

2017-2018



DOUGHERTY ARTS SCHOOL



Explore Arts
Early Childhood Program
PARENT HANDBOOK

austintexas.gov/Dougherty

512-974-4040



City of Austin

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

Dear Explore Arts Parents:

Welcome to the Dougherty Arts School!

We are thrilled to have you and your child join us for what is going to be an exciting year in the Explore Arts Early Childhood Program. The program will run from September 12, 2017 to May 3, 2018 and meet on Tuesdays and Thursdays from 10:00am – 1:00pm.

The Dougherty has provided arts education to preschoolers since 1990, as a safe place for students to express themselves creatively, think critically and make new friends. Each week your child will have the opportunity to learn and create in the visual and performing arts. Our Instructors and staff are dedicated to creating an environment that will help your child develop a life-long love of learning they will carry with them into kindergarten & beyond.

Before the First Day:

- Check your receipt to ensure your child's enrollment or waitlist status
- Submit Completed Waiver to the Registration Office
- Attend **Meet the Teacher!**

Thursday, September 7, 2017

12:00pm – 1:00pm

We invite parents and students to explore the classrooms, enjoy fun activities, and meet fellow students & Instructors.

This enrollment confirmation packet will provide information needed to be prepared for the first day of class. Please review the information carefully; it will include important information concerning policy and procedure, safety, curriculum, and general expectations (Dougherty, parents, staff, and students).

For any questions, please call the Registration Office at 512-974-4040. They can answer registration questions or connect you with an Arts Education Specialist to answer program questions.

Dougherty Arts School
1110 Barton Springs Road
Austin, TX 78704
512-974-4040



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.

DOUGHERTY ARTS SCHOOL
1110 Barton Springs Rd.
Austin, TX 78704

512-974-4040 www.austintexas.gov/dougherty

Registration Office Hours

Monday - Friday 10am - 5:30pm
Saturday & Sunday CLOSED

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Explore Arts Program Contacts

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Sarah German , Culture & Arts Education Coordinator, sarah.german@austintexas.gov	974-4025
Mary Ann Vaca-Lambert , Culture & Arts Education Supervisor, maryann.vacalambert@austintexas.gov	974-4037
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Arts School Registration Office , dacschool@austintexas.gov	974-4040

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 valuable contributions to society. Our youth program method emphasizes the process of creating instead of the final product. It is the individual success of every student that makes this type of teaching method valuable. The student will come to understand and embrace the artistic process, developing self-esteem and confidence. There are no right or wrong answers and no such thing as a silly question.

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. 20170216-066 which is updated annually. PARD is not licensed by the state.

Policies & Information

Explore Arts

Youth Development & Enrichment Programming For Ages: 3-5

Explore Arts Program Philosophy

The Dougherty Arts School established this unique arts centered program as an alternative to other preschool programs in Austin. The Explore Arts Program provides a creative learning experience in a nurturing, supportive environment. We focus on using the arts to help stimulate building blocks for reading, writing, and math through both structured and informal activities.

2017/2018 Themes

September	Me, Myself, & I
October	On the Move: Things that Go
November/December	Once Upon a Time: Stories & Tales
January	Museum Trip: A Look at Famous Artists
February	Mexico: Land of Enchantment
March	Hark, the Middle Ages
April/May	Bugs, Birds, & Butterflies

Program Days/Hours:

Tuesdays & Thursdays 10am - 1pm

Note: Program times may adjust throughout the year. The Dougherty Arts School is closed when the City of Austin is closed due to inclement weather and holidays.

Daily Schedule

10:00-10:10	Arrival/Restroom Break
10:15-10:55	Class #1
11-11:40	Class #2
11:45-12:15	Snack/Outside Time/Restroom
12:15-12:55	Class #3
12:55-1:00	Pick-Up and Sign Out

Daily activities using monthly themes help the Instructors develop lesson plans that are both meaningful and appealing to the students. The schedule provides both group and individual settings where students explore visual art, creative movement, and imaginative play activities.



Communication

Program staff provides a newsletter with monthly themes, lesson plan descriptions, and goals. The newsletter is our opportunity to showcase participants with photographs of their activities. The newsletter also provides important dates, events, notices, and staff biographies.

Professional Staff

All instructors for our youth programs are artists in their own right and have received a full 40 hours of training before the beginning of the program. This training includes: CPR/AED certification, first aid certification, curriculum development, lesson planning, the 40 developmental assets, positive behaviour intervention, social emotional learning, City of Austin Parks and Recreation Department youth program policies, Dougherty Arts Center site policies, and emergency site procedures.

