



## Family Guide to AAI at The ArtsCenter

We are so glad that your family will be joining us for AfterSchool Arts Immersion this year! This guide will remind you of important AAI policies, provide you with information about transportation, and explain program content.

### Policy Reminders:

- If school is closed for any reason (teacher workday, holiday, or inclement weather), AAI is also closed. Please check the local news or the Lincoln Center website for school cancellations. If school is dismissed early, we will NOT pick up students for AAI.
- Tuition payments are due on the 15<sup>th</sup> of each month for the upcoming month. If you have signed up for auto-pay, your payment will be automatically drafted. If you have not signed up for auto-pay, you must provide a check or credit card payment on or before the 15<sup>th</sup> each month. **If your payment is not received by the 15<sup>th</sup>, you'll be charged a \$25 late fee per week.**
- Tuition for the months of August and June is calculated at \$25/day for public (\$23/day for Patrons). **New this year:** tuition for December and March will be prorated to account for scheduled school breaks (Winter Holiday and Spring Break).
- As a general rule, we do not allow students to switch days during the school year due to space limitations in our transportation service. If you must switch, add, or remove days from your child's regular schedule, you must make the request before the 15<sup>th</sup> of the month prior, and it must be a permanent change. There is no guarantee that we can accommodate requests to add or switch days.
- Students must attend the same days each week (no "floating" schedules).
- **If your child will be absent from AAI, it is very important that you notify us by NOON on that day, so that we can update our drivers' list and ensure that our staff has an accurate list of students getting off the bus. You may call or email with this information, but email is best.**

### Transportation:

- All schools will be picked up by a van or school bus right after school (school bus: Northside, McDougle, and Carrboro). At each school, a teacher will make sure that students are delivered to their appropriate mode of transportation. **Please make sure that you inform the school of which days your child will be attending AAI!**
- When students arrive at The ArtsCenter, they will be greeted by an AAI Assistant at the front door or bus stop.

## **AAI Staff:**

- **Administrative Staff:** Contact us anytime! We are here to answer your questions and listen to your feedback. We'll also be checking in with the students and instructors periodically each afternoon to make sure everything is going well. One of us is available in person from 9 AM-5 PM each day – questions after 5 PM should be emailed or directed to the AAI Assistants.
  - Jesse Hollars, Youth Education Coordinator  
[jhollars@artscenterlive.org](mailto:jhollars@artscenterlive.org)  
919 929 2787 x 204
  - Natalie Rambaldi, Education Assistant  
[nrambaldi@artscenterlive.org](mailto:nrambaldi@artscenterlive.org)  
919 929 2787 x 206
- **Program Assistants:** We'll have 3-4 staff assistants here every afternoon. They'll facilitate arrival, snack time, activities, and homework/quiet time, as well as assist our teaching artists. They all have a love of the arts and previous experience working with children. You are welcome to stop in to chat with them when you pick your child up each day.

## **Program Content:**

### **Snack Time**

When students arrive at The ArtsCenter each day, they'll have a bit of free time as other groups of students arrive. Then, they'll be served a healthy snack, which usually includes water and some combination of a fresh fruit or vegetable and something crunchy. Snacks may include carrots, celery, cucumbers, apple slices, orange slices, bananas, plain crackers, animal crackers, cheerios, and pretzels. We will be very careful to avoid food that your child is allergic to, but if you would rather pack a snack from home each day, please feel free to do so. Please do not send peanuts or items containing peanut butter for snack.

### **Stations**

Students then rotate through 3 "stations" each day: Art Time with the artist-in-residence, Homework / Quiet Time with an AAI assistant, and Movement/Activity Time with an AAI assistants.

Students are divided into 3 groups, which remain the same, for the most part. Groups are divided by age – roughly grades K-1, 2-3, and 4-5, unless the instructors or staff see fit to move students around. Each station lasts for about 40-45 minutes each day. Groups will alternate the order of their rotation throughout the month so that each group has an equal opportunity to spend time with the visiting artist right after snack time (this is because many parents pick up before 6 PM).

An example daily schedule is as follows (although order of activities will rotate):

			Group 1 (K-1)	Group 2 (2-3)	Group 3 (4-5)
2:30 PM	Assistants arrive				
2:50-3:05 PM	Students arrive in groups				
2:50-3:10 PM	Free play / rest time				
3:10-3:25 PM	Snack				
3:25-4:05 PM	Groups move to Station #1	Teaching Artist	Activity Time	Homework / Quiet Time	
4:05-4:45 PM	Groups move to Station #2	Homework / Quiet Time	Teaching Artist	Activity Time	
4:45-5:25 PM	Groups move to Station #3	Activity Time	Homework / Quiet Time	Teaching Artist	
5:30-6:00 PM	Free play time / Pick-up				

## **Homework / Quiet Time**

During homework time, each group will have 20-30 minutes of quiet homework time (amount of time depends on age group). During this time, students are expected to work quietly and independently on their homework. A staff member is available to help with homework if needed. After the quiet homework period is over, students may continue working on their homework if needed, draw, or talk softly with friends until it's time to move to the next station.

