



SUMMER ART

STAYCATION

DOUGHERTY
ARTS CENTER

Summer '22



**All Program Parents & Guardians should read the current
AUSTIN PARKS & RECREATION YOUTH PROGRAMS PARENT HANDBOOK** (English PDF).
(Spanish PDF available here.)

Dear Summer Art Staycation Families,

Welcome to the Dougherty Arts School's Summer Art Staycation for Summer 2022. We are so excited to have your child participating in our program!

This Handbook provides information that you will need to be prepared for your child's participation in our Online Program. This handbook is a supplement and does not replace the Austin Parks and Recreation Department's handbook (*see link above*), but does provide Dougherty Arts Center's virtual program specific information.

All participants are required to have a completed **Online Program Permission and Waiver Form** on file before the program starts. A copy of this form is included in this packet for your convenience ([page 6-7](#)), and a copy can also be found online (austintexas.gov/DACVirtual).

Our low virtual teacher-to-student ratio (1:6) allows for virtual classrooms with 2 instructors and up to 12 students so every student will get individual attention from program staff and have a chance to socialize with peers.

Our virtual classrooms take a process-balanced approach to instruction in order to allow 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.

We look forward to an amazing session and hope to bring our community closer through the practice and celebration of art! Thank you for joining us during this trying time.

Best Regards,

Dougherty Arts Center Youth Program Specialists



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 512-974-3914 or Relay Texas 7-1-1.

DOUGHERTY ARTS CENTER

1110 BARTON SPRINGS RD, AUSTIN, TX 78704

www.austintexas.gov/dac

512-974-4040 | DACSchool@austintexas.gov

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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.

Local Standards of Care

The City of Austin, Parks and Recreation Department owns and operates the Dougherty Arts Center and its programs. The Dougherty Arts School Programs are run by the Austin City Council through the **Local Standards of Childcare Ordinance No. 20210204-053** which is updated annually. PARD is not licensed by the state.

Youth Program Contacts

James Byers , Culture & Arts Education Specialist	James.Byers@austintexas.gov	974-4020
Catherine Chao , Culture & Arts Education Specialist	Catherine.Chao@austintexas.gov	974-4022
Janice Jaeschke , Culture & Arts Education Specialist	Janice.Jaeschke@austintexas.gov	974-4017
Lucy Miller-Downing , Culture & Arts Program Supervisor	Lucy.Miller-Downing@austintexas.gov	974-4045
Guiniviere Webb , Dougherty Arts Program Manager	Guiniviere.Webb@austintexas.gov	974-4019
Dougherty Arts Center Registration Office	DACSchool@austintexas.gov	974-4040

Program Information

Summer Art Staycation

Online Summer Class FOR AGES 6 – 12

Program Hours

Staycation will meet weekly at the assigned dates and times for the class you have registered:

Drawing and Painting

Mondays and Wednesdays
9:30am to 11:30am

Mixed Media

Tuesdays and Thursdays
3:00pm to 5:00pm

Daily Class Schedule

20 min Welcome / Check-Ins / Warm Up

1 hour ARTS LESSON

30 min YOUTH CHOICE TIME

10 min Wrap-Ups / Goodbyes

Lesson Content

Students will partake in a series of arts lesson content created by our Teaching Artists. Students will have the opportunity to try their hand at many different art processes and techniques.

Waiver/Permission Form

A completed waiver/permission form is **REQUIRED** to be on file in order to participate in Summer Art Staycation! This form is available online and is included in this packet for your convenience, **pages 6-7**. Please read it carefully before signing! You can turn completed forms in to DACSchool@austintexas.gov.

Preparing Your Child for Class

Supervision

Program staff members will not and are not expected to act in a supervisory capacity for enrolled students. Parents and guardians retain full supervisory responsibilities for any and all activities that occur during the program. (See *Permission/Waiver form, page 8.*)

PARTICIPANT ATTENDANCE

Attendance is NOT mandatory. Attendance is the responsibility of participants and their families.

Enrollment & Attendance

Enrollment is set on a per session basis and attendance is the responsibility of the student and parent or guardian.

Zoom Account

Please set up a Zoom account with your student's name so Instructors know who they are letting into the rooms. Only registered participants may participate in the program. zoom.us/signup

Zoom Classroom Links

Links to your student's Zoom classroom will be sent to your registered email address on the Friday before the program session begins. Sometimes our correspondence can get filtered into spam, so check there too.

If you would like to receive Zoom links and program correspondence to a different email address than the one you used to sign up for the program, please let us know at your earliest convenience.

