

Art Adventures

Enrichment Program

Family Handbook
Fall 2020



VANDERBILT

Child and Family
Center

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VCFC has designed this handbook to inform families of the Art Adventures Program policies and procedures. Parents must submit a signed Handbook Agreement form at the end of this document in addition to the registration form in order to enroll their child.

WELCOME

The VCFC Art Adventures Program is designed to support the inherent creativity of students in grades K – 5th with access to rich and varied media and activities. Art processes are an effective way for students to explore and communicate their big ideas by representing these thoughts in unique and varied ways. This program provides the student an experience of art that is child-directed, choice-driven, and celebrates the experience of discovery and innovation. The focus lies in the process, not the outcome, although wondrous works are often created. Specific interest in art is not required as we expect all students will learn and grow through hands on activities.

Students ...

- will think wonder, explore, and discover.
- will learn about the possibilities of materials and tools.
- are encouraged to collaborate and use creativity and critical thinking skills.
- will gain confidence to express their own ideas.
- will embrace mistakes as part of the learning process.

The Alameda Arts curriculum www.alamedaarts.com is used as a basis for this programming.

ABOUT THE VCFC ARTS ADVENTURE PROGRAM

This program will operate in the Fall 2020 semester and provides working Vanderbilt parents with programming options while their child is healthy but not in a school setting due to closures or restricted in-person education at their enrolled school during the COVID pandemic. Parents must comply with the guidelines (FAQ's) for COVID-19 contained in the application. Home school children are welcome as well. This program is not designed to direct children while they participate in synchronous online or virtual education at their home school. Children will follow a daily activity schedule throughout the day.

Questions? Contact: cfcadmin@vanderbilt.edu

POLICIES

Attendance

VCFC's Art Adventures Program is open Monday through Friday from 7:00 AM to 6:00 PM. Students attend the Art Adventures program no more than three days per week in one of the following blocks:

A. 7:00 AM – 2:00 PM

B. 11:00 AM – 6:00 PM

For one of the following sections:

Section 1	Monday/Wednesday
Section 2	Monday/Wednesday/Friday
Section 3	Tuesday/Thursday
Section 4	Tuesday/Thursday/Friday

The program runs from Monday, August 10 - Wednesday, November 25, 2020.

The program is closed on all holidays observed by Vanderbilt University, unless otherwise communicated.

Use of Space and Facilities

The program operates out of 1810 Edgehill; there is designated family parking in the lot at the intersection of 19th Avenue and Edgehill.

Please make sure your student is supervised by you at all times until signed into the program and placed with the staff in the classroom. Please encourage walking feet. Please do not allow your student to open doors, climb on furniture and equipment, or touch the art materials, supplies, and tools. Your partnership to establish safe and respectful boundaries for your student is so appreciated.

Staffing

Staff are scheduled to support groups of learners in a 1:9 adult to student ratio (group size of ten) for most of the day, and not exceeding 1:18 at any portion of the day.

Sign In and Sign Out

All children must be signed in and out daily by an adult parent or guardian. Children should not be signed in if they are exhibiting any symptoms of illness or if they have been in close contact with an infected person, as described in the program application.

No adult or student will be admitted without a mask or facial covering over their nose and mouth. Every student and parent/guardian will use hand sanitizer and have their temperature checked prior to admittance to the program.

To ensure the safety and supervision of your student, sign in and out each day with your full legal signature. Please connect visually and verbally with a staff member before leaving your student in the creation station.

Children may not be left in any space unattended at any time.

The adult responsible for taking the student from the program must be on their Emergency Information form authorization list. A government issued photo ID is required of anyone picking up the child – please have it ready to show to the staff member on duty as requested. The authorized person must visually and verbally connect with the staff member on duty and sign the student out, with the accurate time and date they are being picked up.

