

Hopkinton Center for the Arts

Summer Policies

General Information Form

Please be sure to fill out the general information form to provide the HCA with emergency contact info, medical/allergy information, and waivers.

Drop-off/Pick-up

In order for your child to receive the best experience possible it is very important for them to arrive on time. A parent/guardian/designated adult should sign the student in when you arrive in the classroom. Go to the same classroom to sign your child out at the end of the day. If your child is being picked up by someone else please indicate that on the sign-in sheet.

“After Arts” program runs from 3 – 5:45 pm. If your child is registered for After Arts, please go to the front desk when picking up your child. After Arts is available on an as-needed basis for \$30/day provided there is room. Inquire at the front desk if you need this extended coverage for your child.

Illness/Allergies

To keep a healthy environment for everyone we must be careful about spreading illness. If your child is ill, we ask that they do not attend class. Your child must be fever-free for 24 hours prior to their return. If your child becomes ill while in class, we will contact you to pick them up. If your child needs to take medication, a parent or guardian needs to be present to administer it.

Snacks/Lunch

Every child should come prepared each day with a water bottle. Some classes require a lot of movement and with the hot weather we want to make sure they stay hydrated! Those who stay for the full day will need to bring a lunch and those who stay for a half day need a snack. Please label all lunch boxes/bags, re-usable water bottles, etc. with your child’s name. Whenever the weather permits, lunch will be held outside so it is important to bring sunscreen. All classrooms are “nut-free”, so please avoid those foods.

The HCA will have a variety of snacks for purchase at our front desk. On Fridays, an ice cream truck will come to the HCA at lunch time. Generally snacks are \$1 each in the event that you want to send your child with money for the snacks/ice cream.

Clothing/footwear:

Students should wear comfortable clothing that they can get dirty (for art/ceramics classes) or easily move around in (for theater/games). Sandals with straps, sneakers and shoes are fine. Flip flops are discouraged.

Behavior Expectations

For our classes to be enjoyable for everyone we encourage kind and respectful behavior. In general we expect students to behave appropriately and respectfully towards everyone.

We would like your assistance in emphasizing and reviewing with your child(ren) the following guidelines:

Be Safe

- Stay with the group at all times.
- Always ask an instructor or staff member for permission to leave the group and always take a partner or CIT to go anywhere away from the group.
- Wait inside the assigned classroom to be signed out each day by a parent or designated adult.
- Running is not allowed indoors.

Be Respectful

- Listen to instructors, staff and Counselors in Training.
- Keep hands and feet to self (no hitting, pushing, kicking, etc.).
- Be nice to others, use kind words, no profanity or insults.
- Use art materials respectfully.
- No use of cell phones will be allowed except during the lunches/breaks.

Have fun and always try. There are no mistakes in art!

With regards to addressing disruptive or inappropriate behavior that may occur during our programs, such as name calling, use of foul language, hitting, kicking, pushing and any other intentional harm to others, please note that there is a zero tolerance stance regarding behaviors that lead to significant disruption of activities or physical harm to others.

Depending on the behavior in question, the HCA will employ a variety of responses to such behavior including: a verbal coaching discussion with the student, removal from the classroom (timeout), contacting parent/guardian to discuss incidents, and in rare cases, dismissal from the HCA program.

End of Week presentations:

Many of the programs include a final presentation for family and friends at the end of the week. Check in with your child's teacher to confirm the timing of such presentations.

Refund Policy

Notification of a cancellation must be given to the HCA ten days prior to the start date in order to receive a refund for that class or camp. There is a \$25.00 cancellation fee. Once you have passed the ten-day mark there is no refund available.

Class Checklist:

Forms to complete:

General Information Form/Waiver

To bring each day:

Water Bottle

Lunch/Snack

Sunscreen

Clothes that are easy to move in and may get dirty

Shoes with straps (**no flip flops!**)

Don't forget to sign-in and out at the beginning and end of the day!

Please contact us with any questions or concerns:

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<http://www.hopartscenter.org/>