Supplies & Equipment

Equipment required for virtual programs, such as a computer, tablet, internet access, headset, earphones, microphone, webcam, etc., are the responsibility of your household and will not be provided by the program.

Art supplies are not provided by the program, but supply lists are made available so families can make sure they have what they need for classes from home.

SESSION DATES

SESSION	THEME	SESSION START DATE	SESSION END DATE	SCHEDULED SKIP DATES
Session 1	Fauna	June 13	July 7	June 20, July 4
Session 2	Flora	July 11	August 4	None

Appropriateness

Ensure that your child is appropriately dressed while they attend Summer Art Staycation. Use an appropriate Zoom background or check the surrounding area to make sure that there is nothing inappropriate in view.

If program staff notice something on your child's video that is not appropriate, they will turn off the student's video until the issue is resolved.

Behavior

Appropriate behavior for participants is expected. Program staff will review appropriate and inappropriate behaviors with all participants. Bullying, including cyberbullying, during a session or outside of a session is not appropriate. Issues and consequences will be addressed with participant and parent and may include but are not limited to temporary or permanent removal from the program.

Photo & Video Policy

PARD and Dougherty Staff may take screenshots of students during the program. These images are for department use and may be included in newsletters, presentations, brochures, fliers, public service announcements, City of Austin websites, and other public media uses.

Staff will announce if they are going to take a screen shot or start recording the Zoom room before they do so. If you do not want your child to be captured in a screen shot or video/audio recording, it is your responsibility to prevent this by turning off the camera or microphone.

Videos

Classes occasionally view media related to topics of study. All books or media clips are previewed by Program Specialists to evaluate content and suitability for students.

REGISTRATION QUESTIONS?

Contact the Dougherty Art School's Registration Office with questions or concerns regarding registration or enrollment.

EMAIL: DACSchool@austintexas.gov

Professional Program Staff

All instructors for youth programs are artists in their own right, have been screened, approved, and received the appropriate training before the start of the program. We will also continue training and professional development throughout the semester.

Required staff training includes: CPR/AED certification, first aid certification, curriculum development, lesson planning, the 40 Developmental Assets®, positive behavior intervention, social emotional learning, online teaching strategies, the City of Austin Parks and Recreation Department youth program policies, Dougherty Arts Center site policies, and emergency site/program procedures.

A minimum of two(2) DAC staff members will be stationed in each Zoom classroom every day.

Ethics

Because of a potential conflict of interest, our staff cannot be hired by a participant's parent/guardian for babysitting or private lessons. City of Austin employees may accept thank you gifts under \$50 which are not cash/gift cards nor intended to improperly influence our work.



DOUGHERTY ARTS CENTER

Summer Art Staycation Online Program • Summer 2022

PERMISSION & WAIVER FORM

I, _____ give permission
LEGAL PARENT OR GUARDIAN

for _____ to participate
CHILD/WARD, hereafter referred to as "my child"

in the City of Austin, Parks and Recreation Department, Museums and Cultural Programs Division, Dougherty Arts Center's Summer Art Staycation Online Summer Class.

I understand and agree:

