

2016-2017



DOUGHERTY ARTS SCHOOL



Creativity Club
Supplemental Parent Handbook

austintexas.gov/Dougherty

512-974-4000



City of Austin

Dougherty Arts Center 1110 Barton Springs Road, Austin, TX 78704

Dear Creativity Club Parents and Guardians:

Welcome to the Dougherty Arts School's Creativity Club (C-Club) after school program for the 2016-2017 academic year. The staff at the Dougherty are very excited to have your child participating in our program!

The Dougherty's Parent Handbook provides information that you will need to be prepared for your child's participation in Creativity Club. This handbook is a supplement and does not replace the Austin Parks and Recreation Department's handbook, but does provide site and program specific information. Please check your receipt to ensure that your child is enrolled at the correct location. The receipt also includes waitlists in which your child has been placed.

All participants are required to have a waiver form on file before the program starts. A waiver form is included in this packet for your convenience. Please contact the Registration Office at 512-974-4040 regarding any registration concerns or to make any adjustments to your waiver.

Our low teacher-to-student ratio (1:12) and process-balanced approach to instruction allows children to feel confident in themselves as well as with others while learning new skills. Students will have the opportunity to exercise their cognitive abilities through creative problem-solving while working with a variety of artistic media. C-Club meets at the Dougherty and participating AISD Elementary Schools Monday – Friday, from 3 – 6 PM.

This year C-Club students will be focusing on how **Art Reflects Our Lives**. Each month will feature a new reflection including *Myself, My Home & Neighborhood, Our City, Our State, Our Country, Our World, Our Solar System, and Our Universe*.

We look forward to an amazing year filled with a variety of creative projects that bring the C-Club community closer through the practice and celebration of art!

Nancy Moore, Sarah German & Spencer Greenwood
Culture & Arts Education Specialists
Dougherty Arts School
1110 Barton Springs Road
Austin, Texas 78704



The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call (512) 974-4040.

DOUGHERTY **ARTS** SCHOOL

1110 Barton Springs Rd.

Austin, TX 78704

(512) 974-4040

www.austintexas.gov/Dougherty

Registration Office Hours

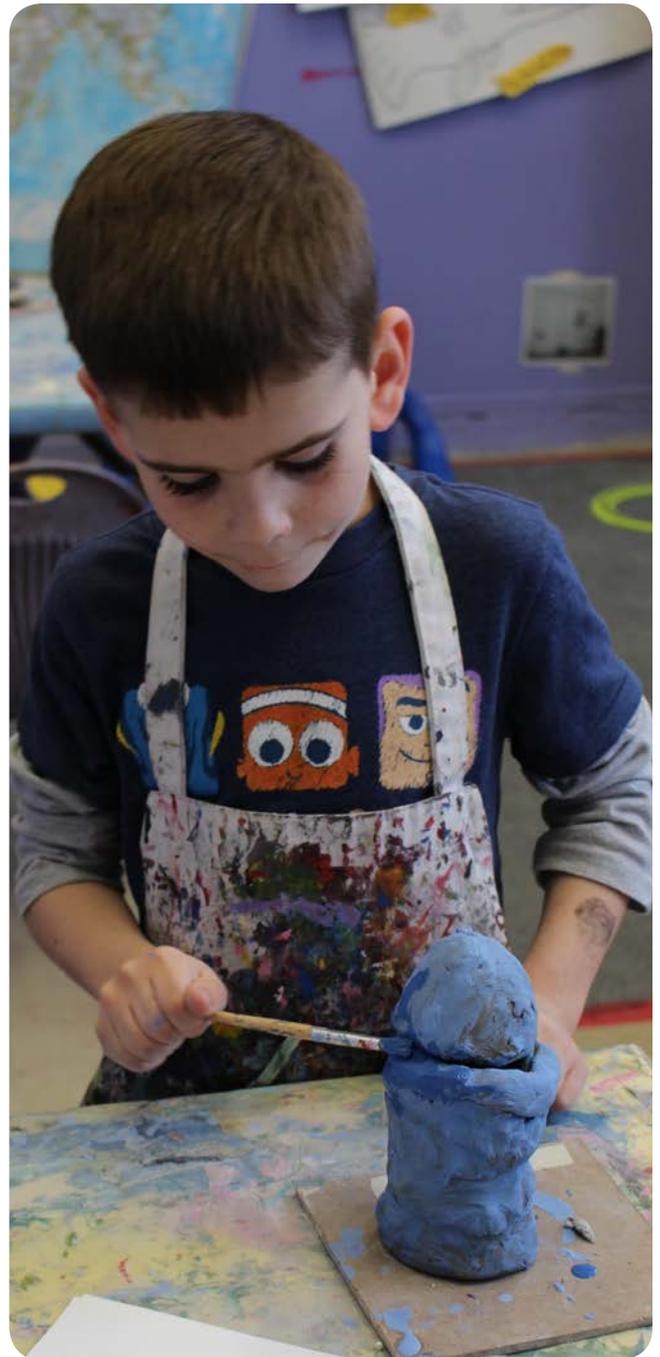
Monday - Friday 10 AM - 5:30 PM
Saturday & Sunday CLOSED

