

# 2018 ART + TECHNOLOGY LAB AFTER SCHOOL PROGRAMME

For students age 11 - 14 years



**BNG Art + Technology Lab** is a creative digital art-making summer camp programme for middle school students. Students will learn photography skills as well as create and publish their own digital photo story book using cameras and iPads.

**After school programme start Sept. 24 and end Nov. 26. 2018**

**Cost: \$100 Family Members/ \$150 Non-Family Members.**

**All equipment and supplies provided by BNG.**

Classes run every Mondays from 4:00pm - 5:00pm

Located at Bermuda National Gallery, City Hall, 2nd floor, Hamilton.

If you have any questions, please contact: [education@bng.bm](mailto:education@bng.bm) / 295-9428

**All BNG instructors are First Aid, CPR, SCARS, Mental Health First Aide, and SunSmart trained and certified.**

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# 2018/19 BNG ART + TECHNOLOGY LAB AFTER SCHOOL PROGRAMME

## REGISTRATION FORMS

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***\*Please also read and sign the BNG Policy, Consent and Emergency forms included in this BNG registration package.***

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The programme runs September 24 to November 26, 2018 for 8 weeks. Classes run **Monday after school 4:00pm to 5:00pm** starting at Bermuda National Gallery (BNG). **Please note there is no after programme care.**

**The cost for the programme is \$100 BNG Family Members/ \$150 Non-Members.**

### **Location: Bermuda National Gallery**

2nd floor City Hall, Hamilton

Contact: Ms. Dany Pen, Education & Communication Officer

Tel: 295-9428

Email: [education@bng.bm](mailto:education@bng.bm)

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### **Student Personal Information** (print clearly)

Name: \_\_\_\_\_

What your friends call you: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ M/F: \_\_\_\_\_

Home Address (No P.O Boxes): \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Student's Email: \_\_\_\_\_

School: \_\_\_\_\_

### **Parent/ Guardian Permission**

***Please have your parent/ guardian sign:  
I understand that my child is enrolling in the Art  
+ Technology Lab Programme offered by  
Bermuda National Gallery. I will assist her/ him in  
attending and completing this programme  
successfully.***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

### **PAYMENT**

I would like to become a Member: Yes / No

Membership Cost: \$75 Family Membership

Programme cost (please circle):

\$100 Members/ \$150 Non-members

Payment method: Visa / Mastercard / Cheque / Cash  
Card #: \_ \_ \_ \_ \_

Exp: \_\_\_\_\_ / \_\_\_\_\_

TOTAL: \_\_\_\_\_

**We encourage you to become a BNG Member. Please see our membership form for rates and benefits.**

[www.bng.bm](http://www.bng.bm)

*You Belong Here!*

# 2018/19 BNG EDUCATION Policy, & Consent Forms

## 1. Registration & Payment:

To register you can submit application forms via email to [education@bng.bm](mailto:education@bng.bm) or drop off at BNG front desk reception in City Hall, 2nd floor during Gallery hours Monday - Friday: 10:00am - 4:00pm; Saturday: 10:00am - 2:00pm.

**Please ensure your application includes the following:**

- **Registration form**
- **Signed Policy & Consent form**
- **Medical & Emergency form**

**Full payment** (If applicable) is required at the time of registration to secure a placement in the programme. You can pay by cash, credit card or cheque at the Gallery or by emailing the registration forms with credit card details submitted to [education@bng.bm](mailto:education@bng.bm). (Installments can be pre-arranged with the BNG Education Officer if needed.)

All applications submitted, processed and fully paid for will receive a confirmation email receipt from the BNG Education Officer.

## 2. What if I need to make a change (date, membership, schedule) to my enrolled child's session?

Schedules can change rapidly. We understand if you need to make changes to your child's enrollment. Most changes in dates can be accommodated until 14 business days prior to the start of the programme, provided that there is still space in the session that you would like. Some sessions fill up quickly, so we encourage you to make your plans as early as possible.

## 3. Cancellation/ Refund Policy/ Change of Enrollment Schedule:

- 14 days notice with 20% refund of programme registration fees
- Membership fees are not refundable
- Any cancellation after 14 days will not be eligible for refunds or credits.
- Any changes in enrollment scheduling must be notified to the Gallery 14 days in advance in writing or email.

