



WELCOME!

Vacation Arts Program 2008

**** Please read and save this information.**

Fill out the accompanying forms and send them back *no later than 2 weeks before* your child will be attending our program.

WHAT TO BRING

- Pack both a lunch and snack in a box or bag labeled clearly with your child's name. No peanuts, please!
- Bottle of water labeled clearly with your child's name.
- A book to read during quiet times (optional).
- A separate snack if your child is in extended day. No peanuts, please!
- Summer only: once a week we will put out lawn sprinklers after lunch. Pack a towel and bathing suit or a change of clothes.

WHAT TO WEAR

- Comfortable clothes that you don't mind getting messy!
- Sneakers or other comfortable shoes. No flip flops, please!
- Weather appropriate outerwear. We will go outside daily, weather permitting.

WHEN YOU ARRIVE Park in the lot between Tufts Street and Foster Street and follow our signs.

8 to 9 am EARLY BIRD CARE (optional): This service is prepaid (\$10 per child per day). Please review Extended Day form for details and to sign up.

9:00-9:30 am: Regular sign in your child in the ACA Theater.

Late arrivals: After 9:45 am, please bring your child to the office to sign in.

PICK UP YOUR CHILD IN THE ACA THEATER

4:15 to 4:30pm Sign out your child at the door with our Program Coordinator, Julia. You may be asked to show an ID.

EXTENDED DAY 4:30 - 6PM

This service is prepaid (\$15 per day). Please review the Extended Day form for details.
Pick up your child at any time before, but no later than, 6 pm.

PARKING

Please park in parking lot ONLY. If the lot is full, some short-term spaces are available on Tufts Street.

DAILY SCHEDULE

Four daily classes (1 hour 15 minutes for each class) of visual and performing arts with breaks for snack and lunch/recess.

**** FRIDAY OPEN HOUSE** from 4-4:30pm.

PAYMENT & FORMS

The emergency form, extended day (if necessary) and full tuition payment must be received before your child can participate in the program. Please print and return the attached forms to our office.

CANCELLATIONS & REFUNDS

Cancellations 10 business days or more before the start of the week involved, 100% refund minus \$25 fee.

Cancellations 6 to 10 business days before the start of the week involved, 50% refund minus \$25 processing fee.

Cancellations 5 days before the first day of the program, no refunds.

No refunds for am or pm Extended Day.

ACA t shirts are available in kids and adults sizes and may be purchased from a staff member

Feel free to contact us with any questions about the program.

Adria Arch, Education Director, 781-648-6220 or adria@acarts.org



SAMPLE SCHEDULES

Actual schedules may differ slightly - this is a snapshot of a typical day for our Vacation Arts Program participants.

Vacation Arts Program (Ages 5-11)

8:00 – 9:00 am Early Bird drop off (\$10 per child, prepaid or payable upon drop off) Supervised free play at a variety of activities including mural making, balls, indoor bowling, Legos, drawing.

9:00 - 9:30 am Regular drop off. Please come into the theater and sign in your child. After your child receives a group assignment and deposits clothing and belongings, he or she may join an activity including making a mural, constructing with Legos, drawing on a giant chalk board, or playing on the ball court, weather permitting.

9:30 – 9:45 am Group time. Children sit with their groups to meet each other and counselors, discuss what they will be doing that day.

9:45- 11:00am Music class: We'll listen to music, learn songs, play a variety of percussion instruments, and move our bodies to music. We may prepare a short performance for the Friday Open House.

11:00 – 11:30 am – Snack

11:30 - 12:45 pm Art class: 2 dimensional project based on our weekly theme – may include painting, drawing, collage, printmaking

12:45 – 1:45pm Lunch (outdoors – weather permitting, or in the theater) We will spend approximately 45 minutes having free play, either in the playground or gym.

1:45 - 3:00pm Art class: 3-dimensional project – may include sculpture from recycled materials, paper mache or wire work based on our weekly theme).

3:00 - 4:15pm Drama class: we'll play games and act out stories, prepare a short play for Open House on Friday.

