



AfterSchool Arts Immersion (AAI) Application Process

NEW- Please read before submitting your forms!

AfterSchool Arts Immersion at The ArtsCenter is the area's only arts-based after school program for young artists in grades K-5. AAI features a new arts residency every two weeks, full and part-time enrollment options, transportation from select schools, a healthy snack, and supervised homework time in a fun, safe, and creative environment!

The focus of our program is to provide students with creative arts education that supplements their school experience. Professional artists lead students in various art forms throughout the year, for an hour or more each day. Trained AAI assistants help with homework and engage students during free play time. The ArtsCenter does not currently have an outdoor space, so all activities will be held indoors.

Transportation to The ArtsCenter is provided by Red Ride Shuttle, Inc., a car service located in Carrboro, just around the corner from The ArtsCenter. We began working with them last school year, and they have continued to provide safe and efficient transportation to our students. Students under 80 lbs. or 8 years old are required to ride in a booster seat. Some students are transported to The ArtsCenter by school bus, depending on availability. We ask that all parents sign a transportation waiver (and provide a booster seat, if possible, for the shuttle service) upon acceptance to the AAI program.

To enroll in the AAI program, you must submit an application. Submitting this form does not guarantee your space in the program. During the application period, which runs from June 1-July 15, we will gauge interest and determine from which schools we will be able to provide transportation to The ArtsCenter. We will notify families as soon as there are enough students signed up from their school to provide transportation, but no later than July 17. This will allow families to make other after-school plans if we are not offering transportation from their school. In order to make sure transportation is provided from your school, encourage your child's friends to apply!

You must mark on your registration form the school your child needs to be picked up from. If you would prefer to drop your child off at The ArtsCenter yourself, please mark "No transportation."

You will not be charged for any payments until you are notified of your acceptance. Upon acceptance, you will be charged for registration fees (\$25 per child), September (or first month) tuition, and tuition for any days your child attends AAI in August.

Please read the AAI policies on the following page as well. Contact Jesse at jhollars@artscenterlive.org or (919) 929-2797 x 204 with questions about the program.



AfterSchool Arts Immersion (AAI) Policies

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

Hours/Dates of Operation

AAI operates on the Chapel Hill-Carrboro City School (CHCCS) schedule and runs from 2:30 until 6 PM, Monday-Friday. If CHCCS are closed for any reason, from scheduled holidays to cancellations for inclement weather, AAI also closes.

AAI ends promptly at 6 PM. Please pick your child up on time. If your child is not picked up by 6 PM, the ArtsCenter reserves the right to charge \$1 per every late minute in order to pay our staff the overtime required to continue to supervise your child.

Payment

AAI offers full and part-time enrollment options at a flat monthly rate. We do not prorate fees if your child does not attend on designated days.

You may grant us permission to automatically bill your credit card by choosing the Auto-Pay option on your application form. Your card will be billed on the 15th of each month, and a receipt will be emailed to you no later than the 20th. If you have any questions about your receipt, please contact Ashley, the Education Department Assistant, at extension 206 or email aclay@artscenterlive.org. If you do not choose the Auto-Pay option, you are responsible for sending a check or cash by the 15th of each month for the proper tuition amount. Please make all checks payable to The ArtsCenter.

Deposits

Upon acceptance, we require a payment equal to the first month's tuition and any days your child attends in August, plus a non-refundable \$25 registration fee **per child**. If you withdraw from AAI for any reason, a 30-day written notice is required. If you withdraw from AAI without a 30-day notice, you will be required to pay any unpaid balances in full. Tuition is due by the 15th for the upcoming month (i.e. October's tuition & fees are due by September 15th).

Late Payment/ Failure to Pay

If your payment is not received by the 15th of the month, you will be charged a \$25 late fee. After two consecutive months of failure to pay, you will be billed for the outstanding balance, including late fees, and your child will not be allowed to return to AAI. To re-enroll your child, all past dues must be paid and a new registration fee will be required.

Prorated Tuition & Fees

If you register your child after the beginning of the month, your first month's tuition & fees will be appropriately prorated. The first month of enrollment is the **only** month prorated to reflect days attended.

Schedule Changes

Please clearly indicate the days of the week your child will attend AAI on your application form. As a general rule, we **will not** allow students to switch days throughout the school year. Students must attend the same days each week (no “floating” schedules). If it becomes absolutely necessary that you need to make a permanent change to your child’s days of attendance, you must submit a request in writing at least 30 days in advance. There is no guarantee that we can accommodate schedule change requests.

Sibling Policy

We offer a 10% discount on tuition fees for one of your enrolled children.

Cancellation

If you wish to withdraw your child for any reason, you must notify The ArtsCenter one month (30 days) in advance of your withdrawal. For withdrawals with less than 30 days notice, no refunds will be made on tuition payments. No partial refunds will be given for months partially completed. If your child is removed from the AAI program for issues related to discipline (please see Discipline Policy), no refund will be granted.

Absences

As a matter of safety, if your child will be absent from AfterSchool, it is important that you notify The ArtsCenter **by 12:00 PM on the day of your child’s absence**. For children who receive transportation services to The ArtsCenter, we **must** receive this information in order to give the driver of the transportation company an accurate list of children to be picked up.

Pick-Up Policies

Children may not leave The ArtsCenter unless accompanied by a parent or guardian. When picking up your child, you must sign him or her out at AAI’s designated sign-out desk. If someone else will be picking up your child, please give his or her name and contact information using the pick-up authorization form. Caregivers of children who carpool must submit a list of drivers and riders, and each parent must authorize the pick-up in writing. Anyone picking up your child may be asked to present identification. Children may not sign themselves out. These procedures are put in place to ensure the safety of your child.

Medical Information

Please list all allergies and medications on the application form. It is very important for us to know about food allergies, since we serve a snack every day. Please also give us any relevant information about medical conditions or special needs that may affect your child’s AAI experience.

Transportation

If you are using AAI’s transportation services from your child’s school to The ArtsCenter and your child is under 8 years old or weighs less than 80 lbs, please provide a booster seat if possible. If you are unable to provide one, The ArtsCenter has a limited number of booster seats available for use.

MiniCamps/Teacher Workdays

MiniCamps are held on most CHCCS teacher workdays and select holidays. MiniCamps are a separate offering from AAI and require a separate registration. MiniCamps offer half-day and full-day options for intensives with our arts instructors along with recreational activities. Registration forms for MiniCamps are available at the Box Office and online at www.artscenterlive.org. Register early to secure your spot!

Adverse Weather Policy

AAI's adverse weather policy follows that of the CCHCS school system. If school is cancelled or closed due to adverse weather, we will not have AfterSchool nor will our transportation services pick your child up from school. Please check with the Lincoln Center or local radio and television listings for up-to-date bulletins regarding adverse weather closings and delays. We do not give refunds for days of school cancelled for inclement weather.

Snacks

A snack and drink will be provided daily for your child upon arrival. Our snacks include but are not limited to: carrots, celery, apple slices, bananas, cheerios, crackers, pretzels, orange juice, apple juice, and lemonade. Please inform us of any food allergies on the Medical Form. If you prefer, you can pack a snack for your child.

Contact Us:

Jesse Hollars, Youth Education Coordinator (general questions)

jhollars@artscenterlive.org

Ashley Clay, Youth Education Assistant (MiniCamps and Youth Arts Classes)

aclay@artscenterlive.org