AfterSchool Arts Immersion
Family Guide

Grade K-2: Creative Learners

Grade 3-5: Studio Makers

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Welcome!

To returning families, welcome back! To new families, we are excited to welcome you to AfterSchool Arts Immersion this year! This guide provides a review of our program as well as important policies and daily procedures.

AfterSchool Arts Immersion (AAI) is an arts-based after school program for young artists in grades K-5. AAI features a new artist residency every two weeks, full and part-time enrollment options, and supervised homework time in a fun, safe, and creative environment which fosters social and emotional wellbeing. A dedicated team of AAI Leaders work alongside 20 professional teaching artists each year to provide students with meaningful and inspiring arts experiences in a variety of art forms, such as painting/mixed media, drawing, music, dance, theatre, STEAM, writing and storytelling, and more. AAI runs concurrent with the CHCCS calendar each regular school day until 6 PM.

New this Year!

This year, the program will be divided with Grades K-2 in our “Creative Learner” program and Grades 3-5 in the “Studio Makers” program. Both programs offer residencies in visual and performing arts media and have been developed to meet the differing creative needs of each group.

Dividing up the groups allows us to introduce more teaching artists and set up smaller groups with more specialized age-appropriate curriculum! We are pleased to offer more students the opportunity to attend our program and welcome new staff to the team.
Important Daily Information

We follow the CHCCS Calendar

If school is closed for any reason (teacher workday, holiday, early dismissal 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 and AAI will be cancelled that day.

Transportation

For the 2019-2020 year, The ArtsCenter is offering transportation via school buses from all CHCCS schools. Please communicate your child’s ArtsCenter schedule and any changes during the year to their classroom teacher. For more information about your child’s bus schedule or route, please contact CHCCS Transportation. Students from other schools are welcome to apply, however they must be able to provide their own transportation. https://www.chccs.org/transportation

Bus Arrival and Greeting Students

Each afternoon, two AAI Leaders wait at the ArtsCenter bus stop on Main Street (next to the public bus stop outside of Grey Squirrel Cafe) to greet students as they arrive, marking their attendance before walking them safely through the carpark. Our staff will always ask the bus driver if a student on our list does not arrive at the ArtsCenter and check in with parents via text, call or email if parents have not notified us in advance of their child’s absence.

Noting Absences

If your child is absent, please email Allison Tierney at atierney@artscenterlive.org any time before 1pm on that day or leave a voicemail at (919) 929-2787 x 4. Email is best for quick communication. If we are expecting your child on a scheduled day but they do not arrive, we will text first and email or call you to check that they are safe with you.

Contacting AAI

If you need to contact someone at The ArtsCenter right away, please call the box office at (919) 929-2787 and ask to speak with AAI staff. For non-urgent matters, you can call 919-929-2787 x 4 or email Natalie/ Allison nrambaldi@artscenterlive.org
atierney@artscenterlive.org. If you anticipate you will be late to pick up your child, please leave a message for AAI staff with The ArtsCenter Box Office.

Pick Up

Our programs end at 5:45PM each day, with free time until 6:00PM. Pick up for Grade K-2 program will be based in the Dance Studio while Grades 3-5 pick up will be based in the West End.

At the sign out desk, we have a list of authorized pick-up persons for each child as noted in your registration form. Until faces become familiar, we will ask for an ID at pick up. If you would like to add a person to the authorized pick up list, please email Allison Tierney atierney@artscenterlive.org

Please note that a late fee of $1 per minute is applied if your child is picked up later than 6pm. The late fee can be made by cash, check or card at the Box Office.

Changing your Schedule

As a general rule, we do not allow students to switch days during the school year due to space limitations in our program. If you must switch, add, or remove days from your child’s regular schedule, you must make the request in writing before the 15th 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).

