

CREATIVE WORLD ART CENTER

AFTER SCHOOL

PARENT / STUDENT
HANDBOOK



2022-2023

OUR MISSION
IS TO NURTURE AND CHALLENGE
THE CREATIVITY AND CURIOSITY
OF STUDENTS THROUGH ART
EDUCATION

AFTER SCHOOL PROGRAM:

CW After-school program's goal is to create a safe and enriching environment where students are motivated to learn. Our program includes daily small group homework help and arts-integrated enrichment courses.

OFFICE

OFFICE HOURS: 10:30 AM TO 6:30 PM

TELEPHONE: (626) 445-6005

(AFTER HOURS LEAVE A MESSAGE)

EMAIL: [INFO@CW-ARTS.ORG](mailto:info@cw-arts.org)

WEBSITE: WWW.CW-ARTS.ORG



creative **world**

GENERAL GUIDELINES

We believe students learn more effectively when their learning experiences are organized and consistent.

COMMUNICATION

- Email any updates, absences, or requests to info@cw-arts.org or call the office at 626-445-6005
- Notify the office of any change in diet, medical information, or scheduling.
- Check email regularly for updates

WE ENCOURAGE PARENTS TO:

1. Prepare enough healthy snack and a water for your child/ren daily. Please read the "snack/water" section for more details.
2. Communicate all absences and change of medical or emergency contact information well in advance. Please notify the office by NOON (on regular school days) and 10 AM (on minimum/collaboration days) if your child will be absent.
3. Be sure to pick up your child/ren on time.

WE ENCOURAGE STUDENTS TO:

1. Have a regular attendance
2. Be on time and prepare to learn.
3. Follow classroom / CW rules!

SCHOOL WORK / HOMEWORK

Students will have about 1 hour to complete their school homework (HW). Each student is assigned to a small group led by their instructor. We will inform parents if a student is unable to finish their HW independently. Individual tutoring can be scheduled in addition to HW help when a student is struggling or falling behind in their work.

GENERAL CLASS SCHEDULE

Drop off Time: 2:00 to 3:00 pm. If you are dropping off your child, walk your child to the front door. Make sure they pass the health screening before leaving.

Program Begin Time: 3:15 pm

Program End Time: 5:50 pm

Pick-up Time: 5:50 to 6:30 pm. Please come into the lobby for pick-up and to sign-out your child.

*** Breaks will be staggered and held outside.**

CREATIVE WORLD WILL BE CLOSED:

Labor Day, September 5, 2022

Veteran's Day, November 11, 2022

Thanksgiving, November 24 - 25, 2022

December 26, 2022

New Years, January 2, 2023

Martin Luther King Jr. Day, January 16, 2023

Lincoln's Birthday, February 13, 2023

Memorial Day, May 29, 2023

June 8 - 9, 2023

Independence Day, July 4, 2023

SEASONAL CAMPS (OPTIONAL / PENDING ATTENDANCE):

Workshop Week: August 8 - 12, 2022

Fall: November 21 - 23, 2022

Winter: December 27 - 30, 2022 / January 3 - 6, 2023

Spring: April 3 - 7, 2023

Our center will be open on minimum, collaboration, and staff development (pending attendance) days from 12 PM - 6 PM. For information on minimum days please consult your school's calendar.

BEHAVIOR AND GUIDELINES

We ask that you discuss with your child the importance and need for good behavior and a good attitude. ***We will not tolerate fighting, disrespect towards others, obscene language, unsafe, harmful actions or destruction of school property.*** If students do not comply with the rules teachers and staff will write up a behavior report. If there are ongoing issues CW will set up a parent conference to discuss healthy positive behavior. As a last resort and if these steps do not remedy cited issues CW reserves the right to ask students to leave the program.

Please have students leave toys, non-school personal related possessions, and money at home. CW does not assume responsibility for lost or damaged items.

Students may bring a cell phone as long as it is turned off and keep in their backpack. Permission to use the cell phone must be given by a teacher. Students will be allowed to bring chromebooks/laptops to use with their teacher's permission and supervision. Students should not bring any electronic game devices to the center.

Parents may contact their children at 626-445-6005.



PARENT PICK-UP

- **MINIMUM DAYS:** We are open early on all minimum days, collaboration, and staff development days. Hours will remain the same, 12 PM - 6 PM.



- **LATE FEES:** Children must be picked up promptly by 6:30 PM (or 5/6:00 PM for camp or special days). An additional **\$1.00/minute CASH** fee will be collected.

SNACK/WATER

- Prepare enough snacks & a reusable water bottle for your child/ren daily, we will be doing staggered break/snack time outside.
- Due to safety concerns, **students may not share food. And we are a NO NUTS school!!**



HEALTH

Please instruct your child to tell a teacher about any injury that occurs. Parents are notified of serious injuries (severe sprains, fractured bones, and head injuries). For lesser injuries we will provide a bandage for the child to use themselves.