Learning Centers

The classrooms have different interest areas which include places for books, blocks, art, puzzles, and manipulative and dramatic play. They are used individually, with a friend, or in small groups. The centers provide practice in making decisions, following directions, and working independently. Children have the opportunity to work and play in these centers when they have completed their lesson.

Group Activities

Daily group times provide the opportunity for your child to learn in a group setting. Group lessons include stories, music, gross motor activities, and discussion of the monthly theme.

Policies & Information



Notes for Drop-off: One Hug, One Kiss

The teachers need time prior to class for preparation, so we ask you not to bring your child earlier than 10 minutes before the start of the program. Drop off will be held in the Youth Lobby. Please feel free to come in and sit with your child to make them feel comfortable. If you and your child have a transition routine, this is the perfect time to exercise it. Parents leave once class starts so that the children get the most out of their class experience. Make sure your child knows that you are leaving and do not forget to say goodbye!

Pick-Up

It is also important your child is picked up promptly at the end of class, which is 1pm. Each parent will receive a parking permit at the beginning of each month and may park in any available spot. Pick up will occur in the youth lobby unless otherwise announced.

Sign In /Sign Out

As the parent/guardian, you are required to sign your child in and out when you escort them into and out of the program site each day.

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.

Safety and Fire Drills

PARD has emergency plans in effect at each facility in the event of inclement weather or other hazardous situations which may occur. Additionally, centers conduct random fire drills.

Lost Child Policy

We do everything we can to prevent the possibility of a lost participant scenario. Staff is careful to maintain appropriate leader-to-participant ratios (1:8), count participants on a regular and frequent basis, and ensure participants never go anywhere alone. In the case that a participant has shown an inclination to wander away from a group in the past, please notify the program specialists so we can better keep an eye out for this behavior.

If a participant does go missing, staff will follow our lost participant procedure, which is as follows:

1. Take note of the exact time.
2. Identify the name of the participant, as well as their age and description.
3. Contact the Center Supervisor immediately.
4. Keep the other participants together in a safe, visible location, making sure to keep them calm and entertained.
5. If possible, available staff will begin looking for the participant and remaining staff will remain with the group to monitor participants in the proper ratio. Searching staff members will check-in often with the larger group to see if the participant has returned.
6. If the participant is not found within 10 minutes of the start of the search, call 911 and provide the following information: Participant name, age (date of birth), description of clothing (specifically shoes), address, parent's name(s), ethnicity, and hair color.
7. The Program Supervisor, Coordinator, or Specialist will contact the parent or guardian of the child and inform them of the situation.



Policies & Information

Preparing Your Child for Class

Absence/Attendance

Please call 512-974-4040 if your child will not be attending the program that day. Attendance is the responsibility of the participant. (See Attendance, page 12.)

Appropriate Dress

Art is messy!!! Participants may engage in projects and activities that are messy. Children may get dirty or wet. Please be aware when considering your child's daily clothing choices. If you are concerned, please provide an old shirt with their name on it to use as a smock. Closed-toe shoes are required.

Bathroom Breaks

Students are given frequent breaks to use bathroom facilities. Children must be fully toilet trained before entering the Explore Arts Program. Staff will supervise bathroom breaks, but cannot assist the children.

Bathroom Accidents

If there is an accident, PARD Staff are not permitted to physically assist with personal cleaning or the changing of a participant's clothes after a bathroom accident. Staff shall, while maintaining the child's privacy, verbally guide the participant through the process of cleaning and changing. **We ask that parents and guardians provide a change of clothes for each child, labeled with their name.** If a change of clothes is not available, there are some backup clothing items for the child to change into. Please launder any backup clothes provided and send them back the next class day. In the event that a participant is unable to clean himself or herself, a parent or guardian will be called to assist in this process.

Personal Belongings & Toys

The City of Austin and the Dougherty Arts School are not responsible for lost or stolen property. Please do not bring toys from home. These items frequently create classroom disruptions. Your child may bring a single security object such as a plush doll or stuffed animal if they are experiencing separation anxiety. Please mark this item with your child's name.

Snacks/Lunch

Please send your child with a healthy snack. We do not have the facilities to provide refrigeration, microwave, or utensils. Please complete the waiver to include any allergies to food or drinks. If you are sending your child with grapes, carrots, hot dogs, or anything that could potentially be a choking hazard, please cut them into halves or quarters. Please do not bring nuts or nut products. Many children are highly allergic to nuts. We also ask that each child bring a water bottle which can be refilled at the water fountain.



