CREATIVE MATERIAL WITH ADOBE INDESIGN
SUPPLY LIST

AUSTIN PARKS & RECREATION
Cultural Places, Natural Spaces

DOUGHERTY ARTS SCHOOL

1110 Barton Springs Road, Austin, TX 78704 . 512-974-4040

Workshop: Creating with Adobe InDesign

Dan Wolff, Instructor

What most artists need is a beautiful way to represent their skills. In our InDesign® workshop, we will explore how to create elegant print materials, promos, and an attractive résumé with the program. We will create promotional materials and résumés. Utilizing pathfinders, blends, strokes and guides, InDesign® will become a valuable asset in creating print documents, ads, and layouts. This course builds from the Adobe® InDesign® Fundamentals knowledge base.

CLASS HELD IN 205E. MINIMUM 4 STUDENTS, LIMIT 12 STUDENTS.

SUPPLIES

Students must bring provide their own memory devices.

- Other supplies may be added as the course progresses, as suggested by the instructor.
- Please keep your receipts in case the class is cancelled or to return unused supplies.

SUPPLIES FOR FIRST DAY OF CLASS

- A memory device (Flash drive, portable Hard Drive, etc) that is no less than 2GB in size. These can be purchased at any electronic or office supply store.
- Students should have paper and pen to take notes.

OPTIONAL

- Sample photos, images, or text to work with.

ATTENDANCE & STUDIO ACCESS

- Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make-ups are not available for absences. Fees will not be prorated for absences. (See Enrollment Policies)
- Due to safety, CHILDREN, FRIENDS, and PETS (except official, certified assistance animals) ARE NOT ALLOWED in the classes or open studio hours.
- The studio/classroom is only open and available to registered students during their registered class time.
- The studio cannot be used without supervision.
- If you arrive early and another class (not your class) is in session, please do not enter the studio out of courtesy for students that have paid for their time in class. Questions about class times can be directed to the registration office, program specialist, class brochure or found online.
- Students age 15-17 years may register for classes with the approval of the Arts School Administration and must have a parent/guardian sign a waiver release form.

PERSONAL CAUTION & SAFETY

PERSONAL BELONGINGS:

- DO NOT bring valuable items to class.
- DO NOT leave valuable items exposed in plain site in your vehicle.
- Keep handbag and backpack and supplies near your workstation.
- The City of Austin, Parks and Recreation Department, and Dougherty Arts Center staff is not responsible for lost or stolen items. Please report loss or theft to a staff member.

FOOD & DRINKS: Drinks are allowed in the computer labs but must have a sealed lid to keep from spilling. Students and instructors may eat and drink in the lobby. Vending machines are available for student use. There is no change in the registration office.

CONSUMPTION OF ALCOHOL

The studio/classroom environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class.

- Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Butridge Gallery under special circumstances. Alcohol will only be available in the Gallery if the renter or organization **hosting the event** provides alcohol for consumption to the general public; has provided liability insurance and an alcohol license; and the Parks Department Director has given approval.
- No alcohol may be taken from the gallery into the studio/classroom or other areas of the Dougherty Arts Center.
- Students should not drink alcohol at the reception and return to the classroom. If alcohol is consumed the student will be asked to leave and no refunds will be given.

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June, 2014

Dear DAC Customer:

This letter is to serve as official notification from the City of Austin, as per TCEQ requirements, to parents and other customers of the Dougherty Arts Center (DAC) about the presence of an old landfill under and adjacent to the DAC. There has been no change in the conditions of the Dougherty Arts Center building or the landfill; we are simply providing information so that you can make informed decisions.

The landfill lies under the majority of the building and extends under the lawn to the east of the building. The landfill has been thoroughly investigated for the safety of everyone involved. The City's Investigation and Evaluation Team included staff from the Health and Human Services Department, Watershed Protection and Development Review Department as well as outside environmental experts. The investigation has not identified an exposure risk to users of the DAC but we want parents and other customers to be aware of the situation and to know that the assessment is ongoing.