*Programme fees will not be refunded or prorated for any missed days due to illness, or unforeseen schedule changes. You must notify us in writing or email to [Education@bng.bm](mailto:Education@bng.bm) of your cancellation by the above deadlines in order to be eligible for any refunds. Phone calls to report cancellations and refunds will not be accepted. If your cancellation and/or refund is approved you will receive a confirmation email from the BNG Education Officer. Membership fees are non-refundable.*

# 2018/19 BNG EDUCATION

## Policy, & Consent Forms

#### 4. BNG Membership:

Membership at Bermuda National Gallery has many benefits. Members not only enjoy the knowledge that they are valued supporters of the Arts in Bermuda, but also receive free unlimited admission to the Gallery, exclusive previews of our exhibitions, regular newsletters detailing coming attractions, invitations to member-only special events, and discounts.

Membership upgrade/renewal:

You can apply/renew/ or upgrade your membership to pay the Discounted Education Programme fee at any given time during registration. *Membership at the Family level or higher only applies for the discounted camp fee.*

**Family Membership \$75 (includes spouse & children under 18 years). Privileges include:**

- Invitations to Members' only events and exhibition previews
- Regular newsletter and calendar of events
- Free or discounted BNG Workshops
- Discounts on BNG education programmes, lectures and camps

#### 5. Morning & After-Programme Care / LATE PICK - UP FEE

Please note there is no morning and after-programme care. The BNG is not responsible for students outside of programme hours. Students who are not picked by end of programme time, parents will be charged a **\$1/minute late fee** which will be informed at the pick up time and by email receipt.

#### 6. Absence, Illness, or Leaving Camp Early

If your child is sick, will be absent or needs to leave class early, please inform the instructors well in advance in writing or email at [education@bng.bm](mailto:education@bng.bm). Students without a parental note, will not be dismissed from the programme early without consent.

#### Scholarships & Subsidized Placements + Absence

Students who are enrolled in BNG programmes that have been offered as 'FREE' or 'Subsidized' must commit him/herself to completing the programme successfully.

In cases of absence, students must provide an appropriate letter, doctor's note or phone call from their parent/guardian. Please note non-emergency/non-health related reasons would not be deemed appropriate for a student's absence. If any student misses more than 2 classes without an appropriate reason, they will be dismissed from the programme.

#### 7. Dismissal at 5:00PM

After 5:00pm, students will be dismissed from the Gallery or informed field trip site. Please ensure that your child has organized transportation. If unforeseen weather and transportation issues arise, students may arrive at the BNG after 5:00pm. Parents will be notified via phone by the BNG Programme Supervisor if there are any delays. Parents can also contact the Gallery after 4:00pm to receive updates on the location and schedule students. If students need to leave class early for another engagement, please call and notify the Gallery. BNG will not release any students without parent/guardian consent.

# 2018 BNG EDUCATION

## Policy, & Consent Forms

### 8. Contacting Instructors and Supervisors

To contact the BNG supervisor during the day, please contact 295-9428. If the group is on a field trip, you can relay messages with BNG front desk receptionist who will try to contact the instructors on your behalf. All phone calls after 4:00pm must be made directly to the Gallery at 295-9428. *Cellphone numbers for instructors and supervisors will not be given without consent.*

### 9. Disruption & Dismissal

Any disruptive behaviour on your child's part will be discussed with parents/guardians. If this behaviour continues, the child will be released from the programme without refund.

### 10. Equipment and Supplies

Your child may be loaned a camera, iPad, and various other technologies along with SDs and batteries to use throughout the duration of the programme (if applicable). Please report any damages, as there is a warranty.

### 11. Transportation & Bus Fare

*Please ensure that your child has his/her bus pass each day.* Students without a bus pass should bring appropriate bus fare. If your child does not have his/her bus fare or pass, he/she will not be able to participate in the field trips and may be sent home with a phone call to parents/guardian. ***The BNG does not provide bus fare.***

### 12. Field Trips

For the duration of the programme, we will be taking field trips to different locations in order to apply knowledge that we have learned throughout our sessions. On various occasions we will be traveling by bus, ferry and/or on foot. We plan to leave from the BNG any time at or after 4:15pm. The Bermuda National Gallery is not responsible for students who are dropped off at undesignated areas and incorrect time. In order for your child to participate, Bermuda National Gallery requires Parent/Guardian consent. Your signature on this consent package gives permission for your child to participate in the BNG summer camp programme and puts him/her under the guardianship of the instructors and/or volunteers.