Birthdays

If your child is celebrating their birthday, please feel free to bring a special snack for the class. Because of various food allergies, please make sure the snack is free of lactose (dairy), gluten (wheat/grain/flour), and nuts. Our Staff will have the birthday snack by the sign-out sheet for parents to make the decision on whether or not to take one for their child.

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. Please send your child with clothes appropriate to the weather, including coats, hats, and mittens during colder months.

Bad Weather Policy

If the City of Austin is closed for bad weather (snow, ice, flooding), the Dougherty Arts Center will also be closed. In the case that bad weather only causes a delayed start, if the City opens by 10am, the Dougherty Arts School will be open for Explore Arts programming at 10am. If the delay is later than 10am, we will not have Explore Arts that day.

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.

Ethics

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

Behavior Guidelines

Guidance Methods

The Explore Arts Program uses positive guidance in order to help children learn self-control and self-direction without loss of self-esteem. Limits are clearly stated using positive terms. Children are encouraged to use words to solve problems with others and our staff utilizes redirection, choices between acceptable behaviors, and positive reinforcement through praise and encouragement of good behavior. Guidance is based on an understanding of each child's individual needs and level of development. When correcting a child's behavior, our staff uses an individualized and consistent approach for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. When a child repeats a challenging behavior, a variety of methods for encouraging cooperation are used. These include the positive methods described above and conferencing with other staff, parents, and Dougherty administration. Every effort is made to understand the child's needs so that the student can be successful.

Parent Involvement

Parents' involvement in their child's care and education is encouraged. Staff is available on a daily basis to talk with parents if requested.

Manners

Our on-site staff has developed 3 simple guidelines, which are as follows:

- We respect ourselves
- We respect each other
- We respect our supplies and environment



Waiver Release

For your convenience, an actual waiver release form is included on the opposite page (5).

Waiver Release

Waivers must be completed and signed by a parent/guardian and on file with the DAC Registration office before a child may participate in Austin Parks and Recreation Department (PARD) programs. This form contains important medical and contact information about your child that is kept on file. Enrollment cannot be guaranteed. Children cannot participate in PARD programs unless waivers are completed, signed, and returned. An editable participant waiver form PDF is available online (<http://austintexas.gov/page/dougherty-arts-center-registration-procedures>) which can be filled out and emailed to dacschool@austintexas.gov.

Emergency Contacts

Other than parents/guardians, only individuals listed as "emergency and non-custodial contacts" on your child's waiver release who are marked as "allowed to pick up" can pick up a child. Your child's safety is our number one priority. You can add another approved person for pickup by calling Registration at 512-974-4040.

Image Release: Photo/Video Policy

PARD regularly takes photos and videos of participants in our classes, special events, and other activities. The photos are for Department usage and may be used in presentations, brochures, fliers, public service announcements, City of Austin and Dougherty Arts Center websites, and other media uses. Please see the Photo Release Waiver section on the Registration Form. If you choose to "opt out" of the image release, we will not use your child's photos in any of these materials, but we also cannot document their progress in classes, nor will they be included in any school or class photos.

Personal Information Privacy Policy

Your personal information is only used to fulfill your specific request. You WILL NOT automatically be signed up for the general Dougherty Arts Center newsletter. You WILL still receive invoices, receipts, notifications, and other specific program communications from any programs in which you or your child are currently enrolled.

Parks & Recreation

Inclusion Support Services

PARD believes in providing opportunities wherein all individuals are accepted, included, and welcome to live, learn, and play together. If your child has a special need and you would like to request an accommodation, please contact the site where you are registered and make a request for services. PARD Inclusion Staff are Certified Therapeutic Recreation Specialists who help by performing assessments and developing a recommendation plan for successful participation. If you have questions or want additional information please call 512-974-3914 or email inclusion@austintexas.gov

- **Allergies**

We want all participants to be able to take part in our classes. Let us know about allergies so we can work around them. Here are some examples:

Food Allergies: Participants are not allowed to share food, but some very severe food allergies require that we notify other parents to exclude certain items from their child's snacks. Our existing "Nut Free" policy is in place for this reason, so please do not send nuts or nut products in your child's snack/lunch.



Outdoor Allergies: We go outside for snack break. Staff does check the playground area before the children go out, but encounters with bugs (ants, bees, spiders, mosquitos, etc) and poison ivy/oak are still possible, so inform us of any severe reactions to such things so we can be prepared. If a participant's allergy is so severe that they require an epipen, a Medication Authorization form will need to be filled out if you wish to keep one on hand in case of emergency. (See Medication Release/Standards, page 10) If a student has extremely severe pollen allergies, we may be able to arrange for them to stay inside during the break.

Chemical/Material Allergies: Allergies may cause children to be sensitive to certain art materials. Let us know so that the proper substitutions can be made.