4:15 - 4:30pm Pick up your child in the Theater

4:30 – 6:00pm Extended Day (optional): supervised play in the theater or on the playground (weather permitting). \$15 per day

Counselor in Training Program (Ages 11-14)

8:00- 9:00am Early Bird Drop off. \$10 per child – prepaid or payable upon drop off.

9:00-9:30am Regular drop off in the Theater. Meet your CIT Leader and other CITs.

9:30 - 9:45am Group time. You'll check in with your group.

9:45 – 11:00am CIT training, working in the classrooms.

11 -11:30: Snack

11:30 – 12:45 pm Working in the classroom under the supervision of ACA teachers, CIT Leader and counselors.

12:45-1:45pm Lunch.

1:45 -4:15 pm Intensive art studio, visit to ACA artists' studios, or field trip.

4:15 - 4:30pm Pick up your child in the Theater. (CITs may go home on their own with prior written parental permission sent to adria@acarts.org.)

4:30 – 6:00pm Extended Day (optional), supervised play in the theater or on the playground (weather permitting). CITs may want to bring a book or quiet games. \$15 per day

OPEN HOUSE every Friday at 4:00pm

Students will share the art they have created in a live performance and exhibit! Parents, families and friends won't want to miss this unique blending of the weekly theme through visual and performing arts!

SAMPLE SCHEDULES: Young at Art (Ages 4 and 5)

Actual schedules may differ slightly - this is a snapshot of a typical day for Young at Art participants (summer only).

Mornings, 9 - 12 pm

9:00- 9:15 am Please come to the Tufts Street building entrance (through the gate, past the playground area and through the double blue doors) and follow the signs to our classroom.

9:15 – 9:30 am Group time. Children will get to know their counselors and teachers, sing songs and talk about their activities for the day.

9:30 – 10:30 am Art class: 2D or 3D projects based on our theme.

10:30-11:00 am Snack and playtime (please provide your child with a snack)

11:00- 11:45 am Music and movement based on our theme.

11:45 – Noon Quiet time, pick up.

CIT: COUNSELOR IN TRAINING INFORMATION

If you have signed up your child for this program, they can look forward to a week of fun, making art or doing drama, making new friends, and learning more about themselves through the arts.

Who is a CIT?

A Counselor in Training at the ACA Vacation Arts Program is a young teen who enjoys working with kids, wants to build leadership skills, and is ready for a more in-depth studio art experience that goes beyond school art class. CITs come from all over the Boston area to participate in our program.

Who is the staff?

You will be working with our trained artist/teachers and counselors every day. Many of our teachers work in our regular ACA programs during the year or are certified teachers in a public school system. Some are very talented college or graduate students majoring in the discipline that they are teaching. Many of our counselors have been students in our program previously and return year after year.

What happens the first day?

You will arrive between 9 and 9:30 am, and check in with your parent or guardian in our theater. You will meet other CITs and learn about the program, how to work in the classroom, and about ACA's rules and responsibilities, safety and behavior in the classroom. After the orientation, you will be assigned to a group and start to work with those children. In the afternoon, the CIT group will start work on their special project. The day ends at 4:15 pm, and you may be picked up between 4:15 and 4:30 pm.

What will I be doing every day?

You will work with kids ages 5 to 11, learn how to model appropriate behavior, and take some responsibility in the classroom, at snack, and during lunch. Each day you will be assigned to a classroom where you will help children with art projects or work with them in their music or drama class. The afternoon is reserved for art studio instruction, cooperative games, and other projects. You'll be challenged by new ideas and learn to problem solve through the arts. CITs have a studio visit with an ACA artist, walk to Arlington Center for refreshments, and may take other field trips, at the discretion of the teacher. They also create a newsletter, and will participate in our Friday Open House.

Should I bring anything special?

You should always wear clothes that you don't mind getting paint or dirt on. All your art supplies are provided. Bring outerwear according to the weather. Bring a lunch, snack, and a water bottle each day, along with something to read. Please leave valuables and electronics at home. Cell phones may not be used during program hours.

If I become a CIT, will I be guaranteed a counselor job when I am old enough?

Counselors are hired at age 15 or older, on a space-available basis, for individuals who meet our high standards. While being a CIT does not automatically assure that you will get a counselor position should you apply, it definitely helps your chances. Several former CITs have been hired.

