp Director and Helpers supervise; Instructors may take a break)
  - *We suggest you bring your own lunch. You may pre-order from the Museum Café, but please be ready to instruct when break is over.*
- **1:30–3:00 PM** – Project Work Block 3
- **3:00 PM** – Camper Pick-Up (Clean-up and goodbyes begin at 2:45 PM)

**Friday Schedule Note:** The final day of camp includes a **2:00 PM reception** where campers share their work with family and friends. Please prepare a simple display and help guide the campers through the showcase. Tables are available on site. If you would like easels, please coordinate with museum staff.

**HALF-DAY CAMPS** typically run from 9:00 AM–12:00 PM or 1:00–4:00 PM and follow a condensed version of the full-day schedule. These camps are usually four days long and require special coordination with the Museum. Full-day camps are preferred. Half-day proposals may or may not be approved—some years one or two are accepted, and other years none. Approval is not guaranteed.

### **Morning Half-Day Schedule:**

- **8:45–9:00 AM** – Instructor Arrival + Set-Up
- **9:00–9:15 AM** – Camper Arrival + Check-In
- **9:15–10:15 AM** – Project Work Block 1
- **10:15–10:30 AM** – Snack Break
- **10:30–11:45 AM** – Project Work Block 2
- **11:45–12:00 PM** – Clean-Up + Camper Pick-Up

### **Afternoon Half-Day Schedule:**

- **12:45–1:00 PM** – Instructor Arrival + Set-Up
- **1:00–1:15 PM** – Camper Arrival + Check-In
- **1:15–2:15 PM** – Project Work Block 1
- **2:15–2:30 PM** – Snack Break
- **2:30–3:45 PM** – Project Work Block 2
- **3:45–4:00 PM** – Clean-Up + Camper Pick-Up

**Thursday Reception Note:** Thursday is the final day for half-day camps. Each session includes a short reception for families:

- **Morning camps:** 11:00 AM reception
- **Afternoon camps:** 3:00 PM reception

Instructors should coordinate with staff to organize a simple end-of-camp presentation or display. Let staff know in advance if you'd like tables or easels for showcasing camper work.

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## **PREPARATION & PLANNING NOTES**

- **Plan More Than You Think You Need** – Campers often finish projects quickly. Always have 1–2 extra small activities, games, or “slow-down” options on hand.
- **Daily Debriefs** – Use the last 5–10 minutes to reflect, share work, or preview the next day.
- **Flexibility is Key** – While the structure helps with rhythm, feel free to adjust based on group energy, weather, or material drying times.

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## **FREQUENTLY ASKED QUESTIONS (FAQ)**

**Q: Can I use the Art Building facilities (like ceramics, printmaking, or sculpture studios)?**

A: Generally, no. While we may be able to borrow certain tools or make limited accommodations, instructors should not plan to use UND studio classrooms. We are guests on this campus and in this building, and we must respect those boundaries. If you are unsure about a specific need, please ask—staff can often help find a creative compromise.

**Q: Are we responsible for discipline or behavior management?**

A: Helpers are there to support day-to-day guidance, and Museum staff are available if serious issues arise. Maintain a calm, consistent tone, and alert staff if something feels disruptive.

If a camper is behaving in a disrespectful or disruptive manner, follow this sequence:

1. Verbal warning
2. Time out
3. Camper meets with the Summer Art Camp Director  
*At this point, the Camp Director takes over. Steps 4 and 5 are handled by Museum staff as appropriate.*
4. Parents are called and the camper is removed for the remainder of the day
5. Depending on the severity of the behavior and actions the following day, a decision will be made about the camper's attendance for the rest of the week

**Q: What if I finish early or run out of material?**

A: That's expected! Have backup plans (drawing prompts, collage trays, games, or storytelling). Staff can also help pull out bonus supplies if needed.

**Q: Who handles set-up and clean-up?**

A: Instructors lead project prep and cleanup with helpers assigned to support you. Museum staff will assist with any major needs.

**Q: What if a child doesn't want to participate?**

A: Encourage, but never force. We recommend setting up a low-stakes station (books, sketching, fidget items) for kids who need a break.

**Q: Are parents allowed to stay?**

A: Not during regular camp unless it's a special session for very young children. We host a Friday showcase where families are encouraged to attend.

**Q: Are kids allowed to bring their cell phones?**

A: Cell phones are allowed, but we ask that they remain in backpacks during camp hours. If a camper is using their device in a way that's disruptive, instructors can ask them to put it away. Please inform the Camp Director if this becomes a recurring issue.