### 13. Snacks

Please pack extra snacks and water for your child. The BNG is not responsible for any cash carried by students.

- **Please pack plenty of water/drinks.**
- Please ensure your child has extra snacks for after-school.
- Please **do not pack unhealthy food** i.e high sugary food.

# 2018/19 BNG EDUCATION

## Policy, & Consent Forms

### 14. Sunsmart Programme

The BNG Education Department is accredited by the Sunsmart programme. Please apply sunscreen prior to arriving at the BNG and pack extra, along with a hat and sunglasses (if applicable).

### 15. Uniform & Footwear

Depending on the enrolled programme, your child will be given a red BNG shirt which must be worn for every class session. The shirt should not be cut or manipulated in any way during the programme. Extra T-shirts can be purchased for \$15.00 each. Students must arrive for class properly attired.

Students who are not properly dressed - e.g micro shorts, mini skirts or heels - will not be allowed to participate in the session.

Sneakers or comfortable walking shoes are required. Flip flops or beach sandals are not acceptable.

Please also ensure students have their raincoats for rainy days.

### 16. Photograph Consent

Please note that all created photographs, artworks, and media works by students will be used only for Bermuda National Gallery purposes. Your child may be filmed and/or photographed over the duration of the programme. Bermuda National Gallery will also be using student work for promotional and fundraising purposes.

**If you have any questions, please contact BNG Education Officer Ms. Dany Pen at [education@bng.bm](mailto:education@bng.bm) / 295-9428.**

**By signing below, you are confirming that you have read all the BNG Policies and are giving consent for BNG to follow the practices outlined.**

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Parent/ Legal Guardian Signature

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Print Name

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Student Name

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Date



# 2018 BNG EDUCATION

## Medical Background

**Thank you for completing the BNG Photography Medical Background Sheet. With this information, it will allow us to understand and support your child to the best of our ability in participating and developing their creative skills in the BNG Programme. *All BNG staff members are trained and certified in: CPR, FIRST AID, SCARS and MENTAL HEALTH FIRST AIDE.***

Full name of student: \_\_\_\_\_

M/F: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

Contact details:

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

### ALLERGIES

Is your child allergic to any of the following? Please tick.

- Pollen     Mold     Cats     Dogs     Bees     Latex  
 Gluten     Red Dye     Wheat     Nuts     Milk     Seafood

If there are other allergies not listed that apply to your child, please provide details:

\_\_\_\_\_

Is your child currently taking any medications for their allergies? If yes, what is the name of the medication(s)?

\_\_\_\_\_

Does your child require an Epi-pen? YES/NO

If yes, can your child administer an Epi-pen independently or will he/she need support?

\_\_\_\_\_

### MEDICAL CONDITIONS

Please tick the following medical condition(s) that apply to your child:

- Eczema     Ear Infections     Seizures     Diabetes  
 High Blood Pressure     Low Blood Sugar     Speech/Language Delay  
 ADD/ADHD     Autism     Dyslexia     Dysgraphia  
 Anxiety Disorder     Asthma     Heart Problems     Sickle Cell  
 Hearing Impairment     Sleep Disorder     Constipation

If there are other medical conditions not listed that apply to your child, please provide details:

\_\_\_\_\_



# 2018 BNG EDUCATION

## Medical Background

Is your child currently taking any medications for their medical condition?

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If yes, what is the name of the medication(s)?

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Will your child need to take their medication(s) during the summer camp session? Please provide details.

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### PAST INJURIES

Please tick the following past injuries that apply to your child:

Concussion     Sprains     Bone Fractures     Knee Injury

If there are other past injuries not listed that apply to your child, please provide details:

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### VISION

Does your child wear glasses? YES/NO

Will your child be wearing glasses or contact lenses during the class session?

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**Thank you for completing BNG Medical Background Sheet. This information will allow us to understand and support your child to the best of our ability in participating and developing their creative skills in the BNG Programme.**

**Confidentiality of all information will be maintained by BNG. No copies of the information will be made or shared with any other parties.**

**If you have any questions about the BNG medical document, please contact [education@bng.bm](mailto:education@bng.bm) / 295-9428.**