The City discovered this previously unknown landfill during the initial construction of Butler Park in April of 2006 and took immediate action by cordoning off the contaminated area and starting its investigation. Health risks from old landfills such as this would primarily be from direct contact with the buried materials or from landfill gases such as methane or carbon monoxide.

The results of the investigation indicated:

The landfill materials appear to be over 75 years old and relatively benign. The only identifiable materials are glass bottles, ceramic pieces and pieces of metal.
The materials are covered by a layer of soil that ranges from 8 inches to 6 feet in depth.
No methane gas nor carbon monoxide have been found in seven years of monitoring.
Based on initial testing, the primary contaminant of concern is the elevated lead levels within the buried materials. These elevated lead levels have not been identified in the surface soil where they would pose a health risk. We have contained the contaminated areas.

Per EPA and TCEQ directives, the City of Austin will continue to monitor the situation with the use of methane, natural gas, and carbon monoxide detectors both in the building and at bore holes drilled through the foundation to check gas levels below the building. The playground area and the gas monitors are checked by daily inspections and by quarterly visits from the Parks and Recreation Safety Officer who has also contributed to the safety measures taken.

We will remain vigilant in our efforts to manage this issue. We believe that the DAC and its surrounding parkland are safe but we want to be sure all interested parties are aware of the situation. If you have any questions, please do not hesitate to call:

Laura Esparza, Division Manager, History, Arts and Nature Division, 512-974-4001.
Mary Ann Vaca-Lambert, Supervisor, Dougherty Arts Center School, 512-974-4038

Sincerely,

Laura Esparza, Division Manager,
History, Arts and Nature Division
(512) 974-4001

ENROLLMENT POLICIES & PROCEDURES

REGISTRATION

WHEN CAN I REGISTER?

Registration dates are located on the back cover of the brochure, on the Dougherty Arts School website www.austintexas.gov/dougherty, and are also available from staff in the registration office. Each participant must either enroll online, then complete a paper waiver form (for youth) or must complete a registration form (front and back), available on the Dougherty Arts School website. Full payment is required to secure a spot in a class, unless otherwise noted. Registrations will be accepted online, in person at the Dougherty Arts School or by telephone. No registrations will be accepted prior to 10AM on the first day of each registration date (refer to registration dates prior to submittal). Registrations received prior to 10AM on the first day of registration will be returned without being processed.

PAYMENT

ADULT AND SENIOR ARTS PROGRAMS

Adult and Senior programs require full payment at the time of the registration.

YOUTH PROGRAMS

Explore Arts and Creativity Club programs offer monthly tuition payment options. Payment is due in our office by the 15th of each month for the next month's tuition. Late fees of $15 will be assessed beginning on the 16th. **If the payment does not reach our office before the 20th, we will drop unpaid students from the class and offer the spot to another child on the wait list.**

Conference Days and Spring Break Camps require full payment at the time of the registration.

Youth 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 or camp. If you arrive prior to this, you must wait with your child until the drop-off time when classrooms open. Pick up time is promptly at the end of class (you may pick up your child earlier, if you like). Late fees begin accruing as soon as the class ends. The late pick-up fee is $5 for the first 15 minutes past the end of class and $5 for each 5 minute interval thereafter. Early and Late Studios are offered for some programs (ages 5 and older) for an additional fee. Late fees apply to the Late Studios as well. Please help ensure the safety of your child by dropping off and picking up within program hours.

REFUND

CANCELLATION / REFUNDS

Program attendance is the responsibility 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. Registration fees are refundable in full only if the Arts School has cancelled the class. Registrations cancelled at least 7 days prior to the first day of class may be issued a refund, 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 are issued for registrations that are cancelled without 7 days advanced notice of the first class day.** Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 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 in the Austin Parks and Recreation Department for up to one year of the date placed on the account. Please note that refunds under $10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under $10 at this time. There is a $25 cash fee on all returned checks.