Dougherty Arts School Mission & Philosophy

The Dougherty Arts School is dedicated to providing quality multi-disciplinary arts education programs for all ages. Our goal is to educate students so they may become skilled workers, innovative leaders and professional artists who make valued contributions to society. Our youth programs are based on a process-balanced teaching method. This method emphasizes the process of creating as well as the final product. It is the individual success of every student that makes this type of teaching method valuable. The students will come to understand and embrace the artistic process, developing in self-esteem and confidence. There are no right or wrong answers, only the individual's artistic point of view.

Arts Center Photo & Video Policy

PARD and Dougherty Staff regularly take photos and videos of participants in classes, at special events or during other activities. The photos are for Department use and may be included in presentations, brochures, fliers, public service announcements, www.austintexas.gov website and other public media uses. Please see the Photo Release section of the Registration and Waiver Form.



Creativity Club Program & Administrative Staff

Nancy Moore, Culture & Arts Education Specialist, nancy.moore@austintexas.gov

974-4032

Sarah German, Culture & Arts Education Specialist, sarah.german@austintexas.gov

974-4025

Spencer Greenwood, Culture & Arts Education Specialist, spencer.greenwood@austintexas.gov

974-4020

Mary Ann Vaca-Lambert, Culture & Arts Education Supervisor, maryann.vacalambert@austintexas.gov

974-4037

Arts School Registration Office

974-4040

Program Information

Creativity Club (C-Club) After School Program Description

Ages: *5-12

*(5-year olds that are currently enrolled in Kindergarten)

Students will explore arts educational programming through lessons taught in various artistic mediums and disciplines. Creativity Club's curriculum follows a process-balanced learning model with lesson plans developed by our Instructors in response to monthly themes that emphasize cultural studies, art history and creative techniques. This method, along with our 1:12 teacher-to-student ratio, allows every project to be responsive to the students' creative interests as well as incorporate the Instructors' own artistic expertise. Staff are carefully chosen so that each site provides diverse cultural arts experiences for all participants in the areas of visual, performing and media arts. The goal of Creativity Club is to provide students the time and space to develop individual creative expression through group participation in structured and intentional recreational activities and arts lessons. The four components that make this after school program a success include providing time for a healthy snack, academic assistance, arts education and active play.

Program Hours

After school programming meets Monday through Friday, 3:00 to 6:00 PM, concurrent with the AISD school calendar and excluding City of Austin holidays. Participants must be picked up by 6:00 PM. In the event of an emergency, it is the responsibility of the parent or guardian to inform staff if they will be unable to pick up the participant by 6:00 PM. Note, late fees will apply. *If facility has not been contacted by the parent or guardian within one hour after the end of the program, staff will contact 311 and request a police officer, advising the dispatcher that there is a program participant in need of supervision.*

Sign Out

As the parent or guardian, you are required to sign your child out of the day's activities and to escort your child out of the program site each day. Other than a parent or guardian, only individuals listed on the Registration and Waiver Form as an "emergency contact" with permission to pick-up the child may sign out a child. You may add additional contacts by calling the Dougherty's Registration Office at 512-974-4040. Proper ID is required before staff will release a child.