**Q: Will I get a helper?**

A: Yes. Each camp is assigned 1–2 trained helpers who will be with you all week.

**Q: What about lunch and snacks?**

A: Full-day campers should bring a packed lunch. The Museum provides a daily snack. During lunch and snack time, campers go outside with the Camp Director and Helpers (weather permitting), giving instructors a well-deserved break.

You're welcome to order lunch from the Museum Café, but we recommend picking it up yourself to ensure you're back in time to teach. Instructors are responsible for arranging their own meals and snacks.

**Q: Can I teach outside?**

A: Absolutely. Outdoor art-making is encouraged when weather permits. Let staff know if you'd like to work outside so we can help with logistics. We are located next to the coulee, which serves as a seasonal breeding ground for duck and goose families. Given the time of year, there may be droppings on the grass and walkways. Please plan accordingly and help supervise campers to ensure they're safe and comfortable outdoors.

**Q: I'm a parent—can I bring my own child to camp?**

A: We understand that childcare needs come up, but we do not allow instructors to bring their children to camp informally. If you'd like your child present—even for a day—you **must** notify Museum staff in advance and sign a waiver to have them on campus. If you'd like your child to participate in your camp (or any of our camps), a generous staff discount is available.

**Q: As an instructor, do I get a free camp shirt or any perks?**

A: While shirts and merchandise are not automatically provided, instructors receive a **generous discount** on any Summer Art Camp merch that may be offered during the season.

**Q: What supplies am I responsible for?**

A: Each instructor receives an additional **\$250 budget** to be used specifically for supplies. You should plan to have enough materials for **at least 20 campers**. Any materials left over at the end of the week become Museum property. Any amount not spent from your supply budget does not carry over and is not paid out to the instructor.

**Q: What should I bring?**

A: Once selected, instructors receive a full Welcome Packet including supply request forms, museum policies, and logistical details. Bring a reusable water bottle, lunch or snacks, personal materials, and any comfort items you like for long days.

**Q: Why isn't camp held at the Museum itself?**

A: While the North Dakota Museum of Art is our home base, space limitations and

exhibition schedules often make it challenging to host camps directly inside the galleries. Instead, we hold camp at nearby UND facilities to ensure instructors have dedicated classrooms, flexibility for messy projects, and easy access to outdoor space. All camps will take part in a Museum tour, led by the Education Director. Tours typically last 30–60 minutes and are scheduled during the camp week. In addition, instructors are always welcome to bring their campers into the galleries at any time for inspiration or reflection.

**Q: Where do I park? Is it paid for?**

A: Parking information will be provided before camp begins. Museum staff will coordinate with UND to arrange permits for instructors. You will receive a parking pass form to fill out and a map showing where to park. If you already have an active UND parking pass, you do not need to complete the form. You will not have to pay out of pocket. If for any reason you get a parking ticket, please contact Museum staff so we can handle it.

**Q: In the unlikely event of a child injury, who do I contact? Is this handled by staff?**

A: Yes. Any injury, no matter how minor, should be reported to the Camp Director immediately.

We follow this protocol:

1. Minor injuries are treated on site using our first aid kit (located in the supply area).
2. If the incident appears more serious, **911 will be called immediately.**
3. Parents or guardians will be notified as soon as possible—**even if emergency services are not ultimately needed.**

Please err on the side of caution and involve the Camp Director right away in any situation involving injury, illness, or distress. An incident report will be completed for all injuries, including documentation from any witnesses.

**Q: Is music permitted for class use?**

A: Yes, but please keep it appropriate and at a moderate volume. If you're unsure whether something is appropriate, check with museum staff.

**Q: Is there a backup plan if the instructor gets sick and cannot work?**

A: Instructors should notify the Camp Director as soon as possible. We will work with you to find emergency coverage, though advance planning is always encouraged in case of illness.

**Q: What is the pay rate for instructors?**

A: The standard pay for a full-week camp is **\$1,150**, but this may be adjusted based on factors such as camp length, enrollment, or budget fluctuations. Individual artist contracts may differ depending on experience, project complexity, and available funding. Final compensation is confirmed in writing upon contract issuance.

**Q: Are travel stipends available?**

**A:** A limited number of travel stipends may be available for instructors in special circumstances. These are not guaranteed and are offered at the discretion of Museum staff based on need and funding. In the past, stipends have been awarded to instructors traveling four or more hours to reach Grand Forks. If you believe travel support may be necessary for your participation, please let us know early in the planning process.