



DOUGHERTY **ARTS** CENTER

Creativity Club **AFTER SCHOOL ARTS**

DAC SITE & PROGRAM SPECIFIC HANDBOOK

2019-20



austintexas.gov/Dougherty
512-974-4040



**All Parents & Guardians should also read the
AUSTIN PARKS & RECREATION YOUTH PROGRAMS PARENT HANDBOOK,
available online at: www.austintexas.gov/afterschoolarts**

Dear Creativity Club Parents and Guardians:

Welcome to the Dougherty Arts School's Creativity Club After School Arts program for the 2019 – 2020 academic year. The staff at the Dougherty are very excited to have your child participating in our program!

This Site Specific 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 Dougherty site and program specific information. Please check your receipt to ensure that your child is enrolled at the correct location [Becker, Mathews, Zilker, Oak Hill, or Drop Off (at DAC)].

All participants are required to have a completed youth waiver form on file before the program starts. A waiver form is included in this packet for your convenience, and a copy can also be found online. 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 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. Creativity Club meets at the Dougherty and participating AISD Elementary Schools Monday – Friday from 3 – 6pm.

This year, we will be looking at Colors—their psychology and symbolism. What do colors mean to us visually and emotionally? We will use these color associations throughout our visual and performing arts lessons this year. Or monthly themes will be Red (and Pink), Orange, Blue, Black and White (also Gray), Purple/Violet, Green, Yellow, and Brown.

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

Dougherty Arts School
1110 Barton Springs Road
Austin, Texas 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

www.austintexas.gov/dougherty

512-974-4040 | DACSchool@austintexas.gov

Registration Office Hours

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



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Creativity Club Program Contacts

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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. 20190307-041** which is updated annually. PARD is not licensed by the state.

Program Information

Creativity Club

After School Arts

For Ages 5* – 12

**(5-year-olds must be 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 6:00pm, concurrent with the AISD school calendar, generally excluding City of Austin holidays.

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 behavior intervention, social emotional learning, City of Austin Parks and Recreation Department youth program policies, Dougherty Arts Center site policies, and emergency site procedures.

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.

IMPORTANT—ID CHECK

A form of state or government-issued photo identification is required to verify identity before staff will release a child, even to legal guardians.

Anyone picking up your child who is listed as an emergency contact on the child's waiver will also need to provide identification for the safety of each participant.

Emergency Contacts

Your emergency contacts are the non-guardian adult individuals who we will contact in the case we can not get a hold of either the primary or secondary guardian.

Emergency contacts (e.g. relatives, sitters, etc.) can also be allowed to pick up your children with your prior approval. Check the correct box for "yes" or "no" on the waiver concerning each emergency contact where it says "Allowed to Pick Up?"

If an unlisted non-guardian arrives to pick up, we must call the guardians to confirm before releasing the child. Therefore, it is important to maintain an up-to-date Emergency Contact List. Please remove or correct outdated information.

To edit your own Emergency Contact list online:

1. Log In to your Account
2. Click on the "My Account" tab
3. Scroll down submenu to: Change Household Data
4. Scroll down to the bottom of the page for the list of Emergency Contacts.

Otherwise, you can call the DAC Registration Office to add additional contacts.

Pick-Up

Participants must be picked up by 6:00pm. 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 6:00pm. Note, late fees may apply. (See *Late Pick-Up Fees, page 9*)

If the 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.

Creativity Club @ Dougherty Arts Center

3:00 – 4:15 Arrival / Drop-off

Snack / Free Draw / Homework

Recreation Activities / Free Play in Butler Park
(weather permitting)

4:15 – 5:45 ARTS LESSON

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

Students are transported by city van, AISD bus, or are dropped off by a parent or guardian between 3:00 - 4:00pm.
(See *Transportation*, page 7.)

Students will rotate through five classes which focus on different disciplines of art: 2-Dimensional, 3-Dimensional, Performing Arts, Digital Art, and Broadcast Media.

Participants must be picked up by 6:00pm.

CREATIVITY CLUB @ DAC

If your child will not be attending, please call **512-974-4040** before NOON so that we can account for all students.



Creativity Club @ Oak Hill

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

3:30 – 4:00 Recreation Activities / Free Play 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 3:00pm and must be picked up by 6:00pm.

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 Creativity Club classroom.

CREATIVITY CLUB @ OAK HILL

Please call the Creativity Club cell phone during program hours to speak with on-site staff Monday - Friday, 3 - 6pm.

If your child will not be attending, call **512-974-4040** or **512-632-8359** and leave a message by NOON so that we can account for all students.



Program Information

Preparing Your Child for Class

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, a courtesy call will be placed to confirm your child's absence.

It is recommended that you let us know if there will be a recurring absence (e.g. clubs, lessons, choir, etc.).

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 monthly newsletters, presentations, brochures, fliers, public service announcements, the City of Austin website (www.austintexas.gov), and other public media uses. (See the *Image Release* section of the *Youth Waiver Form*, page 10.)

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. Closed-toe shoes are required.

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. Some participants have severe nut allergies.

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.

Cold/Hot Weather

Outdoor play is an important part of our curriculum. Participants will go outside for break/snack as scheduled unless it is raining or the temperature is under 40°F (wind chill) or over 100°F (heat index). Please make sure they have appropriate clothes for the weather, including coats, hats, and mittens during colder months.

Videos

Classes occasionally view educational media related to topics of study. All videos and programs are previewed by the Program Specialists to evaluate content and suitability for the age group of the children.



