



PARENT INFORMATION

Welcome to KVPAC!

Our goal is to provide a happy fun learning environment for your child. At any time please voice concerns, observations or suggestions directly to the appropriate Program Director: Kristin Miller - Performing Arts; Cindi Gardner - Visual Arts; Marni Wishart - PreK Programs; Maggie Albrecht - Music. If the needed person is not on-site, leave your name and number with the front desk and you will be contacted promptly.

Registration

The office is open for registration from 9am-7pm on Monday-Friday by phone, fax, email or in person. Exceptions may be KISD Holidays, Staff Development or Early Dismissal Days; phone for hours of operation on these days. Please fill out registration form completely noting health concerns, special needs or disabilities and provide additional information if needed. Confirmation of class enrollment is made by phone 3-5 days in advance of the start date.

Tuition

Payment in full is expected at time of registration. Tuition is refunded 100% for cancellations made 2 weeks prior to class start date; refund requests made within 2 weeks are subject to a 30% fee **or** 100% of tuition can be applied to another class. Credits are transferable and must be used before July 31 of the current year in which they are issued.

Absences

No make-up classes are provided for students' absences.

Hours of Operation

The office is open Monday–Friday from 9am–7pm with the exceptions noted in the Registration section above.

Student Drop-off & Pick-up Procedures

Safety is our priority. Please **do not** drop off students more than 5 minutes prior to class start time; students are held in the lobby until class begins. Instructors are busy preparing for class and will not be able to supervise students until class begins. Parents need to sign in students only on the first day of class. Students will be released from class directly to the lobby or porch under staff supervision and are not allowed to move through the parking lot alone. Parents are asked to wait for students outside or in the lobby. In the event that someone other than a parent is picking up a child, please notify the desk in writing and the alternate driver must provide picture identification at time of pick-up. Students should be picked promptly after class, however, we understand that unforeseen circumstances arise; please phone the front desk with changes. Students not picked up within 10 minutes after class ends will be assessed a fee equal to \$1 per minute up to \$10, payable immediately.

Health Information

Parent cooperation to keep all students and staff healthy is of utmost importance. For the protection of all, we require that students be in good health without fever, vomit, and/or diarrhea for 24 hours prior to class without the aid of medication.

Medications

KVPAC **will not administer any medicines** to students. Exceptions are emergency prescription medications such as those used for diabetes, asthma, life-threatening allergic reactions or long-term medications such as Aderal or Ritalin and only with prior arrangement and parental consent. Students under treatment for attention deficient type disorders **should not** be taken off their medications prior to classes at KVPAC.

Lost & Found

KVPAC is not responsible for personal items or artwork left behind; items are kept 2 weeks and donated.

Students with Special Needs or Disabilities

KVPAC makes every effort to accommodate students with special needs or disabilities with prior arrangement and consultation with staff. Requests for accommodation can be made at the time of registration and a follow-up phone call or appointment will be arranged with the appropriate Program Director to determine how best to meet the student's needs.

Food

Typically food and drinks are not provided. Students bring personal snacks and drinks **only** to designated camps and classes; parents will be notified in advance if this is the case. Food allergies must be noted on the registration form.

Grievances

The KVPAC Board of Directors will be called upon to arbitrate disagreements between parents & staff.

Discipline and Guidance Practices

Managing student behavior is individualized, consistent and appropriate to the student's level of understanding. Methods employed are directed toward teaching the student acceptable behavior and self-control. KVPAC staff will only use positive methods of discipline and guidance that will encourage a student's self-esteem and facilitate self-control.

The following guidelines are used:

1. Praise and encouragement of positive behavior vs. only calling attention to unacceptable behavior.
2. Students are reminded of behavior expectations with clear, positive statements.
3. Student behavior is redirected using positive statements.
4. Brief supervised separation from the activity or group may be used.

Student's exhibiting behavior resulting in injury to themselves, other students or staff will not be tolerated and will result in immediate corrective measures including but not limited to: consultation with parents; temporary or permanent suspension from class; and other recommendations deemed necessary upon consultation with the Board of Directors.

Dress Code

Students should be dressed in clothing appropriate for messy Art and physical Theater activities. Aprons are provided to protect clothing but note that some materials used will permanently stain clothing and shoes. Shorts should be worn under dresses & skirts. Students should wear closed toed shoes. All students need to be able to use the restroom without assistance.