

# **PARENT HANDBOOK**

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**Dear Parents and Guardians:**

Welcome to the AAC Aprendiendo a Color, **interactive, bi - lingual, creative, academically accelerated educational program!** This handbook is designed to give parents and guardians a helpful insight into the Saturday Art Educational Program offered by the AAC. It includes detailed information about our classes, procedures, and policies.

Please read this handbook carefully and keep it in a safe place for easy reference during the program. AAC strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at the AAC Program beneficial and rewarding.

We encourage you to share your thoughts and ideas with us at anytime. Many thanks go to the charter schools, community centers, after school programs, retail locations, child care centers, private and public schools, home school and other locations in the community that host our programs. Many thanks to the staff of the AAC for their energy and the outstanding job they do with the children each and every day, and to the parents and guardians of the children in the AAC Program for their continued support and encouragement.

If you have any questions about the content of this book, please feel free to call me at 404-740-8900. I look forward to the time that we will be spending together.

Best regards,

Yinette Wisdom  
Director

# MISSION

AAC's mission is to enrich the lives of children by creating a learning-rich educational environment that promotes and develops their imagination and guides them to discover their own creative skills and talents. We make learning relevant and exciting for students, as we continually draw connections between what they learn in the classroom and the real world. Perhaps most importantly, we encourage our young people to reflect on their learning—and to act on it in the service of others. We believe learning must be for action and impact.

# PROGRAMMING

We has delivered the very best in visual arts classes for kids, summer art camps, holiday art camps, art parties and art events in schools, community sites for kids. A team of experienced artists and educators design the AAC curriculum. The program simultaneously develops educational and artistic skills.

The classes integrate the use of the Spanish language with subjects such as Early Literacy, Art, Music and Movement, Drama, Math, Construction & Design and STEAM. Classes are taught in a fun bilingual setting, no matter what level they're at.

We provide an environment where students can build their art and spanish skills over time by attending classes with the same instructor, and allowing that particular art instructor to develop a relationship with each individual student in order to enhance the learning process.

Our operating policy for the program maintains a maximum staff/child ratio of one to ten in the kindergarten program and a maximum staff to child ratio of one to ten in grades one through five. Background checks are performed on all staff members.

## SCHEDULE OPERATION

Each Saturday day art, is unique and has creative lesson and artistic modules. Students will work in a variety of mediums including paint, drawing, textile and collage, creating unique works of art to take home. Each student receives individual instruction specific to their skill and interest level, as well as working in a group. All materials are provided for us. Class is limited to 10 kids per session (minimum of 5). Children must be ages 4-6.

### Program hours

Session	Day	Hours	Drop off & Pick up
Saturday Art Classes	4 weeks	9.30am-10:30am	Drop off 9am-9:15am & pick up 10:30am

## PARTICIPATION POLICIES

### Payment and Registration.

Children must be registered & pay in advance to participate—call for payment options.

All fees are non-refundable—no cancellations. We arrange for staff and buy art supplies in advance.

We must have at least 5 children in order to hold a class. We will notify parents 48 hours in advance if a class will be cancelled. Only then will payment be refunded. Please note that fees are non-refundable unless the program is cancelled.

### Poor Behavior/ Discipline

AAC seeks to maintain a secure and nurturing atmosphere where concern for others is of the highest possible value. When students fail to abide by the school's expectations, they must be prepared to accept the consequences of their lack of responsibility. If a students' behavior is disruptive to others, the teacher will contact the

family to inform them of the situation. If the disruptive behavior continues, the child will be removed from the classroom. It may further lead to suspension or in some cases expulsion. If a student's actions endanger others or if a student deface or destroy school property, his/her actions may lead to an immediate expulsion. AAC will notify parents as soon as possible about the incident and the specific process used to deal with the situation. The decision to expel, dismiss or suspend a student rests with the Director of the school.

## Accidents/Illness/Emergencies

When a child becomes ill or is injured during the program the parent/guardian will be contacted. If a parent cannot be contacted, the Director/ Teacher will call 911 and take the child to a local emergency proof provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility. Please keep updated home and cell phone numbers on file. Should we not be able to reach anyone listed, we will take emergency actions necessary for the safety of your child.

## Attendance Procedure

Regular attendance is essential to language learning and we encourage children to avoid absences for causes other than illness or emergency. Late arrival can be very disruptive to the entire class, so we ask parents to make every effort to bring their children to the program by 9:30am on Saturday. In the event of an absence, we ask you to contact directly your child's teacher to inform him/her of the absence.

## Drop Off and Pick Up Policies.

Parents must come to their child's classroom door and physically sign them in and out of class. Please remember that teachers often need to use this time to prepare for their class. We ask that you wait until 9:25 am to drop off your child. At dismissal time we ask you to pick up your child in his/her classroom at 10:30 am. The teacher may choose to close the door or to leave it ajar until the end of class; please refrain from entering the room until the teacher has formally ended the lesson.

## Program Cancelled and Emergency

Severe weather, utility problems or emergencies may necessitate the cancellation of the program. When such closing can be foreseen, an announcement will be made as early as possible. For weather closing, a decision will be made by 7:00 am at the latest. It will be broadcasted over television station WSB (channel 2). Parents will be informed via email by the Director and teachers will make every effort to contact parents by phone.

## Exhibition

We will have a formal exhibition open to family and friends on last week.

## General Information

The Saturday Art School is an educational experience for Atlanta, GA children and pre-service art teachers. As a part of this class, the art teachers will photograph and video record your children in order to document their classroom experience for Georgia teaching certification requirements, and for use in their portfolios. These photographs may also accompany student artwork during the exhibition, and many be used in future promotional materials for Saturday Art School classes. Beyond these circumstances, these photographs will not be used without your permission, and your child's name will not be released. If you would prefer that your child not be photographed, please fill out a photography opt-out form that can be requested from your child's teacher

## CONTACT

For concerns about your child and/or questions about schedules, tuition, policies, or staffing, please call the Program Director at 404-740-8900. To report an absence, a change of pickup information, or a pickup delay, please call 404-740-8900.