Transfers

A transfer requires a cancellation and re-registration into another class. All procedures listed for cancellations apply to transfers. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. **If a participant transfers into another class that has already started, the fee will not be prorated.** Substitutions, including family members, are not permitted. If the Dougherty Arts School cancels a class due to low enrollment and you wish to transfer to another class you will not have to pay the $35 non-refundable deposit.

Minimum Enrollment

Each class needs a minimum number of students to enroll before the class can "make." **If the minimum enrollment has not been met 2 business days before the class begins, the class will be cancelled.** All students who enrolled in the class will be notified by telephone or email, and may transfer to a different class or be issued a refund (see refund procedure). We encourage all students to enroll as soon as registration begins. Class receipts confirming processed registrations will be sent along with a copy of the Dougherty refund policy. Please check your phone and email messages, including your SPAM folder, in case a class is cancelled after the payment receipt has been sent.

Waiting Lists

One way to deliver quality service is by limiting the class size to provide a good student / teacher ratio. If a class has reached the maximum limit, names are placed on a waiting list and students are notified in order placed on the waiting list as openings become available.

ACCOMMODATIONS AND SAFETY

Accessibility Accommodations Requests

The City of Austin is committed to compliance with the Americans with Disabilities Act. **If you require special assistance for participation in our programs or use of our facilities, please call 512-974-4040.**

Individuals with disabilities are encouraged to participate in the City of Austin, Parks and Recreation Department Programs. Special accommodations can be requested to facilitate your participation and inclusion in these programs. Please request an accommodation upon enrollment. Requests for reasonable accommodation will be reviewed and determined on an individual basis. **Please allow 2 weeks in which to schedule the accommodation interview prior to the program start date.** If you have questions for the Inclusion Office prior to the interview date, please feel free to call 512-974-3914.

Emergency Cancellation/Bad Weather Closures

If a class is unexpectedly cancelled due to an emergency, every effort is made to call students and reschedule the class. In addition, a sign is posted on the classroom door. Typically, the class meeting is made up the week following the last day of class. The Dougherty Arts Center observes all emergency closures, including weather closures for youth and adult classes. **The City Manager determines when facilities close due to weather conditions.** Please stay tuned to your local weather station for updates on city facility closures.

Video & Image Policy

The Parks and Recreation Department regularly takes photos of participants in our classes, special events and other activities. Photos are for Department use and may appear in presentations, brochures, fliers, public service announcements and other media uses. Please see the Photo Release Waiver section on the Registration Form.

Safety & Fire Drills

The Parks and Recreation Department conducts random fire drills. We appreciate your participation in making safety our first concern.

ADULT & SENIOR ARTS FORMS

Teen Request Form

Ages 12-14 are not considered. Requests to attend classes with descriptions that state students must be 18 years old and up will not be approved. Waivers for students under the age of 18 must be completed and signed by the parent or guardian before the student can attend class. Request must be submitted at least 5 business days before the class begins.

Adult Independent Study Request Form

This form is for students that are interested in signing up for our Independent Study, but have not completed the 4 prerequisite classes at the Dougherty Arts School. Students must demonstrate competency with: college classes/degree and/or professional experience. Experienced students might be asked to complete one Dougherty class for a current reference if they have not worked in a studio setting for over 3 years. Studio policies are available, by request, before registering.

ADULT & SENIOR ARTS PROGRAM SPECIFICS

Safety/Conduct The Dougherty Arts Center promotes an environment in which all participants feel safe, secure and without obstacle to participation in their registered classes, programs and activities. Unless accommodation arrangements have been made in advance with our Inclusion Office, adult and senior students must be able to participate independently in class. Family, friends, children and pets are not permitted to attend with the enrolled student. Registered service dogs are allowed. Students must be dressed appropriately and safely for the class, including wearing appropriate shoes, clothing and jewelry that fits properly not to catch or cause safety hazards around art supplies, chemicals, classroom tools or equipment.

