

Community School of Art Parent Handbook 2016/17

Gallery One Visual Arts Center, 408 North Pearl, Ellensburg, 925-2670, becky@gallery-one.org

Youth Education Coordinator/Instructor: Becky Parmenter

Instructors: Becky Parmenter, Danney Parkins, Tabitha Klucking, Justin Gibbens, Mark Tarabula
Student Teacher Assistants and Volunteers often help in the classroom. A screening process is in place.
Gallery One's art classes follow the Ellensburg School District Academic Calendar 2016-17.

Registration:

Pre-registration and full payment for the quarter is required prior to child's first day in class.

Students are accepted on a first come-first served basis.

Class charges will be figured out depending on the day of the week your child attends classes. For example, if there are 14 Mondays in a quarter at \$12 per session, the quarter charge would be \$168 (14 days x \$12=\$168). Payment will need to be made prior to the start of classes. Unfortunately, there are no refunds (exceptions are noted on the registration form) if children do not attend.

\$25 material fee for each student for each quarter (unless otherwise stated)

Cancellations/Refunds:

Cancellations are refunded only under certain situations such as moving, extended illness, or other critical situations. We do not have makeup classes if your child is absent.

Scholarships:

Please inquire at the front desk or contact Becky Parmenter if you are interested in a scholarship based on financial need.

Walking Field Trips:

Students will attend walking gallery tours regularly. Parent permission is included on Student Information Form.

Photos: Photos are taken of students while working or displaying their work, parent permission is included on Student Information Form.

Suspension of Services:

We require that the following expectations be met by each student: Ability to work independently without continuous supervision

- Ability to follow instructions and follow through with activities.
- Ability to work constructively within a group without creating disturbances and interruptions.
- Student needs to have the desire to do activities pertaining to visual arts.

If you believe your child would have trouble following these expectations we would welcome a facilitator to accompany your child so they may participate in this program. If your child cannot meet these expectations a conference will be called with a parent or legal guardian to discuss the situation. If the child's behavior does not improve after the conference, it may be necessary to temporarily or permanently suspend services to the child. Every effort will be made to find a solution that is in the best interest for all parties concerned, and that protects the rights of other children, families, and property. We wish to provide services to all children, however, we are limited in our staffing and capacity at this time to provide services to children whose behavior is disruptive to the learning environment.

Each spring we have an annual **Community School of the Arts Show**. Each student that participates in our classes is allowed to enter one piece of art for the academic year. We will help select a piece of artwork from each student for the annual show. The selected artwork will be well cared for and returned after the exhibit.

Important dates! May 6, 2017 is the Spring Show. Students may enter one piece. Please pick up work by June 6, 2017

Student Information Forms: These are for your child's safety; please fill out one per year and update as needed.

Parent Involvement:

Parents are welcome to visit classes anytime.

- We encourage you to talk with your child about their art. Information about how to talk with your child is available upon request.
- Please provide a healthy snack for your child each day that they come. If a child is hungry after school it may impair their ability to function well.

A special note: Every 1st Friday of the month the gallery hosts a new exhibit. We often provide food for our guests and supplies are limited. Please do not allow your child to graze at these food tables. Thank you!

Children's Arrival:

It is required for your child to attend classes on a **consistent** basis. We have ongoing projects or lessons that continue from week to week.

- The classroom is located on the top floor of the gallery or clay classes in the ceramic studio.
- Children are not allowed to use the elevator without a parent.
- It is the responsibility of the parent or guardian to arrange for the child's arrival to Gallery One either by school bus or private vehicle. Call the Ellensburg School District transportation department to make arrangements. It is important for us to know what school your child attends and what bus they will use.

In Case of Emergency:

We request that you inform of us any special needs, health, or behavior problems that might affect our ability to teach or your child's ability to learn in an art class environment. These include:

- Learning disability
- Chronic illness
- Serious speech, hearing or vision problems
- Any known allergies

We require the parent or guardian to sign a Medical Release form provided in this packet. Children with the following symptoms will not be permitted to attend classes. We will contact you or the people on your emergency list if the child needs to be picked up:

- Fever of 100 degrees or higher orally.
- Vomiting, diarrhea, behavioral change, stiff neck or undiagnosed rash.
- Respiratory symptoms –Wheezing or congestion that is severe, sore throat if it is accompanied by other symptoms such as fever or rash, eye discharge or pink eye, lice or scabies, if child is unable to participate in activities for any reason. If CSA have concerns about a child's ability to safely return to the program, we may request a note from the child's health care provider.

Thank you, we look forward to having your child in the CSA program!