IMPORTANT—ID Check

Please remember your driver's license when picking up your child. Anyone picking up your child on your non-custodial waiver will also need to provide identification for the safety of each participant.



Absence/Attendance

Enrollment is set on a monthly basis and attendance is the responsibility of the student and parent or guardian. **Call** the program facility **by noon** if your child will not be attending the program that day (512) 974-4040. If we have not been contacted by you, a courtesy call will be placed to confirm your child's absence to ensure they are not missing. You may let us know ahead of time if there will be a recurring absence.

Snack

Please provide a healthy snack for your student during snack time at after school. Microwaves and refrigerators are not available for program use. We also recommend sending a water bottle. Please do not send snacks that contain nuts.

Ethics

Because of a potential conflict of interest, our staff cannot be hired by a participant's parent or guardian for babysitting. Additionally, staff cannot accept any gifts from participants, parents or guardians.

Cold/Hot Weather

Outdoor play is an important part of the curriculum. Participants will go outside as scheduled unless it is raining or the temperature is under 40 degrees or over 100 degrees.

Videos

Classes occasionally view educational videos related to the unit of study. All programs are previewed to evaluate content and suitability for the age group of the children.

Creativity Club Program Schedule

C-Club @ the Dougherty Arts Center

3:00 – 4:15 Arrive in Youth Lobby
Drop-off / Snack / Free Draw / Homework
Recreation Activities / Recess in Butler Park
or at Zilker Elementary (weather permitting)

4:15 – 5:45 **ARTS LESSON**

5:45 – 6:00 Games / Free Draw / Homework
Sign-out in Youth Lobby

C-Club @ the Dougherty

Students arrive by van, AISD bus, or are dropped off by a parent or guardian between 3:00 - 4:00 PM and must be picked up by 6 PM. If your child will not be attending that day, please call 512-974-4040 before noon so that we can be certain that all students are accounted for.



C-Club @ Oak Hill

3:00 – 3:30 Arrival / Snack / Free Draw / Homework

3:30 – 4:00 Recreation Activities / Recess at playground
(weather permitting)

4:00 – 5:30 **ARTS LESSON**

5:30 – 6:00 Games / Free Draw / Homework
Sign-out in Classroom

Students arrive at 3 PM and must be picked up by 6 PM. Younger students are escorted to the classroom every day. Please inquire with on-site staff and your AISD classroom teacher the first week of the program if you are concerned about your child arriving to the C-Club classroom.

C-Club @ Oak Hill

Please call the C-Club cell phone during program hours to speak with on-site staff: Monday - Friday, 3 - 6 PM. If your child will not be attending C-Club @ Oak Hill, call the cell phone and leave a message by noon so that we can be certain that all students are accounted for.

Oak Hill Elementary

Cell: 512-632-8359



Registration Information

Registration

- Registration for Creativity Club is secured by full payment for the month at the time of registration.
- Registration can be done online (best method), in person at the Dougherty front desk, or by phone. To register by phone, call 512-974-4040 with credit card payment.
- Registration is processed in the order received upon receipt of payment per child.
- One child per waiver form, filled out completely. Current telephone numbers and email address are necessary for communication with participants and parents.
- The waiver form must be completed and on file at the Arts School Office prior to attendance of any program. Credit card registration by telephone will hold your spot in the class or camp for 7 days until the waiver is returned. Children cannot participate in City of Austin programs until waivers are completed, signed, initialed and received at the gallery front desk.
- New waivers must be completed at the beginning of each school year.
- *Registration forms, waivers, payments, and late fees may only be accepted by Dougherty Arts School Registrars.* Instructors and Specialists cannot accept payments or documents for the Dougherty Arts School Registrars.
- Please call the registration office at 512-974-4040 for all adds, drops, waiver changes, and payments.

Payment Information

Once enrolled in the first month, students are guaranteed a spot in the next month, as long as payments are received by the due date. Monthly payments are calculated by evenly dividing the annual tuition by 8 months. There is no payment due in December. Invoices are sent by email to the address on file. Please add dacschool@austintexas.gov to your contacts and check your spam folder.