Each student is responsible for their own conduct. Students who are disruptive, who threaten, attempt injury or damage to people or property, who use abusive language, ignore staff instructions, or behave in a manner deemed inappropriate or unsafe by staff will be removed from the class for the remainder of the session without refund, transfer or make-up. Students are required to comply with all policies, procedures and direction of Dougherty Arts Center staff to ensure the safety and productivity of classes for all students. Students who violate these requirements may be suspended and/or removed from the property for a specified period of time to be communicated verbally or in writing by a City of Austin employee.

YOUTH PROGRAM SPECIFICS

Childcare Standards Ordinance

Children's programs/activities supervised by the Austin Parks and Recreation Department and requiring enrollment / registration in order to participate are not licensed by the state; but follow local standards of care as adopted in the City of Austin Ordinance No. 20140522-079. A copy of the ordinance is available at each site.

Enrollment Criteria

Students must be potty-trained prior to enrollment and have the maturity level to work in a classroom setting. Students and parents must follow the City of Austin and Dougherty Arts School policies regarding safety, discipline, enrollment and programming which are printed in the City of Austin Local Standards of Care, registration materials and parent guides. Enrollment is secured with full payment for the class. If payment is not received by the due date, the spot will be offered to another child on the waiting list.

Sign-In and Out Permission

For youth programs, the parent/guardian is required to enter the building each day at the beginning and ending of the program to sign a check-in and check-out list. Please be prepared to show identification to our staff.

Parent's Handbook

Youth Programs provide a Parent's Handbook for each program (Summer Camp, Afterschool and Preschool). Parents are asked to review the program information about our safety and discipline guidelines before their child arrives for class or camp at the Dougherty Arts School.

YOUTH FORMS

Participant Waivers

Waivers for students under the age of 18 must be completed and signed by the parent or guardian before the student can attend class or camp.

This Registration/Participant Waiver form includes:

- Emergency Contacts
- Medical Information
- Accessibility Accommodation Requests
- Privacy Policy
- Photo/Video Release Waiver
- Release of Liability

Credit card registrations online or by telephone will hold your spot in the class or camp for seven (7) days until the waiver is returned. Registration for classes that start within 7 days must include the waiver with the registration, or may be hand-delivered or faxed by the end of the day. Children cannot participate in City of Austin programs until waivers are completed, signed, initialed and received in the registration office.

Medication Permission

If a child is taking a prescription or non-prescription medication during program hours, a "Permission to Give Medication" form must be completed at the Dougherty Arts School office. Every effort should be made by the parent/guardian to administer medication prior to or after program hours. If this is not possible, then the Arts School staff will administer medication according to the information on the "Permission to Give Medication" form. The Arts School staff will only accept no more than one-week supply of medication for a participant. **Do not send the complete bottle of liquid, tablets or powder. The medication must be provided in the original container with the following information: child's name, type of medication, time to be given and other specific instructions (ask the pharmacy for an additional container with instructions).** Staff may not administer medication that is not in its original container or past the expiration date on the container. Staff will not administer injections.

Child Placement Policy

Students are placed in camps and classes according to their age, determined by birth date. If the student's birth date falls during a program session, they may enroll in either the younger or older program. Camp or class size must conform to the City of Austin Local Standards of Care Ordinance No. 20140522-079 and the Dougherty Arts School's teacher-to-student ratios. If you would like your child to be placed in a different camp or class than assigned, please request this in writing by submitting a Class Request form. Placement is not guaranteed and all requests must be submitted 7 days prior to the first day of camp or class. Please contact 974-4040 for a copy of the form.

Friend request

Students enrolled in the same camp or class might not be placed in the same group depending upon the total number of enrolled participants. Group lists are made one week prior to the first day of camp or class following the guidelines of the Child Placement Policy. To request that two friends are placed in the same group, both parents must request this in writing by submitting the Youth Friend Request form at least 7 days prior to the first day of camp or class. Placement is not guaranteed. Please contact 974-4040 for a copy of the form.