



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

Music & Arts Center

2019 – 2020 School Year Parent Handbook

*As of October 9, 2019

Welcome to the Boys & Girls Club Music & Arts Center! Great Futures Start Here. This Parent Handbook is packed with information about how the Music & Arts Center operates. Please take time to read through this material carefully so we are able to work together to provide your child with the best experience possible. If you have any questions about any of the information in this handbook, please feel free to speak with the Music & Arts Center Director.

About the Music & Arts Center

The goal of the Music & Arts Center is to give youth the opportunity to learn about different aspects of music, art, dance and technology. We encourage all members to grow creatively, discover their talents, and realize their passions and full potential. Through our various programs, our staff members also teach respect, responsibility, teamwork, integrity, and how to have fun!

Boys & Girls Club Mission Statement

To empower all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Class Structure

The Music & Arts Center (also known as the MAC) is a specialized Boys & Girls Club, designed to give youth from across our community musical and artistic experiences and opportunities they can't get anywhere else. The MAC offers a wide range of classes in music, art, dance, and technology each school year.

The school year is divided into three terms: Fall Term (September 3rd – December 13th), Winter Term (January 6th – April 3rd), & Spring Term (April 13th – June 5th). However, most classes offered at the MAC run for the entirety of the school year.

Classes that build throughout the school year

Most classes at the Music & Arts Center are designed so members are able to grow and develop their skills over the course of the entire school year - these classes build upon themselves so members are able to achieve a high level of understanding of their class subject after nine months of study and instruction. For example, we may offer a Sculpting 101 class in the Fall, and that class will become Sculpting 102 in the Winter, and then become Sculpting 103 in the Spring. Youth enrolled in Sculpting 101 at the beginning of the school year will automatically go to Sculpting 102 in the Winter and Sculpting 103 in the Spring. For the most part, these building classes will continue to happen on the same days/times throughout the entire school year.

General Education Classes

The MAC will also offer some general education/project-based classes that do not build over the course of the year. For example, we may offer a general Abstract Art class that runs from September – June. These classes are great for youth who may be unable to commit to a class for more than a couple months, or youth who want to try out different creative classes over the course of the school year. *General Education Classes will be notated as such in the online class enrollment form.*

Private Music Lessons

The MAC offers weekly private music lessons on a variety of instruments throughout the school year in the afternoons and evenings (the structure of our private lessons do not change/evolve during the Fall, Winter, or Spring terms). Pending availability, youth may enroll and/or withdraw from a private lesson at any time over the course of the school year (even in the middle of a month). *The MAC offers 30 minute and 1 hour weekly lessons.*

Class Days / Times

Classes take place at various times each day. Typically, classes meet one day each week. The length of each class varies depending on the demands/structure of that subject. For example, a beginning art class may meet for 45 minutes each week, and an advanced class may meet for an hour and a half each week.

When to Join / Start Attending a Class

Pending availability, youth may join any class at the beginning of any term. Some classes may require some kind of prerequisite or experience prior to enrolling. For example, if a youth wants to join the Sculpting 102 class in January but did not take Sculpting 101, they may still enroll in the 102 class if they have some basic art experience or can demonstrate they are ready for intermediate sculpting concepts. Youth may also join any General Education Class at the beginning of any month.

Extended Care Services (K – 5)

The Music & Arts Center offers Extended Care Services for K – 5 youth who are interested in attending the MAC on days they don't have class. Extended Care Services are available to all K – 5 youth who are able to work independently with minimal guidance. Youth participating in Extended Care Services will be able to stay in the MAC's Creative Space (formerly called the Games Room) while they are not in class. Youth may work on homework, read, work on various music, art, and tech projects, or play games in the Creative Space. A dedicated staff member oversees the Creative Space while checking members in and out of the MAC each day. Extended Care Services are available each afternoon from 3 – 6 pm. **Extended Care Services are only available to K – 5 youth who are enrolled in at least one class. Extended Care Services Cost \$60 / month.*

Teen Collaboration Opportunities (6th – 12th grade)

The Music & Arts Center strives to be a community hub for creativity. As such, 6th – 12th grade youth who want to develop their skills in music and the arts may come to the MAC anytime each afternoon/evening from 2 – 8 pm to work independently on projects, in a group, or with a partner. 6th – 12th grade youth may work on projects in the Creative Space, practice music individually in practice rooms, or work on projects in the Art, Tech, or Back Room if classes are not being held. Youth attending the MAC for Teen Collaboration Opportunities must be able to work independently and without supervision. **Teen Collaboration Opportunities are only available to 6th – 12th grade youth who are enrolled in at least one class. There is no charge for this.*

No School Days

The Music & Arts Center treats any school district No School Days like any other regular day. Classes will still take place at their scheduled times on these days, and Extended Care Services will still be available these afternoons.

