



DOUGHERTY **ARTS** CENTER

EXPLORE ★ ARTS

EARLY CHILDHOOD PROGRAM

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/earlychildhoodarts**

Dear Explore Arts Parents and Guardians:

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 10, 2019 to May 7, 2020 and meet on Tuesdays and Thursdays from 10:00am – 1:00pm.

The Dougherty has provided arts education to preschoolers since 1990. Our program provides 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 and beyond.

Before the First Day:

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

**Thursday, September 5, 2019
12:00pm – 1:00pm**

We invite parents and students to explore the classrooms, ask questions, enjoy fun activities, and meet program staff and fellow students.

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 for Dougherty parents, students, and staff. This information is a supplement and does not replace the Austin Parks & Recreation Youth Programs Parent Handbook, so **please read both carefully.**

For any registration or payment questions, please call the Registration Office at 512-974-4040. For any further questions or comments about the program itself, please contact the Explore Arts Program Specialist at 512-974-4022.

Dougherty Arts School
1110 Barton Springs Road
Austin, TX 78704



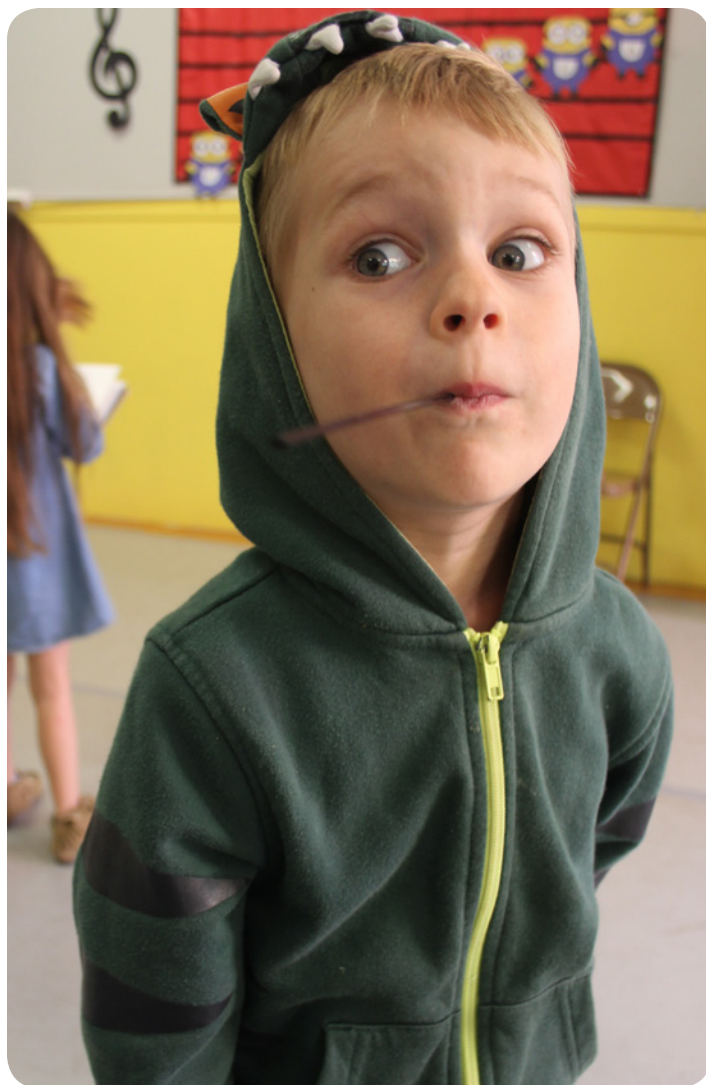
The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call 512-974-3914.

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

Catherine Chao , Culture & Arts Education Specialist, catherine.chao@austintexas.gov	974-4022
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
Guiniviere Webb , Culture & Arts Education Manager, guiniviere.webb@austintexas.gov	974-4019
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. 20190307-041** which is updated annually. PARD is not required to be licensed by the state.

Explore Arts

Early Childhood Development & Enrichment Programming

For Ages: 3½–5

Program Philosophy

The Dougherty Arts School established this unique arts-centered program as an alternative to other early childhood 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.

2019-2020 Monthly Themes

September	Hunt & Gather
October	Night & Day
November	House & Home
December	Near or Far
January	Surf & Turf
February	Hot or Cold
March	Rain or Shine
April/May	Rock & Roll

Supervision Ratio

For this program, we maintain an 8:1 child to staff ratio.

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
11:00 - 11:40	Class #2
11:45 - 12:15	Snack/Outside Time
12:15 - 12:55	Class #3
12:55 - 1:00	Pick-Up & 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 curriculum 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.

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



Parking Pass

Each parent will receive a parking permit at the beginning of each semester (fall or spring) and may park in any available spot in the Dougherty Arts Center lot for a 15 minute window. If you need more time, please park in the north area of the lot which is 2 hour general public parking.