The City of Austin determines that the person who enrolled the student is responsible for payment. The Dougherty Arts School can only maintain one billing address for each student. Parents who are sharing payments with another party must designate one billing contact and coordinate payments for all parties who are contributing. The Dougherty Arts School will accept payments from anyone, but the person who enrolled the student and signed the waiver will be considered legally responsible for making payment due dates.



Creativity Club Program Month	Payment Due Date by 6PM	Late Payment Fee of \$15.00 Begins at 9AM	Drop Day Due to No Payment at 9AM	Last Day of Refund Minus \$35.00
August/September	At Registration	N/A	N/A	August 15
October	September 15	September 16	September 20	September 26
November/December	*October 17	October 18	October 20	October 25
January	November 15	November 16	*November 21	December 28
February	*January 16	January 17	January 20	January 25
March	February 15	February 16	February 20	February 22
April	March 15	March 16	March 20	March 27
May/June	*April 17	April 18	April 20	April 24

*If the due date falls on a Saturday, Sunday, or City holiday, payment, late fee, and drop day will be adjusted to the next business day.

Attendance, Cancellations and Refunds

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorated or refund. Substitutions, including family members, are not permitted. If the City of Austin closes the Dougherty Arts Center due to weather or an emergency situation there is no refund or makeup day.

Registration fees are refundable in full only if the Arts School has cancelled the class. Registrations cancelled at least 7 days prior to the first day of class may be issued a refund, minus a \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee.

No refunds are issued for registrations that are cancelled without 7 days advanced notice of the first class day.

Refunds are issued to the charging credit card, by check from the City of Austin (please allow 6-8 weeks for payments made by check or cash) or you may apply the credit to your account, which may be used by any immediate family member for any program offered at the Dougherty Arts School for up to one year of the initial payment.

After the first month, if you plan to drop the program, please let us know as soon as possible so that we can offer the spot to the first child on the waiting list. Otherwise, payment due dates and drop days will be strictly followed.

Late Pick-up Fees

- Program hours are exact class times.
- Pick up time is promptly at the end of class. You may pick up your child earlier, if you like, but you will not receive or be issued a prorated refund.
- Late fees begin accruing as soon as the class ends. The late pick-up fee is \$5 for the first 15 minutes past the end of class and \$5 for each 5 minute interval thereafter.
- Please help ensure the safety of your child by dropping off and picking up your child within program hours.
- Students may be dropped off no more than ten minutes before the start of class. If you arrive prior to this, you must wait with your child until the drop-off time when classrooms open.

PAYMENT QUESTIONS?

Please call the Dougherty Art School's Registration Office with any questions or concerns regarding payment, tuition or enrollment information.