Drop-in Option

Available for part-time students! We are pleased to introduce an option for students to attend days in addition to their weekly schedule, on a casual basis. So that this option can run smoothly, it is important that parents maintain clear communication between the school and The ArtsCenter for transportation. If you would like your child to attend extra days, please make sure the following is also completed:

1. Email atierney@artscenterlive.org any time before 12pm on the proposed drop-in day to ensure space is available
2. Contact your child’s school/teacher to make sure they ride The ArtsCenter bus on that day rather than their usual route
3. As requested, a prorate of $25 (public) or $23 (patron) will be charged to your account.
Please note drop-in days are an add-on option. Scheduled days are not interchangeable with drop-in days.

Minicamps

MiniCamps are arts workshops held on CHCCS teacher workdays and select holidays open to AAI members and the general public. Half-day and full-day programs are available. Each MiniCamp features a project with a professional teaching artist in their area of expertise. MiniCamps may include visual or performing arts (painting, drawing, cartoons, clay, sewing, collage, dance, theater, and more. For more info & to sign up: https://artscenterlive.org/youth/#minicamps

Leaving the AAI program

We understand sometimes plans change during the school year. If you plan to leave the program, you must make the request in writing before the 1st of the month prior.

We cannot “hold spots” in the program for absences during the year. In the instance of absences of 2 or more weeks, tuition must be made in full to continue enrollment in the program. See Cancellation Policy under Payment Information, Page 13
Snack/Free Play

Snack time (10 Minutes on arrival)

All students are served a healthy snack when they arrive at the ArtsCenter. Snacks may include something fresh and something crunchy: carrots, celery, cucumbers, apple slices, orange slices, bananas, plain crackers, animal crackers, rice crackers, and pretzels. We are 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.

Free Play (before 3:25PM/after 5:45PM)

Following their seated snack time, students are free to play until 3:25PM. During free play time, students can choose their own activity to do with friends. Some of our options are: reading in the cozy area, drawing or coloring, jump roping, board games or Legos. Students can bring small toys from home (no cell phones or other electronics, please), however they are strictly for use before and after program stations. No toys, books, or other personal items are allowed during the program stations. At 3:25, students are divided into 6 groups by grade level. Groups visit three stations each day. Between the 6 groups, 2 programs run simultaneously according to the schedule below:
Daily Schedule

2:40-3:05 PM  Students arrive via School Buses
2:40-3:25PM  Snack Time on Arrival, then Free Play / Rest Time

Grade K-2 Creative Learners

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade K</th>
<th>Grade 1</th>
<th>Grade 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30-4:15pm</td>
<td>Station #1 Artist Residency</td>
<td>Activities</td>
<td>Homework / Quiet Time</td>
</tr>
<tr>
<td>4:15-5:00pm</td>
<td>Station #2 Homework / Quiet Time</td>
<td>Artist Residency</td>
<td>Activities</td>
</tr>
<tr>
<td>5:00-5:45pm</td>
<td>Station #3 Activities</td>
<td>Homework / Quiet Time</td>
<td>Artist Residency</td>
</tr>
</tbody>
</table>

Grade 3-5 Studio Makers

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30-4:15pm</td>
<td>Station #1 Artist Residency</td>
<td>Activities</td>
<td>Homework / Quiet Time</td>
</tr>
<tr>
<td>4:15-5:00pm</td>
<td>Station #2 Homework / Quiet Time</td>
<td>Artist Residency</td>
<td>Activities</td>
</tr>
<tr>
<td>5:00-5:45pm</td>
<td>Station #3 Activities</td>
<td>Homework / Time</td>
<td>Artist Residency</td>
</tr>
</tbody>
</table>

5:45-6:00 PM  Free Play / Pick-up

(Dance Studio for K-2, West End for 3-5)

Please note that the order of stations rotates every two weeks with each Residency!
Our Programs

Artist Residency

Working with a diverse group of local and visiting artists, we offer an outstanding variety of visual and performing arts residencies. Over the course of the school year, students will experience 20 different 2-week residencies with professional teaching artists.