Early Release / Conference Days

Classes will still take place at their scheduled times on these days, and the MAC will open early for Extended Care Services.

Snow Days

The Music & Arts Center may cancel classes/close on Snow Days if driving conditions are deemed unsafe. Staff will try to re-schedule any cancelled classes, but this cannot be guaranteed. Staff members will notify parents about any Snow Day closures on the MAC's Facebook Page: **@tricitieismac** as early as possible. If there is a school delay due to the snow, the Music & Arts Center will run classes like normal.

Holidays

The MAC will be closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Day after Thanksgiving, Christmas Day. The MAC also observes one floating holiday each year (usually before or after Christmas in an effort to create a four-day weekend).

Other Closures

The Music & Arts Center may close early or entirely for a day for organization-wide trainings a couple times each year. These closures will be announced several weeks in advance.

2019 – 2020 School Year Important Dates & Closures

August

Tuesday, August 27th – First day of Extended Care Services

September

Monday, September 2nd – CLOSED (Labor Day)

Tuesday, September 3rd – First day of Fall Classes

November

Thursday, November 28th & Friday, November 29th – CLOSED (Thanksgiving)

December

Thursday, December 12th – Fall Performance Showcase @ 7 pm

Friday, December 13th – Last day of Fall Classes

Monday, December 16th – Friday, December 20th – Extended Care Services only (with daily activities)

Monday, December 23rd – Wednesday, December 25th – CLOSED (Christmas)

Thursday, December 26th – Friday, December 27th – Winter Break Camp #1

Monday, December 30th & Tuesday, December 31st – Winter Break Camp #2

2019 – 2020 Important Dates & Closures cont.

January

Wednesday, January 1st – CLOSED (New Year's Day)
Thursday, January 2nd & Friday, January 3rd – Winter Break Camp #3
Monday, January 6th – Winter Classes begin & Extended Care Services resume

March

Friday, April 3rd – Last day of Winter Classes
Monday, April 6th – Friday, April 10th – Spring Break Camp
Monday, April 13th – Spring Classes begin & Extended Care Services resume

May

Monday, May 25th – CLOSED (Memorial Day)

June

Thursday, June 4th – Spring Performance Showcase @ 7 pm
Friday, June 5th – Last day of Spring Classes
Monday, June 8th – Wednesday, June 10th – Extended Care Services only (with daily activities)
Thursday, June 11th & Friday, June 12th – CLOSED
Monday, June 15th – Summer Camps begin

*Our calendar is also available online: tricitiesmac.org/calendar

Class / Lesson Attendance

Consistent class / lesson attendance is strongly encouraged so youth are able to get as much out of their classes as possible. If a member misses too many class sessions / lessons, they will fall behind and they may be excluded from a Performance Showcase.

Missing a Class / Lesson

If you need to miss a class / lesson due to a schedule conflict, illness, or vacation, please contact the MAC as early as possible so staff members are aware and can prepare their class accordingly. *Partial refunds will not be given if you miss a group class. If you cancel a private music lesson more than 8 hours in advance, your instructor will work with you to schedule a make-up lesson.*

Private Lesson No Call / No Show

If you miss your private music lesson and do not let the MAC know about your absence at least 8 hours in advance, you will still be charged for that lesson.

Make-up Policy

If the MAC cancels classes or music lessons for any reason (an instructor being sick, Snow Day, etc.), the MAC will work hard to schedule make-up classes / lessons. If the MAC is unable to schedule a make-up, you will be offered a refund for that session.