- **Perscription Medication**

Please try to administer any medications to your child before or after program hours. However, if it is necessary for the child to receive medication during program hours, fill out a Medication Authorization form. (For more information, see Medication Release/Standards, page 10.)

- **Existing Illnesses/Conditions**

- **Assessibility Accomodation Request**

Please let us know so we can do our best to accomodate these special needs.



E. Completion required by all participants.

Medical Care Information

1. Any known allergies to food/drugs, insect stings, poison ivy/other plants, etc.? {Yes } {No } {Please Specify: _____}

2. Any known existing illnesses? {Yes } {No } {Please Specify: _____}

3. Please list any physical condition that could restrict activities or have a need requiring special care in order to participate in program/activity.

4. **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.

Personal Information Privacy Policy

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. 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 512.974.3914. 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. 20170216-066. A copy is available and posted at each site.

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: _____

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: _____ **Zip:** _____

Household Home Phone: _____

Household Primary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Primary Cell Phone*: _____ **Provider:** _____ **Primary Work Phone:** _____

Household Secondary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Secondary Cell Phone: _____ **Provider:** _____ **Secondary Work Phone:** _____

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
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<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: _____ **Zip:** _____

Household Home Phone: _____

Household Primary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Primary Cell Phone*: _____ **Provider:** _____ **Primary Work Phone:** _____

Household Secondary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Secondary Cell Phone: _____ **Provider:** _____ **Secondary Work Phone:** _____

Health & Safety

Medication Release/Standards

If possible, please make every effort to administer medication outside of program hours. If necessary, be aware PARD staff will follow the procedures below regarding the distribution of medication.

- Staff may not administer medication to a participant without a signed "Permission To Give Medication" form on file. Medication must be stored in its original container with the child's given name, valid expiration date, and correct dosage.
- Staff may not accept more than a week's worth of medication for a participant, not to exceed a 5-day supply. To clarify, if a program meets once a week, staff can only accept medication in the quantity necessary for that one occurrence. Any unused medication shall be returned to the parent/guardian on the last day of the program.
- Staff may not administer an injection except for an epinephrine auto-injector device, which can only be administered during an emergency by trained staff. In addition, medication that is inconsistent with the prescribed dosage cannot be administered by staff.
- Staff must keep medication in a secured location that is only accessible by staff.
- A staff member shall maintain a medication log that includes the name of the child to whom the medication is administered, the time the medication is dispensed, and the name of the person dispensing the medication.

Participant Wellbeing

Every effort to prevent the spread of disease is made by our staff. This includes frequent hand washing and instruction in hygiene, which minimizes the spread of germs. The following guidelines are set to protect your child as well as others from contagious illness. Children who have been contagiously ill are required to be fever-free for the last 24-hours before returning. Please utilize the illness chart which is an excellent tool for parents to determine when children should stay home and when it's safe to return to class.

Illness/Injury

If a child becomes ill during school, staff will call the phone numbers listed on the Registration and Waiver Form to arrange for your child to be picked up. If a child becomes seriously injured, the staff will contact the parent or guardian and call 911 for assistance. Additionally, staff shall call a participant's parent or guardian if the participant has:

- Oral temperature of 100.4 degrees or greater
- Excessive diarrhea or vomiting
- Head lice or Infectious skin disorders
- Communicable diseases such as chicken pox or measles
- Other conditions that harm a participant's wellbeing

ILLNESS GUIDELINES

Illness/Infection Symptom	Should you stay home?	When you can return
Chicken Pox	YES	When all pox are scabbed
Cold	NO (without fever) YES (with fever)	See fever
Coxsackie (hand, mouth, and foot disease)	NO	
Diarrhea	YES	12 hours after last diarrhea
Ear Infection	NO (with doctor diagnosis)	
Fever (undiagnosed illness) 100.4 or greater	YES	24 hours after fever subsides and fever reducing medications have not been given in the past 8 hours
Giardia	YES	When diarrhea subsides or Dr. approves readmission
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Pink Eye	YES	24 hours after treatment has begun
Unidentified Rash	YES	When rash is gone unless Dr. approves readmission
Ring Worm	NO (keep area covered)	
Roseola	YES (with fever)	See fever
Rota Virus	YES	When diarrhea subsides or Dr approves readmission
Strep Throat/Scarlet Fever	YES	24 hours after treatment has begun and fever free
Thrush	NO (should seek treatment)	
Vomiting	YES	12 hours after vomiting

Tuition & Fees

Registration

- Registration for Explore Arts is secured by full payment for the month at the time of registration.
- We suggest you register online, which is available at: www.austintexas.gov/Dougherty. To register by phone, call 512-974-4040 with credit card payment.
- 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 in the registration office.
- We require one waiver form per child, filled out completely and signed. Current telephone numbers, emails, and addresses are necessary for communication with participants and parents.
- 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.