If your child is ill during the after-school program hours, we will call you and ask you to pick up your child immediately. For students who return to school from illness, our center follows the same policies as AUSD: Any child with a temperature of 100 or higher, has vomited within the last 24 hours, or does not feel well enough to participate in all activities should stay home. Any student with diarrhea must remain at home until the diarrhea has resolved. If your child has been exposed to one of the highly contagious diseases (Covid-19, strep throat, chickenpox, scarlet fever, measles, mumps, etc.) please call the office so we may confidentially inform the parents of other students. After five consecutive days of absence due to illness, other than COVID-19, students are required to obtain a note from their doctor stating that they are cleared to return to school. Please read the "additions added to waiver due to Covid-19" for more Covid-19 specific policies.

Medications: Any medication taken by a child during after-school program must be kept in the office. Medication must be brought to the office with a signed Physician's recommendation and clear instructions on name of the medication, the amount to be given, and the time the medication is to be administered. Creative World does not provide medications.

ILLNESS & ACCIDENTS

If your child becomes seriously ill or is injured, we will make them comfortable and then call you immediately. If we cannot reach you, we will use the emergency contact information you have provided. In case of serious accident, we will call "911". A student will not participate in any group activity if he/she is ill, and we cannot keep ill children at the center. Please read the "additions added to waiver due to Covid-19" for more Covid-19 specific policies.



FEES & PAYMENTS

- TUITION FEES are due by the due date, usually before the 15th. You will receive your invoice by email.
- For Full Day programs (ie. On Staff Developement Day) there may be an additional fee.
- Any late payment will result in a \$10 fee.
- There will be a \$5 convenience fee for any credit card transactions.
- There is a \$200 deposit for new/returning students that are not currently in our after-school program, that will be collected during registration. Please read "withdrawal of students" for more details regarding the deposit.

WITHDRAWAL OF STUDENTS

Please note there are no refunds or credits. If you are withdrawing your child from our after-school program, please give the office staff at least a 30 day notice. This will give us time to make plans for your child's classes. If we do not receive 30 day notice, deposit funds will not be returned or credited. Your cooperation is always greatly appreciated.

CHANGE OF PROGRAM

Office will need to approve of any changes of schedule/program. Office will need to be notified at least 2 weeks in advance.



Additions added to waiver due to Covid-19

1. At any time if my child displays ANY covid symptoms, I agree to pick my child up immediately.
2. At any time if my child refuses to follow the safety protocols, including wearing a mask, I agree to pick up my child immediately. I understand the tuition fee will be non-refundable when such situation arises.
3. Students who are in the same household with a person that has tested positive for COVID-19 must stay home for 5 days, produce a negative test from Day 5 and have no symptoms, before coming back on Day 6.
4. Students that have tested positive must stay home for 5 days. Day 0 is the day the first positive test was taken.
 - a. Students who have no symptoms and have taken a negative test (PCR preferred) on Day 5, may come back on Day 6.
 - b. Students who are still testing positive on Day 5 but have no symptoms may come back on Day 6.
 - c. Students who are still testing positive and are still symptomatic they may come back on Day 10.
5. The CW administrative staff must be informed. If parents have been found intentionally not informing CW of 3 & 4 and brought their child to the facility, CW reserves the right to refuse providing service in the future. Tuition fee will be forfeited and non-refundable.

EACH TIME ONE PREMATURELY TEACHES A CHILD SOMETHING HE COULD HAVE DISCOVERED HIMSELF, THAT CHILD IS KEPT FROM INVENTING IT AND CONSEQUENTLY FROM UNDERSTANDING IT COMPLETELY.

— JEAN PIAGET

THE ARTS TEACH CHILDREN TO MAKE GOOD JUDGMENTS ABOUT QUALITATIVE RELATIONSHIPS. THE ARTS TEACH CHILDREN THAT PROBLEMS CAN HAVE MORE THAN ONE SOLUTION. THE ARTS CELEBRATE MULTIPLE PERSPECTIVES. THE ARTS TEACH CHILDREN THAT IN COMPLEX FORMS OF PROBLEM SOLVING PURPOSES ARE SELDOM FIXED, BUT CHANGE WITH CIRCUMSTANCE AND OPPORTUNITY. THE ARTS MAKE VIVID THE FACT THAT NEITHER WORDS IN THEIR LITERAL FORM NOR NUMBERS EXHAUST WHAT WE CAN KNOW. THE ARTS TEACH STUDENTS THAT SMALL DIFFERENCES CAN HAVE LARGE EFFECTS. THE ARTS TEACH STUDENTS TO THINK THROUGH AND WITHIN A MATERIAL. THE ARTS HELP CHILDREN LEARN TO SAY WHAT CANNOT BE SAID. THE ARTS ENABLE US TO HAVE EXPERIENCE WE CAN HAVE FROM NO OTHER SOURCE. THE ARTS' POSITION IN THE SCHOOL CURRICULUM SYMBOLIZES TO THE YOUNG WHAT ADULTS BELIEVE IS IMPORTANT.

— EISNER, E. (2002).

THE ARTS AND THE CREATION OF MIND,