Cancellation Policy

Parents may cancel enrollment and withdraw from a class / lesson at any time. No refund will be given for any upcoming classes that have been paid for. Parents may withdraw from classes / lessons online: tricitiesmac.org/class-withdrawal-form *After registering, families will continue to receive monthly bills until a Withdrawal Form has been received.*

Class Sizes

Most group classes are capped at 6 youth. These small class sizes allow us to provide a highly personalized educational experience for all members, and it allows our instructors to build great relationships with each youth.

Sign-ups / Waitlists

All programs are first-come, first-served. If a class is full, members still interested in joining will be placed on a waitlist. Individuals on the waitlist will be contacted by phone or email if/when there is an opening. Individuals will have 24 hours to confirm their enrollment in the program. In the case that a message is not returned within 24 hours, the open space will be offered to the next person on the waitlist. Additionally, a class may be cancelled or adjusted if it does not meet the minimum enrollment number. Parents will be notified of any adjustments as early as possible.

Performance Showcases / Community Events

The MAC will host Performance Showcases in December 2019 and June 2020. These events are an opportunity for all youth to show off what they've been working on in their classes during the school year. Youth will be able to secure their spot in the Performance Showcases by signing up in advance, with staff approval. We encourage all music and dance classes to perform, and we encourage all youth in art and technology classes to show off their creations. The details of each showcase will be announced several weeks before each event. The MAC will still run most classes on Showcase days.

Payments

The Music & Arts Center bills monthly for Classes, Lessons, and Extended Care Services. Payments are due the first of each month for those month's classes. If payment is not received by the 5th of the month, a \$10 late fee will be assessed. If payment is not received by the 10th of the month, your child may lose their spot in the program. If you need to work out an alternative payment plan, please speak with the MAC Director prior to enrolling. The Music & Arts Center accepts cash or check for all payments. Checks can be made to "Boys & Girls Club". A \$40.00 fee will be assessed for all returned NSF checks. If payment is not received within 60 days, the account will be turned in to a collections agency.

Boys & Girls Club Membership

A Boys & Girls Club membership is required for participation in any program at the Music & Arts Center. Each membership lasts one year, starting on each youth's first day. Parents/guardians must fill out a new Club Membership Application each year as they register or re-register their child or children.

MAC Services and Costs for the 2019-2020 School Year:

<i>Service</i>	<i>Cost</i>	<i>Due Date</i>
Individual Membership	\$30/year	At time of registration
Family Membership (more than 1 child)	\$50/year	At time of registration
45 minute class	\$35/month	1 st of each month
1 hour class	\$40/month	1 st of each month
1 ½ hour class	\$45/month	1 st of each month
2 hour class	\$50/month	1 st of each month
30 minute private lesson	\$60/month	1 st of each month
1 hour private lesson	\$90/month	1 st of each month
Extended Care Services (K – 5)	\$60/month	1 st of each month
Winter / Spring Break	Varies	First day of camp

Monthly Cost Variations

There will be some monthly cost variations due to school breaks and other out-of-the-ordinary schedule adjustments that affect the consistency of our classes. Monthly charges will be applied as follows:

August 2019: *No Charge*

September – November 2019: *Full Monthly Charge*

December 2019: *50% of Monthly Charge (due to Winter Break)*

January & February 2020: *Full Monthly Charge*

April 2020: *75% of Monthly Charge (due to Spring Break)*

May 2020: *Full Monthly Charge*

June 2020: *25% of Monthly Charge (June's charge will be included in May's invoice)*

**The monthly charges have been created with the idea that each month will have dates for 4 classes / lessons. Most months will have 4 class offerings, some will have 5 offerings, and there are a few rare occasions where a month will have 3 class offerings. The MAC will not adjust charges during those rare 3 class months. Overall, all classes will balance out to 4 classes / lessons over the course of multiple months.*

Scholarships

The Music & Arts Center strives to provide educational opportunities to all youth who have a strong desire to learn. If you need financial assistance, you may apply for a scholarship. Contact the MAC Director for more information on this.

Our Staff

The Music & Arts Center works hard to hire specialized instructors who are active in the artistic community. All of our instructors are paid staff members who are experienced in the subjects they teach. Although we do sometimes utilize knowledgeable volunteers to help with programs, we never rely on a volunteer to be a main instructor. We are committed to providing high quality educational experiences to the youth in our community and that starts with hiring the most qualified staff possible.