Call us with any questions or concerns at 781-648-6220, or email adria@acarts.org. We look forward to seeing you soon!

ACA BEHAVIOR EXPECTATIONS

Teachers begin each new week with a general discussion of appropriate behavior and language, and the safe, respectful use of materials and behavior in the classroom. If a child's behavior or language is inappropriate and is either unsafe or distracting to other students, we have the following policy:

1. A teacher respectfully asks a child to stop the offending behavior.
2. If the child's behavior persists, the teacher will ask a counselor to bring the child to our office for a cool-down period.
3. If the behavior persists after the child has returned to the classroom, ACA Education Director will call the child's parent/guardian to discuss the behavior and plan strategies to help the child continue in the program.
4. A child may be asked to leave the program if the child's behavior makes the environment for the child or other children unsafe. No refund if a child is dismissed from the program.

We strive to create a safe, friendly, and respectful atmosphere and request your help in discussing appropriate behavior with your child.

We welcome your feedback.



EMERGENCY INFORMATION FORM

Child Name: _____ Date of birth _____ Grade _____

2nd Child Name: _____ Date of birth _____ Grade _____

Please place my child in the same group as: _____

Parent Name: _____ Home Phone /Cell _____

2nd Parent Name _____: Home Phone/Cell _____

Child's healthcare Insurance: Plan # _____

Doctor Name & Phone _____

Emergency Information: In case of a non-life threatening emergency, I do _____ do not _____ give my permission for my child (children) to receive medical treatment from a medical practitioner.

In case of a life-threatening emergency the Arlington Center for the Arts will immediately call 911.

Emergency Contacts: In case of an emergency the Arlington Center for the Arts will contact parent/guardian or other authorized person:

Name and Phone _____

Name and Phone _____

Medical/Behavioral Information

ALLERGY/MEDICATION– note any food or medication allergies as well as the name of medication your child is taking **on the back of this page.**

LEARNING/BEHAVIORAL ISSUES -please state any special considerations we should know about to help our staff better work with your child **on the back of this page.**

In case my child needs to take a prescription medication while he or she is in an ACA Vacation Arts program, I do _____ do not _____ give my permission for ACA staff to administer the medication.

In case my child needs to take a nonprescription medication while he or she is in an ACA Vacation Arts program, I do _____ do not _____ give my permission for ACA staff to administer the medication.

Pickup/Drop Off Information. We will not release a child to an unauthorized pick up person/s.

Parent/Guardian who will be picking up child _____

Other authorized pick-up persons:

1) Name & Phone _____

2) Name & Phone _____

Media Release Permission Occasionally, ACA takes photographs of programs for use in promotional materials. If you do not wish to have photographs of your children used by ACA, please notify the office before the program begins.

Signature _____



EXTENDED DAY REGISTRATION

Child's Name _____ Date of birth _____
 2nd Child _____ Date of birth _____

Parent's Name(s) _____ Daytime phone _____

The following people are authorized to pick up my child from the ACA Extended Day Program:

Name	Phone #
1.	
2.	

Please use this table to let us know when you need extended day services.
 Circle desired time for each day "AM" "PM" or both

WEEK	MON		TUE		WED		THUR		FRI	
February VAP	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
April VAP	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 1	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 2	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 3	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 4	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 5	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 6	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 7	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 8	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 9	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Summer 10	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

AM = 8:00 - 9:00am \$10/day
 PM = 4:30 - 6:00pm \$15/day

Please note: There is a 4 pm Open House on **Friday afternoon** to which parents are invited. The Open House is optional for parents to attend. We do provide Extended Day care on Friday, but many parents take their children home on that day at 4:30. **Please take this into consideration, as there are no refunds for Extended Day.**

Total days _____ x \$ 10/morning X Number of Children _____ = \$ _____
 Total days _____ x \$15/afternoon X Number of Children _____ = \$ _____

Total Due for Extended Day \$ _____

Make checks payable to "Arlington Center for the Arts" or Pay by Credit Card:

Credit card type (Circle One) Visa Mastercard
 Name on Card _____

Credit Card Number _____ Expiration _____

Billing address _____