- I retain full supervisory responsibility for any and all activities that happen as a part of this program.
- Program staff refers to adults who have been screened, approved and trained.
- I will not expect program staff to provide supervision for my child.
- I understand that participation in these events is at my and my child's own risk. While program staff take measures to manage any risk, there is still the risk that something unexpected may happen. If my child gets hurt while participating in any program activity or activity recommended by program staff, I will assume full responsibility.
- If my child is under 13 years of age, I will maintain and supervise any online accounts that they may participate in.
- If my child or I upload any photos or videos of my child, our family and/or their activities, I am giving permission for them to be used and shared publicly.
- I understand that two-way classes or group sessions that my child participates in will be closed and will only allow registered participants and approved staff to participate.
- For all two-way classes, like a zoom class, I will ensure that my child is appropriately dressed and that the computer and camera that they are using does not show inappropriate things in our home. If possible, we will have their back against (or camera facing) a blank or non-descript wall, a wall with their program drawings, use a nature zoom background, or blur the background. If program staff notice something on your child's video that staff determines is not appropriate, they will turn off your child's video until the issue is resolved.
- Appropriate behavior for participants is expected. Program staff will review appropriate and inappropriate behaviors with all participants. Bullying, including cyberbullying, during a session or outside of a session is not appropriate. Issues and consequences will be addressed with participant and parent and may include but are not limited to temporary or permanent removal from the program.
- My child may be in either a screenshot and/or video record. These records may be used by the Parks and Recreation Department for current or future advertisements. Before either a screenshot or a recording happens, I will be notified. If I do not wish for my child to be in the picture or the recording, I will immediately turn off my child's camera and mic. Leaving either of those two on is implied consent. The room will be told when the recording is stopped. It is solely my responsibility to take any necessary steps to prevent my child from being recorded.
- To follow and to ensure that my child follows the Parks and Recreation Electronic Communication Policy that states:
 - Any private (one to one) electronic communication between staff and youths, including the use of social networking websites like Facebook, Instagram, Snapchat, instant messaging, texting, etc is prohibited.
 - All communication between staff and youths must be transparent and public. Examples:
 - they may communicate on group sites where anyone who is a member can see the conversation
 - email communication is preferred to be between the parent and program staff/volunteer
 - email communication to the child will include at least two approved volunteers
 - They may communicate in private media set up for two-way classes and discussion groups. Such as a zoom class. These will be always facilitated by at least two approved adults with at least two children and one approved adult in each breakout room. The overall facilitators may join any breakout room at any time.
- It is my responsibility to provide any equipment needed for virtual programs, such as a computer, tablet, internet access, headset, earphones, microphone, digital camera, etc. I also understand that any damage to said equipment is the sole responsibility of the owner of said equipment. I will not hold the City of Austin responsible for any damage that may happen during the program.

Waiver and Release Statement:

PERMISSIONS

By registering for this online program undersigned "I" (whether one or more) jointly and severally state and agree as follows:

Consent for Minors

I am the legal custodial parent or legal guardian of the above-named minor, and I hereby authorize and permit said minor to participate in the Create Away! After School On Line Program and in all activities, events, and programs that are part of or are associated with the program (collectively "Program"). I have read material on the website about this program.

Acknowledgment and Waiver

I realize that participation in the Program entails certain risks of personal injury and property damage. I affirm and agree that I and any above-named minor(s) are participating in the Program voluntarily and knowingly assume all such risks. In consideration of me and/or any above-named minor(s) being allowed to participate in the Program, I hereby, on behalf of myself, any above-named minor(s), and our respective assigns, beneficiaries, heirs, personal representatives, trustees, and other successors or representatives, voluntarily and forever release, waive, and discharge the City, and its employees, volunteers and representatives, from and against, and hereby covenant not to sue any of them regarding, any and all causes of action, claims, damages, injuries, liabilities, or losses (including, without limitation, such that may in any way arise from, be connected with, or relate in any way to the Program or the negligence of the City of Austin, or any of their respective employees or representatives) arising out of or in any way resulting from the Program or our participation in or involvement with the Program or any related activities or programs. In return for sufficient good and valuable consideration, I hereby indemnify, hold harmless, and defend the City of Austin from and against any and all causes of action, claims, damages, injuries, liabilities, or losses that in any way arise out of, are connected with, or result from my or any above-named minor(s) participation in or involvement with the Program or any related activities or programs. Such indemnification and hold harmless terms shall apply and be fully enforceable even if such injury or damage arises out of the negligence of the City of Austin, or any of their respective directors, employees, officers, agents, or representatives and shall include, without limitation, the City of Austin's reasonable attorney's fees associated therewith.

I, on behalf of myself and any above-named minor(s) and our respective assigns, beneficiaries, heirs, successors, and other representatives, agree that the waiver and release, assumption of risk, and indemnification, hold harmless, and defense provisions stated herein are intended to be as broad and inclusive as is permitted by the laws of the State of Texas and that if any portion thereof is held invalid, the balance shall, notwithstanding such invalidity of any portion, continue in full force and effect. I have read this document, fully understand its terms, and understand that I, on behalf of myself and any above named minor(s), am through this document giving up substantial rights, including, among others, the right to sue and undertaking substantial obligations, including, among others, indemnification. I acknowledge that I am agreeing hereto freely and voluntarily and intend this acknowledgment (whether hard copy or electronically transmitted) to be a complete and unconditional release of liability.

Signing below confirms that you have read the program information on the website, above permission statements, that you understand it, and that you agree to be bound by it.

PRIMARY CUSTODIAL PARENT/GUARDIAN

SECONDARY CUSTODIAL PARENT/GUARDIAN

PRINT

PRINT

SIGN

SIGN

DATE

DATE

Fill and sign one Permission/Waiver form per each individual participant.
Email to DACSchool@austintexas.gov at least three (3) business days before the first program day