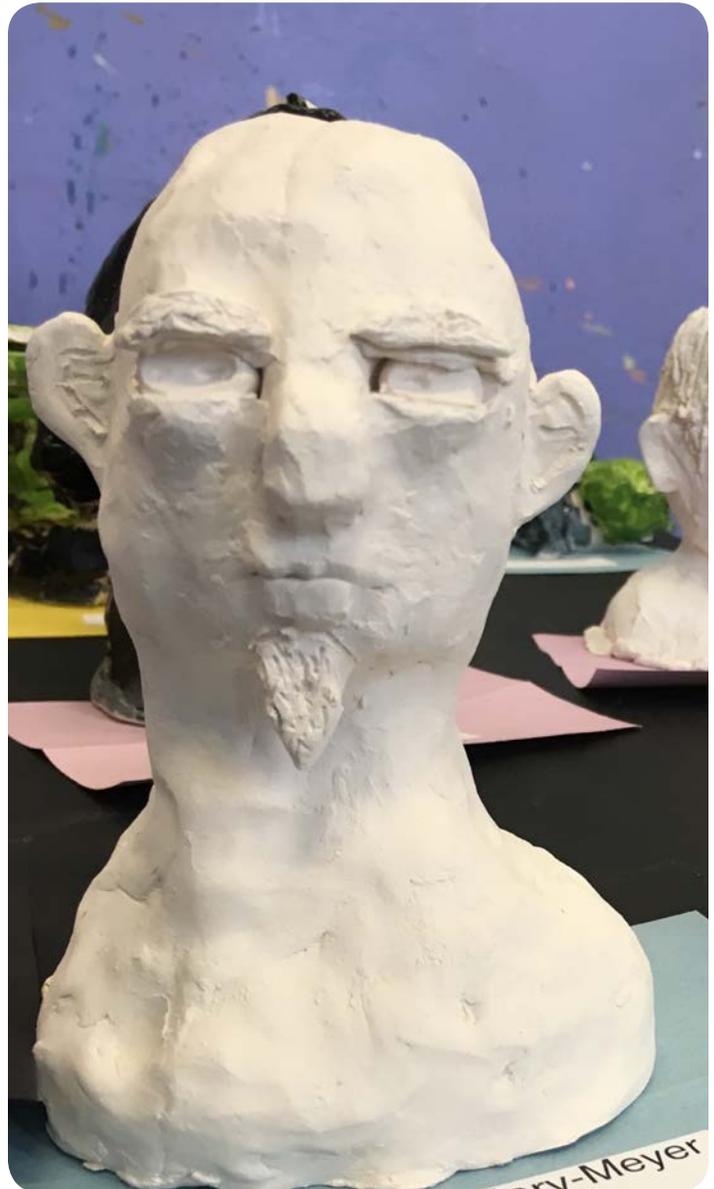
PHONE: 512-974-4040

EMAIL: dacschool@austintexas.gov

EMERGENCY CONTACTS

It is important to review your Emergency Contact list in your online Household Account. Your emergency contacts are the non-guardian individuals who are allowed to pick up your children with proper ID. Make sure that everyone on your Emergency Contact list is currently allowed to pick up your children. Please delete anyone who is no longer picking up. To get to this information:

- Log In to your Account
- Click on the "My Account" tab
- Scroll down submenu to: Change Household Data
- Scroll down to the bottom of the page for the list of Emergency Contacts (pick up list). Proof and revise as needed.



C-Club @ DAC Transportation

Transportation Safety

Parks and Recreation takes transportation very seriously.

- Each of our van drivers must pass a State Certified Defensive Driving Course provided by the Parks and Recreation Department.
- Staff driving records are monitored quarterly by the Parks and Recreation Department's Safety Office.
- The Driver's job is to drive only. All Drivers are accompanied by additional staff that takes roll, monitors students, and maintains communication with the DAC office.
- Seat belts are required for all students and adults.
- Booster seats are required for children after 4 years and 40 pounds and under 4'9" tall. It is a City of Austin policy that we are required to follow; no exceptions will be made.
- Students enter and leave the vans on the curb side only.
- Staff members will be wearing Dougherty t-shirts and name badges.



PARTICIPANT ATTENDANCE

Remember to let us know at 512-974-4040, by NOON, if your child will not be attending C-Club. We call parents if a child is not accounted for before we leave. Not calling to notify us of an absence makes everyone wait.

DAC Van Transportation

- If two trips are required for a school, an additional staff member stays with the youth on-site until the van returns from the first trip. There are always 2 adults in the vans, a driver and an additional staff member.
- Participants are transported by groups of about 12.

Becker Elementary

Students meet inside the front entrance to the school. A Dougherty Staff member will pick up younger students (5yr olds) from their classroom teachers.

Mathews Elementary

Students meet at the flag pole in front of the school or inside at the bottom of the stairs in inclement weather. A Dougherty Staff member will be by the flag pole with a sign.

AISD Bus Transportation

Zilker Elementary

- Students will ride the AISD bus that meets on the north side of the school.
- Students will follow all policies administered by AISD transportation.
- If you have concerns about your student transitioning from their classroom to the bus, please contact their Zilker classroom teacher.
- Dougherty Staff will not be at the school for pick up.
- Remember to let us know at 512-974-4040, by NOON, if your child will not be attending C-Club. This is especially important, as Dougherty Staff will not meet students at Zilker.
- Dougherty Staff will check that all Zilker students are accounted for as they come off of the bus at the Dougherty.
- If we have not received notice that a child will be absent, parents will be notified that their child has not arrived at the Dougherty.
- If a participant misses the AISD bus from Zilker, they should report to the Zilker office, where parents will be notified for pick up. The Dougherty is not responsible for participants who miss the bus.