Sign In

As the parent/guardian, you are required to sign your child in upon arrival each program day. This helps us keep an accurate log of attendance for our records.

Notes for Drop-off

The teachers need time before class for lesson preparation. Please do not bring your child earlier than 10 minutes before the start of the program. Drop-off occurs in the Youth Lobby.

Please feel free to come into the lobby 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

Pick up will occur in the youth lobby unless otherwise noted. It is important your child is picked up promptly at the end of class, which is 1:00pm. 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 1:00pm. Late fees may apply. (See *Late Pick-Up Fees*, page 9)

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.

Sign Out

You must sign your child out when you pick them up at the end of the program. Emergency contacts may also sign out your child if you give them permission to do so on your child's waiver. (See *Emergency Contacts*, page 8.)

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.



Policies & Information

Preparing Your Child for Class

Absence/Attendance

Please call 512-974-4040 or discuss with the Specialist if your child will not be attending the program on any specific day. Attendance is the responsibility of the participant. (See *Attendance*, page 11.)

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

Children must be fully potty trained, but accidents happen! If there is a potty accident during the program, staff members 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.

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.

Wiggle Walks

Wiggle Walks were suggested by the Inclusion Unit as an optional physical activity that would be a good way to burn off some excess energy. These are taken only on an as-needed basis. Wiggle Walks will always be taken one group at a time under double the regular adult to student ratio (1:4) and last no longer than 10 minutes.

When your child starts in the program, you have the option to sign a Wiggle Walk permission slip to permit your child to go to the park for these occasions. If you do not wish your child to participate in Wiggle Walks, you may decline to sign the form. In which case, if/when their group goes on a Wiggle Walk, we will find an alternate activity for your child to participate in for the duration.

Note: Wiggle walks will not be taken during construction.

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 or seitan), and nuts of all kinds. Our Staff will set the birthday snack by the sign-out sheet at the end of the day 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°F (wind chill) or over 100°F (heat index). Please dress your child appropriately for the weather, which may include 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 content is 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 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.

Behavior

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 appropriate behaviors. 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 members are 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 PDF of the participant waiver form is available online (at www.austintexas.gov/earlychildhoodarts) which can be filled out and emailed to DACSchool@austintexas.gov

Emergency Contacts

Your emergency contacts are the non-guardian adult individuals who we will contact in the case we can not get in touch with 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 states “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. You can maintain your own contact list in your online account or call the DAC Registration Office to add/edit contacts.

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.

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. (See the Image Release section of the Youth Waiver, opposite page.)

Personal Information Privacy Policy

Your personal information is only used to fulfill your specific program request. You WILL NOT automatically be signed up for the general Dougherty Arts Center newsletter.

You WILL still receive invoices, receipts, notifications, and any other specific, direct communications from any programs in which you or your child are currently enrolled.

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.

If a participant’s allergy is severe enough 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, below.)

- **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, as many nut allergies are very intense. 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. Please inform us of any severe reactions to such things so we can be prepared. If a student has a very reactive pollen allergy, we may be able to arrange for them to stay inside during the outside 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.



Prescription/Non-Prescription 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.

Existing Condition/Assessability Accomodation

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

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:**

Please Specify: _____
- 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: _____

Registration, 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, 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. *Please see payment schedule below.*
- Invoices are sent 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 \$35
September	At Registration	N/A	September 3, 2019
October	September 16, 2019	September 20, 2019	September 24, 2019
November	October 15, 2019	October 21, 2019	October 25, 2019
December	November 15, 2019	November 20, 2019	November 26, 2019
January	December 15, 2019	December 20, 2019	December 31, 2019
February	January 15, 2020	January 21, 2020	January 28, 2020
March	February 18, 2020	February 20, 2020	February 25, 2020
April/May	March 16, 2020	March 20, 2020	March 26, 2020

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

Registration, Tuition, & Fees

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 (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 wait list.

Late Pick-up Fees

- Program hours are exact class times.
- 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 building opens.
- 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.
- Please help ensure the safety of your child by dropping off and picking up your child within program hours.
- 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.

Attendance, Cancellations, and Refunds

- **Program attendance is the responsibility of the parent/guardian of the participant.** Failure to attend a class does not entitle a participant to a transfer, make-up, prorate, 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 City of Austin Parks and Recreation Department.
- Registrations cancelled at least 7 days prior to the first day of class may be issued a refund, minus a \$35 non-refundable processing fee. **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 refund payments made by check or cash), or you may apply the credit to your account. Account credits 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 next child on the wait list. Otherwise, payment due dates and drop days will be strictly followed.

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 3, Description](#)

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

Attendance is the responsibility of the participant's parents or guardians. 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 11, 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 6, 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 6, 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.

[Austin Parks and Recreation Youth Programs Parent Handbook: Page 12, Medication Release and 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 be made online in your Household Account or by contacting the Registration Office in person or by phone at 512-974-4040.

[Page 8, 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 4, Sign Out](#)