VCFC has the responsibility to refuse to release a child to any person (a) who appears to be incapacitated and/or under the influence of a controlled substance that may impair their judgement to safely care for a child, or (b) whose behavior may, as deemed by a reasonable person, place the child in imminent risk. In the event of such an occurrence, staff members will suggest that another authorized individual (listed on the child's Emergency Information form) be contacted to come and pick the child up. If the authorized adult picking up does not cooperate and insists on removing their child from care, and/or if the staff member reasonably believes that refusal to release the child could place staff or other children in imminent risk, staff are directed to release the child to the guardian, but immediately call VUPD 911 (or non-emergency 322-2745) to report the potential risk and/or a possibly impaired driver.

FEES

The non-refundable weekly program fee is payable in advance and due in full the Thursday before the week of admission. Families may elect to pay for a four week block of program in advance. There is a \$25.00 returned check fee.

Fees for Late Pick Ups

In the event parents are unable to pick up their child and depart on time, by 2:00 PM for Block A or 6:00PM for Block B, the child's account will be charged a late fee of \$10 for every five minutes which is due and payable within 24 hours of billing.

INCLUSION

In compliance with federal law, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, military service, covered veterans status, or genetic information in its administration of educational policies, programs, activities; or other University-administered programs. In addition, the University does not discriminate against individuals on the basis of their gender expression.

VCFC has the expressed belief that differences are to be celebrated; it is our diversity which gives our programs strength. To foster students' positive self-image and self-esteem there will be intentionally planned curricula to affirm the family, including cultural, ethnic and racial identities. (Ladson-Billings 2009; Wright, Counsell, & Tate 2015). All staff members will strive to assume best intention and to be kind in communication with others by being a good listener and support for students. The program seeks at all times to operate from a unified anti-racism and pro-LGBTQI stance and reflect the university's goals for equity and social justice. VCFC recognizes that each individual - children, families, and colleagues- are all on a journey of growth with these issues.

HYDRATION AND NUTRITION

Students are required to bring a reusable water bottle every day. The water bottle must be labeled in permanent ink with their first and last name, and their photo (please apply clear packing tape over the photo to make it waterproof.)

VCFC provides students with nutritious snacks in the morning and afternoon catered by VU Campus Dining.

The student will bring a nut-free, no chocolate, low sugar lunch from home. Sharing food will not be permitted. Refrigeration is not available.

Food Allergies

If your child is allergic to any food (or develops an allergy after enrollment) please take the following steps:

- Include all known food and other allergies on the registration form – please be specific.

OUTDOOR PLAY

Outdoor play and explorations are an important foundational learning experience for Art students. VCFC appreciates that our program is located on Vanderbilt's walkable campus with its unique and distinctive park setting and will take full advantage to engage the students with the outside public art, arboretum, and green open spaces. This program will not enter other VU buildings during the pandemic. Outdoor play will take place every day that the temperature registers between 32 and 95 degrees. Pandemic social distancing will be practiced as appropriate around other groups. Please send your student in clothing appropriate for the weather, labeled with the child's first and last name. Make sure the student applies a thick coat of sunscreen and bug spray every morning.

MEDICATION AND ALLERGIES

VCFC will only administer rescue medication for a medically documented life-threatening condition. This program will not utilize a medical professional for administration of medicine.

All medication must be provided to staff in original packaging, not expired, and will require a label and dosing information if required to be administered during programming. On the registration form, list all the medications your child is currently taking and any that might be required while in the program.

Medication will be stored out of reach of children and may only be accessed by parents/guardians and VCFC staff. Children may not carry medication on their person or in their backpack or cubby.

Please note all allergies and dietary restrictions on the registration form.

SOCIAL EMOTIONAL HEALTH AND WELL-BEING

The Arts Adventure program supports children to have a positive self-image, ask for help when needed, express feelings with words, display self-control, take pride in accomplishment, and demonstrate awareness of other people's feelings.

