Parent/Guardian Guide to Course Procedures and Policies

Dear Families,

We welcome your child and you to the Pennsylvania Academy of the Fine Arts community! We are very happy that your child has chosen to enroll in our Saturday Classes for Middle School Students and want to assure you that we are committed to making this a rich and rewarding educational experience. In this guide we have provided information about the program procedures and policies. Thank you for making us a part of your child’s education.

The First day

We ask Parents/Guardians to come meet the Teaching Artist on the first day.

Drop Off

- Please note the class start and end times. The drop off starts 10 min before the class start time. Please drop your student off no later than the start time so that they are able to participate in the full class and don’t miss out on important information.
- Students may be dropped off in the lobby of the Historic Landmark Building (HLB) and check in with the staff member stationed there.

Pick Up

- Students may be signed out at the end of class in the lobby of the HLB. The pick up window is from the class end time plus 15 minutes. Late pick up will be charged $1 per minute.
- All adults must present a photo id, including parents and legal guardians. Students will only be allowed to leave with people who are authorized by written permission of the camper’s legal guardian.
- Parents may wish to have their students self-sign out in which case they should indicate so at the registration.

Clothing

Art class may get messy! Staff will make every effort to keep students neat and clean, but they should wear clothing that can get dirty. Also, students may want to bring a sweater or sweatshirt in case they feel cold in the museum.

Snacks

Students are welcome to bring snacks to class. Please avoid providing snacks with high allergens (such as nuts).

Supplies

All supplies are provided for the class. Occasionally the instructor may ask you to bring in something from home if you have it.

Last day of the course: Final Exhibition

On the final Saturday family members are invited to an exhibit of work created over the course of the class. Announcements will be sent out prior to the show. All projects must be taken home that day.
**Discipline/Behavior Policy**

We try to keep disciplinary issues minimized and to help children monitor their own behavior. Our staff is trained to model and enforce age-appropriate behavior guidelines and reflective communication. We will do our best to provide behavioral support to any student demonstrating a need or disrupting a class. Aggressive physical behavior such as fighting, hitting or biting will not be tolerated. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Parents will be informed if such an incident occurs. If the child’s behavior is extremely disruptive and/or harmful to themselves or others, a parent may be asked to remove the child from the class. Open communication between guardians and staff is considered key in terms of effective discipline. The Pennsylvania Academy of the Fine Arts reserves the right to ask a disruptive student to withdraw from class and if such a situation occurs, will refund payment for the remaining sessions of the course.

**Withdrawals and Refund Policy**

Withdrawals must be made **in writing** via letter or email (ldronen@pafa.edu) to the Youth and Family Programs Office. **An administrative fee of $40 per dropped course will be assessed.** Tuition refunds will be adjusted according to the following schedule, unless otherwise indicated.

- Prior to two week before the 1st class: 100% (less the administrative fee)
- After the above, prior to the 1st class: 75% (less the administrative fee. You may be eligible for a full refund if there is a waiting list for the class and someone is willing to take your students spot in the class.)
- After the above, prior to the 2nd class: 50% (less the administrative fee)
- After the above: No refunds
- A student who becomes ill or injured during two consecutive weeks or more may receive a prorated refund as determined by the Assistant Director of Youth and Family Programs with proper documentation by a physician.
- Refunds will be granted for reasons of illness, injury (a doctor’s certification may be requested) or death in the immediate family.
- Refunds will not be granted for scheduling conflicts or no-shows.
- Refunds will not be granted to students who leave the class by their own choice.
- Students may transfer to an alternate class or camp session, if space permits, without penalty if the switch is made before the first class.
- Refunds will be made to the individual who made the original payment.

**Student Health Information**

All student’s Health information must be provided in order to complete the registration. It is also very important to provide staff with accurate health information about allergies as well as any emergency medications that allow your child to participate in trips or activities outside, i.e. epi-pen, asthma inhaler, etc.

**FLU UPDATE: Please do not bring your student to class if they have flu-like symptoms.**

**First Aid and Emergency Care**

First aid and Emergency Care will be used only where absolutely necessary and only after every attempt has been made first to contact the parent/guardian. In an emergency requiring immediate medical attention, your child will be taken to the nearest hospital emergency room. You will be responsible for the resulting treatment and payment.
Field Trips

Some course sessions will be taking walking trips to nearby sites under adequate supervision. For bused field trips, we work with authorized insured vendors and have adequate chaperones. By granting permission for your child to attend any scheduled field trips for his/her course session, for and in consideration of arrangements and provisions made for the conduct of the activity, you agree to release the Pennsylvania Academy of the Fine Arts and its representatives from all liability resulting from injury sustained by your child during such trips.

Photo and Video Images Release

The Pennsylvania Academy of the Fine Arts gathers images throughout the year of its program participants in an effort to tell the story of our organization and our mission. This reproduction will be for non-commercial purposes only, and may include print publications, institutional websites, e-communications, multimedia presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional informational purposes. We appreciate your cooperation and consent in allowing us to photograph your child for our use in various mediums without any other personal identifiers. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which you are entitled.

Inclement weather & emergency closing procedures

The closure, delayed opening, or early dismissal of the Pennsylvania Academy of the Fine Arts will be determined jointly by the Dean of the School and the Museum Director, with approval of the President. Such closing or delay would include the school, galleries and administrative offices. Decisions regarding the cancellation of special events and evening classes may be made later in the day. To find out if PAFA is closed or delayed, check one of the following:

- PAFA’s homepage. www.PAFA.org
- PAFA’s main number, 215-972-7600 – An outgoing message advising of a close or delay will be recorded by 6:30 a.m.
- KYW-TV (CBS 3) – Lists the school by name
- WPVI-TV (ABC 6) – Lists the school by name
- CAU-TV (NBC 10) – Lists the school by name

Course Cancellations If minimum enrollment is not met, a class will be cancelled on, or shortly after, its registration deadline. Students will be notified by phone and/ or email and may choose to transfer into another class or receive a full tuition and fee refund. Early registration helps prevent course cancellation!

Lost and Found

There will be a Lost and Found kept in the Family Programs Coordinator Office. Please call 215-972-2036 or email ldronen@pafa.org if you need assistance in locating a lost item. Unclaimed items will be discarded one week after the end of the course.

PLEASE LABEL YOUR CHILD’S BELONGINGS WITH THEIR NAME!

Important Numbers

Katerina Romanenko, Assistant Director of Youth and Family Programs: 215 972 2054 Email: kromanenko@pafa.org

Lene Dronen, Family Programs Coordinator: 215 972 2036 Email: ldronen@fpafa.org

Historic Landmark Building Front Desk: 215 972 2060 / Hamilton West Lobby: 215 972 2100