Due Dates and Drop Days

- **Payment is due to the Dougherty Arts School's Registration Office by the 15th of each month for the next month's tuition (please note this is the received date, not postmark date). If the due date falls on a Saturday, Sunday or City holiday, payment will be due the next business day.**
- Late fees begin on the 16th of the month. A late fee of \$15 will be assessed for payments received on the 16th or later.
- Drop day is the 20th of the month. If payment and late fees are not received by the 20th, students will be dropped without call from the roster and the spot will be offered to the first child on the wait list.
- Fees are refundable in full only if the class has been cancelled by the Parks and Recreation Department.

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 the number of program months. There is no payment due for December. *Please see payment schedule below.*
- Parents are responsible for making payment by the due date, whether or not invoices are received.
- **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 any party. However, the person who enrolled the student and signed the waiver will be legally responsible for making payment due dates & **will be the only person to receive the receipt of payment via email.**

Wait List

The number of participants in a program is determined by a participant-to-instructor ratio mandated by the Local Standards of Care Ordinance. While ratios ensure participants an enjoyable experience, they also limit enrollment in each program. When a program has reached its maximum enrollment, the names of interested applicants are placed on a wait list. Parents are notified as openings become available. There is no cost to be placed on a wait list.

FALL PAYMENT CHART

Program Month	Program Due Date by 6pm	Late Payment Fee of \$15.00 begins at 9am	Drop Day Due to No Payment at 9am	Last Day for Refund Minus 20%
September	At Registration	N/A	N/A	September 5
October	September 15	September 16	September 20	September 25
November/December	October 16	October 17	October 20	October 25

**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.*

Tuition & Fees



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 classes are cancelled by the City Administration due to weather or an emergency situation, there will not be a make up date or discount fees for these days.
- Registration fees are refundable in full only if the Arts School has cancelled the class. For this fall, registrations cancelled at least 7 days prior to the first day of class may be issued a refund minus a 20% non-refundable deposit. **No refunds are issued for registrations that are cancelled without 7 days advance 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 processing) 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.
- A transfer requires a cancellation and re-registration into another class. All procedures listed for cancellations apply to transfers.
- 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 \$1 per minute past the end of class.
- The first 10 minutes of your first instance of lateness will be waived as a courtesy.
- 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 the building opens.

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

Frequently Asked Questions

1. What type of activities will my child be doing?

The Dougherty Arts School provides a range of programming focused on art, theatre and media. Recreational activities are conducted during free time and breaks. [Page 7, Description](#)

2. If my child does not attend every day can my fee be prorated?

Attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer or a refund. Make-ups are not available and fees will not be prorated for absences. [Page 12, Attendance](#)

3. How should my child dress?

Wear comfortable clothing appropriate for art projects and movement: T-shirts, pants or shorts and sneakers work well. [Page 8, Appropriate Dress](#)

4. Why can't my child bring his/her hand held game?

The Dougherty is not responsible for lost, damaged or stolen property. Our instructors require your child's attention and items from home can be distracting to other students and the Instructors. [Page 8, Personal Belongings](#)

5. Can you just give my child aspirin for a headache?

No. If your child needs to take any type of medication (prescribed or non-prescribed) a Permission to Give Medication form must be completed and signed by the parent or guardian. Medication must be provided by the parent or guardian. [Page 10, Medication Release/Standards](#)

6. Can a neighbor, friend, or relative pick up my child?

Each child must be signed out daily by a designated person on the child's waiver form (photo ID required). Up to 5 individuals may be added to the waiver for pick up. Changes or additions to the waiver can only be made by contacting the Registration Office in person or at 512-974-4040. [Page 4, Emergency Contacts](#)

7. Why do I need to sign my child out every day?

Safety is our first concern; therefore, we require that you sign your child out every day. [Page 7, Sign-Out](#)

8. Where do I pull up for curbside parking?

During normal pick up times please park in any available spot and sign out your child inside the youth lobby.

If parking is unavailable or you have a special need, we may arrange for curbside pick up. The parking lot is shared with the public and is often busy during large public events. In these instances, please follow the U-drive around the back lot and pull up for curbside loading. Youth will be kept on the sidewalk directly in front of the building and are not allowed to cross the street. Staff will have you sign out your child from your vehicle.

Pickup Zone shown on map below in Yellow.