Parents are partners with staff in efforts to best support the learning and enrichment experience. Parents will be expected to communicate any well-being concerns related to their child prior to admission in the Arts Adventure program and if there is a change. If there is an elevated concern for the well-being of your child or others in care, staff will communicate with the parents for the best resolution, prioritizing the safety of the child.

DRESS FOR SUCCESS

It's an Art Program – make sure your student wears comfortable clothes with socks and closed toe and heel shoes that can get grubby. Participants should not wear anything they would not be permitted to wear at school and should be prepared for outside activities. No jewelry, please.

PERSONAL BELONGINGS

VCFC asks parents/guardians to exercise caution when allowing students to bring personal items to the program. It is recommended that all personal belonging not necessary to the program be left at home. **VCFC does not assume responsibility or liability for any items brought from home that become lost or broken.**

VCFC does not allow candy, cosmetics, gum, money, cell phones, illegal substances or weapons of any kind. **If these items are observed, staff will confiscate and ask the parent to come and immediately pick up their child and the item.**

USE OF PERSONAL TECHNOLOGY

Cell phones are not permitted. For Homework Hour, students may bring their electronic device (laptop, Chromebook.) Please label all items brought from home with your student's last name.

For all personal devices with internet access, I understand that my child will have access using Vanderbilt's guest network, which does not have the same site blocking setting as K-12 school and/or home network.

I understand that though staff will visually monitor my child's online activity from time to time during permitted homework time, I assume all risks for websites and website content accessed by my child while on the Vanderbilt network.

If my child intentionally accesses inappropriate sites while online, their device will be confiscated and the steps in the "Suspension and Expulsion" section will be followed.

BEHAVIOR EXPECTATIONS

Be kind.

Be safe and have fun.

Treat others with respect in how you talk and act.

Work with others to problem solve; ask for help when needed.

We all get frustrated, talk to a staff person about what you're frustrated about.

INAPPROPRIATE BEHAVIOR RESPONSES INCLUDING SUSPENSION AND EXPULSION

VCFC understands that an undesirable behavior indicates an opportunity for the child to develop an important skill; it is not a “morals” issue. It is possible that some children may exhibit consistent behaviors that are detrimental to the ongoing safety and security of the other students in the program. This may include aggression toward peers. VCFC will handle these situations discreetly, compassionately, and in partnership with the family, taking the following steps:

VCFC will meet in person with the parents within 24 hours of the concerns being communicated to the family and before the student next attends.

A written behavior plan signed by the parents and VCFC will be put into place the day of the meeting. This must include:

- *Identify the specific behavior being addressed (e.g., attempt leaving identified Art Space area – out of circle of supervision)*
- *Identify supports in place (e.g., engaging student in Art opportunities, redirecting student to a specific peer cohort)*
- *Identify precise metrics of behavior improvement (e.g., “The student’s attempts to leave the identified boundaries of the Art Space are reduced to one incident or less per week.”)*
- *Identify respite (e.g., “If the student has to be prompted two times to stay in bounds in one day, the parent will take them out of camp for that day, arriving within 15 minutes.”)*

In the unlikely event that student behaviors do not respond to the efforts of staff and parents to correct the behavior, VCFC will be unable to continue to accept the student in the program.

CHILD MALTREATMENT

Maltreatment and abuse of a child is prohibited by Vanderbilt policy and the law. Staff are held to a high standard to assure children under their care are safe, supervised, and all staff are required to report concerns of maltreatment by others. This includes internal reporting and possible reporting to the State of Tennessee (in compliance with the law) if child abuse is suspected. Training is provided to all VCFC staff on identifying and reporting child abuse. Vanderbilt University personnel (including VCFC staff) adhere to Tennessee state law on mandatory child abuse reporting. If you have any concerns of maltreatment, please report those immediately to VCFC or the Vanderbilt Protection of Minors Director.

ART ADVENTURES DAILY SCHEDULE

BLOCK A

7:00 – Craft Corner
8:00 – Outdoor Exploration
9:00 – Snack
9:15 – Homework Club
10:00 – Paint and Clay
11:00 - Games
11:30 - Lunch
12:00 – Upcycled Art Activity
1:00 – Outdoor Exploration
2:00 – Good-Bye!