F. Completion required by all participants.

Personal Information Privacy Policy

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists. **{email opt out? _____}**

Image Release Waiver

I hereby consent to allow usage of photographs and video taken during this program and at our sites for publicity purposes in printed materials, and on our website. Photographs remain the property of the City of Austin Parks and Recreation Department. If you do not want to allow photos or videos, then please initial. **{opt out? _____}**

Accessibility Accommodation Request

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call 512.974.3910. Do you require accommodations? **{Yes _____} {No _____} {Optional _____}**

Standards of Care Notification

Children's programs/activities supervised by Parks and Recreation Department and requiring enrollment/registration in order to participate are not licensed by the state, but follow standards of care adopted in the City of Austin Ordinance No. 20160225-062. A copy is available and posted at each site.

Dougherty Arts School Cancellation and Refund Procedure

Cancellations made 7 days prior to the first day of class will be refunded the class fee minus the \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. No refunds or transfers are issued for registrations cancelled less than 7 days prior to the first class. Full Cancellation and Refund Procedure is available at <http://austintexas.gov/page/dougherty-arts-center-registration-procedures>

or by calling 512-974-4040. By signing below, I acknowledge that I have been informed of the Dougherty Arts School's Cancellation and Refund Procedures.

Release of Liability

In consideration of participant being allowed to participate in the registered class(es) or program(s), the undersigned hereby releases the City, its employees and agents, from any action, claim or demand for personal injury or property loss arising from or due to any negligent act or omission of the City, its agents or employees. This release shall have no effect with regard to damages caused by the City's gross negligence. In the event the City or a volunteer provides transportation for the registered participant, this waiver and release shall extend to and release the City employee driver from any and all liability. Permission is given for any emergency medical treatment, operation or anesthesia which might become necessary. I agree to be responsible for the expense of medical treatment or service.

Please Print Name: _____

Signature: _____ Date: _____

A. Youth Waiver (please fully complete waiver with a pen):

Participant Name: _____ **Age:** _____ **Gender:** Male Female

B. Completion required by all participants. Primary and Secondary must reside at same Household address. If not, complete box D

Household Mailing Address: _____ **State:** _____ **Zip:** _____

Household Home Phone: (____) _____

Household Primary Name: _____ **Gender:** Male Female

Birthdate: _____ **Email:** _____

Primary Cell Phone: (____) _____ **Provider:** _____ **Primary Work Phone:** (____) _____

Household Secondary **Primary Work Phone:** (____) _____

Name: _____

C. Completion required by all participants. List any Emergency Contacts other than Household members listed above.

Emergency Contact Name:	Relation:	Home Phone:	Work Phone:	Cell Phone:	Allowed to Pick Up?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

D. Only complete this box if a Youth Participant resides within two separate Households.

Household Mailing Address: _____ **State:** _____ **Zip:** _____

Household Home Phone: (____) _____

Household Primary Name: _____ **Gender:** Male Female **Email:** _____

Primary Cell Phone: (____) _____ **Provider:** _____ **Primary Work Phone:** (____) _____

Household Secondary Name: _____ **Gender:** Male Female **Email:** _____

Secondary Cell Phone: (____) _____ **Provider:** _____ **Secondary Work Phone:** (____) _____

E. Medical Care Information

- Any known allergies to food/drugs, insect stings, poison ivy/other plants, etc.? **{Yes _____} {No _____}** Please Specify: _____
- Any known existing illnesses? **{Yes _____} {No _____}** Please Specify: _____
- Please list any physical condition that could restrict activities or have a need requiring special care in order to participate in program/activity: _____
- For Youth & Children Only:** Does Participant require prescription medication during program hours? Program must exceed 1 hour. **{Yes _____} {No _____}** **If yes, please complete a Medication Authorization form.**