If your child does not have homework, or you prefer that your child wait until they arrive home to do their homework, students still must participate in the quiet period with their group. They can bring a book (or borrow one from The ArtsCenter), or you can send workbooks, flashcards, or extra academic material from home for them to work on. With grades K-1, a staff member will often read to the group or provide educational activities for students who don't have homework.

## **Activity Time**

During activity time, 1-2 AAI Assistants will plan fun and diverse activities which have often included active indoor games, relay races, crafts, music, yoga, Spanish practice, dance breaks, outdoor walks, and occasional special guest performers. All students are expected to stay with their group and participate in the day's scheduled activities.

## **Teaching Artists (Art Time)**

Over the course of the school year, students will experience 20 different 2-week residencies with professional teaching artists. Our goal is to expose students to a variety of visual and performing art forms and a diverse group of artists. For reference purposes, titles of some of our residencies from last year are below. We will send out a schedule of upcoming residencies for the Fall semester to enrolled students as the school year approaches.

- Finding Home & Community through Multi-Media Art
- Afro-Peruvian Dance & Drumming
- DaVinci to MC Escher: Exploring Mathematics through Art
- Screenprinted Pillows
- Dance Around the World
- Handbuilding & Clay Sculpture
- Making Monuments: What are Heroes and How do we Represent Them?
- Botanical Investigators: Scientific Arts
- Graphic Novels & Cartooning
- The Art and Agriculture Project - STEAM explorations with North Carolina Farmers and Crops
- Be You! Don't be a Bully! Self-Confidence and Anti-Bullying through Improv and Stories
- Puppet Making & Storytelling
- Pattern Exploration: Paper Fish Lanterns

## **Free Play Time (before snack time and after stations)**

During free play time, students can choose their own activity to do with friends. Some of our options are: resting or reading in the cozy area, drawing or coloring, hula hooping, playing catch, or jump roping, board games, play-doh, or legos. Students can bring small toys from home as well (no cell phones or other electronics, please), but they are only for use before snack time and after stations. No toys, books, or other personal items are allowed at the table for snack time.

## **ArtCenter Rules**

These are the rules we use to help students manage their behavior while at The ArtsCenter. Please review these at home as needed. Our Youth Education Discipline Policy is also below, which explains the steps we take to manage behavior challenges.

- Respect everybody: listen to ArtsCamp staff and teachers, and be kind to other students
- Keep hands, feet and body to yourself
- Stay with your group
- Clean up after yourself & take care of materials and classrooms
- No indoor running
- Use indoor voices
- Have fun!

## **Youth Education Discipline Policy**

The ArtsCenter believes that students learn appropriate behavior when adults treat them with dignity and use disciplinary techniques such as the following:

1. Setting clear and consistent limits for group behavior; in the case of older students, helping them set their own limits.
2. Viewing mistakes as learning opportunities.
3. Redirecting students to a more acceptable behavior or activity.
4. Listening when students talk about their feelings and frustrations.
5. Guiding students to resolve conflicts and modeling skills to help them solve their own problems.
6. Patiently reminding students of the rules and their rationale as needed.

Corporal punishment or abusive language of any kind is not allowed in any program at The ArtsCenter. Rules will be consistent, based on the understanding of individual needs and development, and rules will promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide the student. If necessary, a limited time-out period will be used to help a student regain their self-control. If a discipline problem arises and continues to persist, parents and the Program Staff will work together to resolve the conflict.

In an effort to ensure the uniform handling of discipline problems and corrective disciplinary procedures for certain situations, the following guidelines have been established:

<b><u>Unacceptable Behaviors</u></b>	
<ul style="list-style-type: none"> <li>• Back talking to a counselor or instructor</li> <li>• Not listening to directions</li> <li>• Name calling / teasing</li> <li>• Being disruptive / loud during quiet times</li> <li>• Bringing items that are restricted</li> <li>• Play fighting or wrestling</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting / pushing / kicking</li> <li>• Using foul language / profanity</li> <li>• Going to unauthorized areas</li> <li>• Throwing objects</li> <li>• Vandalizing equipment or property</li> <li>• Stealing</li> </ul>

<ul style="list-style-type: none"> <li>• Unapproved use of other people's belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Endangering the safety of others</li> </ul>
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The corrective procedure for each category is as follows:

<ul style="list-style-type: none"> <li>1<sup>st</sup> - Oral Warning &amp; Possible Time-out</li> <li>2<sup>nd</sup> - Written Warning &amp; Time-out</li> <li>3<sup>rd</sup> - Written Warning &amp; Parent Conference</li> <li>4<sup>th</sup> - 1-day suspension</li> <li>5<sup>th</sup> - 3-day suspension</li> <li>6<sup>th</sup> - Expulsion from the Program *</li> </ul>	
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Suspension is for program days, weekends and holidays are not included; therefore, suspension will begin the next program day.

\*In the case of expulsion or suspension, there will be no refund or pro-rating of program fees already paid. A student who has been expelled from the program may request to be allowed back into the program. This request must be put in writing and approved by the Youth Education Coordinator before the student will be allowed to return to the program.

This Discipline Policy is used as a guideline. The ArtsCenter reserves the right to bypass steps when it is appropriate. The safety of all students and staff is our highest priority.