For reference, listed are some of our residencies from the past two years:

- Afro-Peruvian Dance & Drumming
- Fashion & Textiles
- A Day in the Life of SuperHero YOU: Comic & Cartooning
- Poetry of Feelings
- Internet Abracadabra: Internet Art
- DaVinci to MC Escher: Exploring Mathematics through Art
- Screen-printed Pillows
- Dance Around the World
- Handbuilding & Clay Sculpture
- Making Monuments: What are Heroes and How do we Represent Them?
- Botanical Investigators: Scientific Arts
- 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
- Painting & Drawing Inspired by Ernie Barnes
- Music: Draw, Sing & Play Along

We accept proposals from Teaching Artists which embrace the following criteria:

- **Connections to age-appropriate academic curriculum** – a residency for grade K-2 caters to younger audiences’ conceptual competencies and motor skills and a residency for grade 3-5 considers the students’ more developed understanding of artistic principles and advancing arts skills.
- **Movement & Theater** – various styles of dance, music-making, and theater
- **Large Scale Collaborative Projects** – artists may create a project over two residencies split into Fall in Spring. Teaching Artists could continue a theme of a prior residency or create a long-term project. Examples: creating graphic
novels, writing and producing a theater performance, choreographing a collection of dances.

- **Connections to Art History & Theory** – showing photos/film, reading biography excerpts, placing art styles/movements into historical context
- **Fostering an Understanding and Appreciation of Environment and Culture** (one’s own and others)
- **Social and Emotional Well-being** - Artistic activities that center kindness, respect, anti-bullying, self-confidence, communication skills, etc.
- **STEAM** connections (science, technology, engineering, arts, and math)

**Homework / Quiet Time**

During homework time, depending on their grade, each group will start with 20-30 minutes of quiet homework time. During this time, students are expected to work quietly and independently on their homework. A staff member is available to assist with homework if needed. After the quiet homework period is over, students may continue working on their homework, draw, or talk softly with friends until it’s time to transition to the next station.

If your child is in grades K or 1 or does not have homework, or you prefer that your child wait until they arrive home to do their homework (please express this request in writing if grade 1+), students 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 educational material from home for them to work on. For students who don’t have homework, the leader will often read to the group or provide educational activities.

**Activity Time**

During activity time, our leaders deliver fun and diverse programs which include active indoor games, improvisational theater games, write stories, crafts, music, yoga, Spanish practice, dance breaks, outdoor walks, and occasional special guest performers from the ArtsCenter’s concert series. All students are expected to stay with their group and participate in the day’s scheduled activities.

This year, with our grades 4-5 group, we will offer to mentor “independent study” art project during activity time, in which students choose their own project, research relevant artists, gather their materials, and create a work of art, with guidance from our AAI Leaders.
AAI Staff

AAI Leaders:

We have 7 AAI leaders on staff every afternoon. All of our leaders are experienced in working with children, early education and have a passion for the arts or are practicing professional artists. Staff facilitate arrival, snack time, activities, and homework/quiet time, as well as assist our teaching artists during residencies. Our staff are happy to talk with you regarding any aspect of our program (besides payment/billing – this should be forwarded to Natalie/Allison). You are welcome to stop in to chat with them when you pick your child up each day.

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 on track. One of us is available in person from 10 AM-6 PM each day.

Natalie Rambaldi, Youth Education Manager

nrambaldi@artscenterlive.org

919 929 2787 x 4, 9:30-5:30

Allison Tierney, Education Assistant

atierney@artscenterlive.org

984 459 2998
Payment Information

Starting this year, all monthly payments will be submitted via Auto-Pay. Your credit card information is collected and stored for automatic payments on the 15th of each month.

Tuition payments are processed on the 15th of each month for the upcoming month. Unless another method of payment has been approved, your payment will be automatically drafted.

<table>
<thead>
<tr>
<th>Monthly Tuition</th>
<th>Patron Member</th>
<th>Public Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days/week</td>
<td>$340</td>
<td>$370</td>
</tr>
<tr>
<td>3 days/week</td>
<td>$270</td>
<td>$300</td>
</tr>
</tbody>
</table>

If you have made alternative payment arrangements with Youth Education Staff, you must provide a check or credit card payment on or before the 15th each month. If your payment is not received by the 15th, you’ll be charged a $25 late fee per week. There is no payment reminder for this option.

On August 15th (or upon acceptance, if after August 15), you will be notified by email and charged a $25 registration fee, first full month’s tuition, and tuition for any days your child attends in August ($25/day public, $23/day Patrons).