BLOCK B

11:00 – Games
11:30 - Lunch
12:00 – Outdoor Exploration
1:00 – Upcycled Art Activity
2:00 – Homework Club
2:45 – Snack
3:00 – Paint and Clay
4:00 – Craft Corner
5:00 – Outdoor Exploration
6:00 – Good-Bye!

The student may choose a 2 or 3 day weekly schedule (see application.)

The program’s goals for curriculum draw their content from the four foundational disciplines of art and align with National Standards for Visual Arts Education:

1. **ART PRODUCTION** (the making of art) Making art is a major part of curriculum and instruction for art education; however, hands-on activities are placed into a broad context by an approach that integrates all four disciplines, as well as interdisciplinary connections. Artwork produced in this kind of “environment” tends to be informed, content grounded, and purposeful.
2. **ART HISTORY** (exploration of the artistic heritage of many cultures) Study of art works, styles, and movements provide historical and cultural contexts for understanding art as a vital and significant aspect of the achievements of humankind. Students learn to see and value connections among art and events across space, time, and cultures.
3. **ART CRITICISM** (analysis of qualities and features of art) Students learn the language of art, how to critique art, and how to support and defend preferences as informed reasons, rather than opinions. Expressing ideas, reasoning articulately – both verbally and in writing – is essential to processes of art criticism.
4. **AESTHETICS** (thinking about art and making informed judgments about art) Objectives and strategies tailored to appropriate developmental levels help students think about and respond to aesthetics questions (for which there are rarely “right” answers). Students learn to understand, appreciate, and generate their own ideas about art, culture, and the human condition. They learn to select and use evidence, justify, defend, and present a persuasive case for their views. Students also learn how people justify judgments about art by applying appropriate criteria to determine the intent of an artwork as representational (realistic), structural (formal) or expressive (emotional).

AGREEMENTS

I have read the VCFC **Art Adventures Family Handbook** and agree to comply with the policies and procedures contained therein.

(Please initial)

___ I have been provided a copy of and thoroughly read the Art Adventures Family Handbook. I understand that a copy is also available on the VCFC website.

___ I understand that the Art Adventures program scheduling does not permit my child to participate in synchronous online school programs.

___ I have read and agree to the "Use of Personal Technology" section in this Handbook.

___ I read and understand and agree to comply with the policies and procedures which inform the VCFC services. I have communicated the behavior expectations with my child.

___ I give my child permission to participate in the Art Adventures Program and I understand and agree that neither Vanderbilt Child and Family Center, Vanderbilt University, nor any of their officers, agents, or employees are liable for bodily injuries or illnesses suffered by my child(ren) or damages to personal belongings.

___ I understand that Vanderbilt cannot promise or guarantee that my child will not be exposed to Covid-19. I understand that if my child is immunocompromised my child could be at greater risk of infection and complications. I knowingly accept these risks. I understand that the illness and exposure procedures contained in the FAQ section of the program application are fluid and that procedures may change depending on the Vanderbilt Return to Campus Plan as well as DHS, Metro Nashville, and the CDC guidelines and recommendations. I understand that failure to comply may result in disenrollment of my child.

___ I understand that VCFC reserves the right to update this Handbook at any time, to ensure compliance with Vanderbilt policies and practices and for the continuance of safety for children and staff.

___ I give permission for my student's image to be used in photographs and or any media from within the program's creative space (e.g., bulletin boards, crafts, booklets.)

___ I give permission for my student's image to be used on the VCFC website and VU website and publications.

___ I have read the COVID-19 Guidelines and FAQs set forth in the program application and I agree to follow those guidelines.

Name of Child to be Enrolled _____ Date ____/____/____

Parent/Guardian Signature _____

A copy of this form will be maintained in your child's file