

WELCOME!

Summer 2009

CIT and Vacation Arts Program

ARLINGTON
CENTER FOR THE



What to bring

- Pack both a lunch and snack in a box or bag labeled clearly with your child's name. **No tree nuts or peanuts, please!**
- Bottle of water labeled clearly with your child's name.
- A second snack if your child is in extended day. **No tree nuts or peanuts, please!**
- A set of clean clothes

What to wear

- Comfortable clothes that you don't mind getting messy!
- Sneakers or other comfortable shoes.
- Weather-appropriate outerwear. We will go outside daily, weather permitting.

Morning drop off: 9 - 9:15 am

Park in the lot between Tufts Street and Foster Street and follow our signs to the **ACA Theater**

Afternoon pick up: 4:15 - 4:30 pm

Park in the lot between Tufts Street and Foster Street and follow our signs to the **ACA Theater**

Extended Day

We offer both morning and afternoon extended day. \$10 for 8 to 9 am, \$15 for 4:30 – 6pm. See the Extended Day form in this packet for details and to sign up.

Parking

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

OPEN HOUSE on Friday from 4:00-4:30pm

ACA T-Shirts

Show your colors with one of our ACA T-shirts, available in kids and adults sizes. May be purchased from a staff member in the Theater.

Payments and Forms

The emergency form and full tuition payment must be received before your child can participate in the program. Please return the attached forms to our office at the address below, no later than two weeks before the start of the program.

Cancellations and 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.

Questions?

Feel free to contact 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.

VAP Sample Daily Schedule

8:00 – 9:00 am Early Bird drop off
Supervised play

9:00 – 9:15 am Regular drop off
Meet your counselors and other kids

9:15 – 9:30 am Group time
You'll check in with your group

9:30 – 10:45 am Music/Creative Movement
We'll sing, play percussion instruments, and move to music.

10:45 – 11:15 am Snack and Supervised Play

11:15 – 12:30 pm Art
2-D projects based on our weekly theme – may include painting, drawing, collage, printmaking.

12:30 – 1:45 pm Lunch and supervised free play outdoors

1:45 – 3:00 pm Art
3-D projects – may include sculpture from recycled materials, paper mache or cardboard, based on our weekly theme.

3:00 – 4:15 pm Drama
We'll play theatre games and act out stories.

4:15 – 4:30 pm Pick up

4:30 – 6:00 pm Extended Day (optional)
Supervised play.

Friday Open House
4:00-4:30 pm

CIT Sample Daily Schedule

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

9:00 – 9:15 am Regular drop off
Meet your CIT Leader and other CITs

9:15 – 9:30 am Group time
You'll check in with your group

9:30 – 10:45 am CIT training
Learn how to work with young children and be a role model.

10:45 – 11:15 pm Snack

11:15 – 12:30 pm Helping in classrooms
Under the supervision of ACA teachers, CIT Leader and counselors

12:30 – 1:45 pm Lunch

1:45 – 4:15 pm Art studio
Creative time in the studio. Weekly visits with a local artist, field trip on Thursdays.

4:15 – 4:30 pm Pick up
CITs may go home on their own with prior written parental permission.

4:30 – 6:00 pm Extended Day (optional)
CITs may want to bring a book or quiet games.
\$15 per day

Friday Open House
4:00-4:30 pm

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!



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 Summer 2009

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Child's Name _____ Date of birth _____

2nd Child _____ Date of birth _____

Parent's Name(s) _____ Daytime phone _____

Parent's Name(s) _____ Daytime phone _____

The following people are also 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

SESSION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI
WEEK 1	AM PM	AM PM	AM PM	AM PM	AM
WEEK 2	AM PM	AM PM	AM PM	AM PM	AM
WEEK 3	AM PM	AM PM	AM PM	AM PM	AM
WEEK 4	AM PM	AM PM	AM PM	AM PM	AM
WEEK 5	AM PM	AM PM	AM PM	AM PM	AM
WEEK 6	AM PM	AM PM	AM PM	AM PM	AM
WEEK 7	AM PM	AM PM	AM PM	AM PM	AM
WEEK 8	AM PM	AM PM	AM PM	AM PM	AM
WEEK 9	AM PM	AM PM	AM PM	AM PM	AM
WEEK 10	AM PM	AM PM	AM PM	AM PM	AM
WEEK 11	AM PM	AM PM	AM PM	AM PM	AM

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, but we do not provide Extended Day care on Friday. Please arrange to have your child picked up by 4:30 on Friday afternoon. **No refunds for extended day, though you may transfer days or apply them to other weeks.**

Total mornings _____ x \$10/morning x number of children _____ = \$ _____

Total afternoons _____ 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 date _____ 3-digit card verification code _____

Billing address _____