Payment Policy:

- Costs are calculated as a flat monthly fee, so you will be charged for each scheduled day, whether your child attends AAI on their scheduled days or not.
- Families who enroll more than one child are eligible for a 10% sibling discount for the second child.
- Tuition for the months of August and June is calculated at $25/day for public ($23/day for Patrons). Tuition for December and March will be 10% discounted to account for scheduled school breaks (Winter Holiday and Spring Break).
- Students who begin mid-year will be charged a prorate or monthly amount for their first month of attendance, whichever is lesser.
- If your child is accepted in the program and your circumstances change, you can let us know any time before August 1 without penalty.
- If you cancel at any time from August 1 – September 15 and we do not have someone on the waitlist available to fill the spot, you will be charged a registration fee and tuition for August and September.
• From September 15th, our usual cancellation policy applies:

Cancellation Policy:

If you plan to leave the program or make changes to their schedule, please make the request in writing before the 1st of the month prior. In order to stop payments, families must give notice before the 15th day of the preceding month, at the latest.

For example, a student who wishes to finish the program April 17th, should submit their request to leave the program in April in writing by March 1st. Payment for final month of tuition (April) will be charged on March 15th. If the student finishes mid-month and gives notice before the 15th of the preceding month, we can prorate the days attended in their final month.

We cannot “hold spots” in the program for absences during the year. In the instance of absences of 2 or more weeks, tuition must be made in full to continue enrollment in the program.

Patron membership

Become a member to receive discounts on AAI tuition! Contact Fleming Samuels fsamuels@artscenterlive.org or sign up https://artscenterlive.org/support/

Members at The ArtsCenter are the lifeblood of the arts community in Orange County and beyond. Patron Member benefits include:

• Early registration and discounts on ArtsCamps
• 15% discount for entire family on ArtsSchool Classes
• 15% discount on ArtsCenter performances
• Priority seating at ArtsCenter performances
• Advance pre-sale for The ArtsCenter’s Performance Season
The ArtCenter Behavioral Guidelines

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. 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 encouragement 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:

Behavior Guidelines:

Respect others

Use kind words and “I” statements

Listen when others are talking

Respect others’ boundaries, both physical and emotional

Think of how your actions affect others
Care for the shared space

Clean up after yourself

Treat the space and objects in it with care

Respect the boundaries of the classroom space

Remember that others use this room and the spaces around it

**Discipline procedure:**

1. Oral warning
2. Time out
3. Time out and parent conference
4. 1-day suspension
5. 3-day suspension
6. Expulsion from the program

If a time out is given, the following questions could be asked (or put on paper for the student to fill out during the time out, which may be useful for reference in the future):

**Do you know why you are being asked to take a time out?**

**How do you feel about taking a time out? (A student may feel that he/she/they are being unfairly singled out or misunderstood and this provides and opportunity to express that and work through it)**

**If you find yourself in the same situation in the future, can you think of a choice you could make that would not result in a time out?**

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.
Inclusivity at AAI

At The ArtsCenter, we recognize the diversity of our community: staff, students and teaching artists. We embrace and value the diversity of all our members.

It is our policy to be inclusive and mindful of this diversity in ArtsCenter policies, programs, classrooms, and interactions with others. As an organization, we affirm all people regardless of their age, culture, disabilities, ethnic origin, gender, gender identity, marital status, nationality, race, religion, sexual orientation, and socioeconomic status.

As a part of our commitment to developing and sustaining a vibrant artistic community, we strive to create an environment of inclusivity through these principles:

• We respect and affirm the dignity of each member of our community.
• We are committed to providing and promoting a bias free environment by addressing issues of equity and justice in our community through our teaching, and interactions.
• We are committed to the ongoing education of our staff, and students as a part of the process of developing and maintaining a community that provides an affirming creative environment.

We will continually challenge ourselves, and others, in an environment of mutual concern and respect for the free expression of all individuals.

*If you have questions about the inclusivity policy, please contact Youth Education Manager Natalie Rambaldi or Education Assistant Allison Tierney*