Transportation

Transportation Safety

The City of Austin Parks and Recreation Department takes transportation very seriously.

- Each of our van drivers is required to successfully complete a department-approved driver safety course every 3 years.
- 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 staff t-shirts and name badges.



Transportation makes every effort to arrive on time, but circumstances exist that may affect or delay van/bus arrival.

DAC Van Transportation

- In the case that the van must make more than one trip, a staff member will first be dropped off to stay with the youth on-site until the van returns. There are always 2 adults in the van: a driver and another staff member.
- Participants are transported in groups of about 12.

PARTICIPANT ATTENDANCE

If a child is not accounted for during pick up from schools, we will call parents/guardians to ensure the child is safe. We will not leave the school without confirmation.

Becker Elementary

Students meet inside the front entrance to the school. A Dougherty Staff member will pick up younger students (generally kindergarteners) 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.

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 if your child will not be attending Creativity Club** (512-974-4040 by noon). This is especially important, as Dougherty Staff will not meet students at Zilker.
- 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, a courtesy call will be placed to parents notifying them 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.
- The bus arrives at the Dougherty at approximately 3:30pm.

Registration, Tuition, & Fees

Registration

- **May Registration Deposits:**
 - During the initial Fall Registration which opens in May, an open space in the program can be saved with a \$40 per child deposit option.
 - If paying with a deposit during this time, full payment for the initial month of Creativity Club is due on July 15th with drops on July 22nd.
 - All dropped participants forfeit the deposit.
 - After this initial registration period, full payment will be required on each payment due date to remain enrolled in the program.
- Registration for Creativity Club is secured by full payment for the month at the time of registration in all other (non-deposit) instances.
- **We suggest you register online, available at:** www.austintexas.gov/Dougherty.
- You can also register in person at the Dougherty front desk or by phone. To register by phone, call 512-974-4040 with credit card payment.
- **The Youth Waiver form must be completed and on file with the Arts School Office prior to attendance of any programming.**
 - New waivers must be completed at the beginning of each academic year.
 - We require one waiver form per child, filled out completely. Current telephone numbers and email addresses are necessary for communication.
 - We will hold your spot in the class for 7 days until the waiver is returned.
 - Children cannot participate in City of Austin programs until waivers are completed and signed by their guardian and received by the Registrar.

- Registration forms, waivers, payments, and fees may **only** be accepted by Dougherty Arts School Registrars.
- Please call the registration office at 512-974-4040 for adds, drops, waiver changes, and payments.

Payment Information

- **Payments can be made by logging into your online household account at** www.austintexas.gov/Dougherty. Payments can also be made via phone at 512-974-4040 or in person at the Dougherty Arts Center front desk.
- 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 in December. *Please see payment schedule below.* Invoices are sent by email to the address on file. Please add DACSchool@austintexas.gov to your contacts and check your spam folder.
- 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 and **will be the only person to receive the receipt of payment via email.**

PAYMENT CHART 2019 - 2020 ACADEMIC YEAR

Program Month	Program Due Date by 6pm	Drop Due to Non-Payment at 9am	Last Day for Refund Minus \$75
August/September	At Registration	N/A	August 13, 2019
October	September 16, 2019	September 20, 2019	September 24, 2019
November/December	October 15, 2019	October 21, 2019	October 25, 2019
January	November 15, 2019	November 20, 2019	December 31, 2019
February	January 15, 2020	January 21, 2020	January 27, 2020
March	February 18, 2020	February 20, 2020	February 24, 2020
April	March 16, 2020	March 20, 2020	March 25, 2020
May	April 15, 2020	April 20, 2020	April 24, 2020

**Due Dates on Saturday, Sunday, or City Holidays have been adjusted to the next business day*

Due Dates & Drop Days

- Payment is due in the Dougherty Arts School's Registration Office by the 15th of each month for the next month's tuition (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.**
- Drop day is the 20th of the month (or next business day). 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 waiting list.

Attendance, Cancellations, & 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 class has been cancelled by the Dougherty Arts School or Parks and Recreation Department.
- Paid registrations must be cancelled at least 7 days prior to the first day of class to be issued a refund, minus a \$75 fee (\$35 processing fee + \$40 non-refundable program 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 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 from the initial payment.
- 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 wait list. Otherwise, payment due dates and drop days will be strictly followed.

Late Pick-Up Fees

- Program hours are exact class times.
- Please help ensure the safety of your child by picking up your child within program hours.
- 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 may 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.

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



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

Participant Name: _____

Birthdate: _____ Age: _____ Gender: ☐ Male ☐ Female

B. Primary Household (If Primary and Secondary do not reside at same Household address, complete box D)

Household Mailing Address: _____

City: _____ State: _____ 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. Emergency Contacts

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

D. Secondary Household (Only complete if Youth Participant resides within two separate Households)

Household Mailing Address: _____

City: _____ State: _____ 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: _____

E. 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 activity or have a need requiring special care in order to participate: _____

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.



YOUTH WAIVER
Program Registration & Waiver Form
Dougherty Arts School
1110 Barton Springs Road
Austin, Texas 78704
Phone: 512.974.4040

F. Required

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 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

We use 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 of your child, please initial the following.

{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 COA Ordinance 20190307-041.

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 a \$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 by calling 512.974.4040 or online at

<http://austintexas.gov/page/dougherty-arts-center-registration-procedures>
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: _____