Contact

The Music & Arts Center is located in Downtown Kennewick: 20 N. Benton St., Kennewick, WA 99336
Phone: (509) 582-4090 / Email: josh.peterson@greatclubs.org / Website: tricitymac.org

Hours of Operation

Administrative staff members are typically at the Music & Arts Center from 9 am – 6 pm each day.

Stay In The Know

Parents are encouraged to like us on Facebook, and follow us on Instagram and Twitter: **@tricitieSMAC**. Announcements, fun photos and videos will be posted to our social media platforms. Parents are also encouraged to check out the white board and the TV at the front of the MAC for current announcements and important information.

Remind

We also encourage parents to sign up for the MAC's Remind class to stay up to date and receive special announcements in real time. To sign up, text: **@a2g3kg6** to: **81010**

Parent Waiting Area

There is a small Parent Waiting Area at the front of the MAC. Parents may stay/wait in that area while their child is in class. We ask that Parents do not enter any other part of the MAC.

Parents Attending Private Lessons

Although not required, parents may certainly attend and sit-in on their youth's private music lesson. We only ask that you remain a spectator and allow the instructor to work with your child.

Pick-up Policy

All K – 5 members must be picked-up by an authorized adult no later than 6 pm (unless they are attending a class that runs past 6 pm. When picking-up your child, parents/guardians are asked to wait in the Parent Waiting Area of the MAC. A staff member will be available to help get your child and sign them out. If a parent/guardian fails to pick up their K – 5 youth by 6 pm more than once during the school year, their child may be dismissed from the program. Youth who are not picked up one hour after the MAC's closing time will be placed with Child Protective Services. Youth 6th grade and up may leave the MAC themselves without an adult only if authorized by the parent/guardian. *Parents can authorize this on the last page of this handbook.

Snack

Depending on availability, a small snack may be available to youth some afternoons. Snack items will be placed in a "Snack Area" for members to take if they choose. Youth may also bring their own snacks/drinks from home if they choose. However, snacks/drinks may only be consumed in the "Snack Area". The MAC also does not allow chewing gum anywhere in the building.

Personal property policy

Members may bring cell phones, tablets, cards, games, etc. at their own risk. The Boys & Girls Club is not liable if any personal property is damaged, broken or stolen at the MAC.

Restroom Policy

The Music & Arts Center is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Our facility has two designated restrooms for members, and a separate restroom designated for adults. All restrooms at the MAC are gender-neutral, single stall restrooms. Restrooms will be used by only one person at a time, and when in use, the exterior door must be shut and locked to alert others that the

restroom is being used and they must wait to enter.

Adults, including staff, volunteers, and any other adult in the Club, shall not utilize the restrooms for members. The member restroom facilities are for youth only. Restrooms shall be regularly monitored. Monitoring includes walk-throughs, inspections, and maintenance checks.

Lost and Found

MAC staff members thoroughly clean the building each night. Any personal belongings left at the MAC at the end of the day will be placed in the lost and found, which is located under the TV at the front of the MAC. MAC staff members take any unclaimed items to Goodwill at the end of each month.

Member Code of Conduct

The Boys & Girls Clubs of Benton and Franklin Counties works hard to provide a safe and secure environment where all children are treated equally and fairly. Stealing, cursing, disrespecting staff, vandalism, mistreating Club equipment or personal property, touching other children inappropriately and fighting is not tolerated. For any one of these above listed behaviors, your child may be sent home for the day and may be suspended for additional days. Members may also be expelled from the MAC if they exhibit consistent inappropriate or disrespectful behavior.

Parent Code of Conduct

We ask that parents, guardians, and other family members behave in a manner which shows courtesy, decency, and respect to everyone at the MAC. Cursing, threatening others, or using other inappropriate language is not permitted. Parents and other family members are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If an adult should witness a child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, concerns should be directed to a staff member. It is also inappropriate for a parent or family member to seek out, telephone or email another parent to discuss a child's alleged behavior. All behavior concerns should be brought to the attention of the MAC Director. Individuals who violate this Code of Conduct will not be permitted in the facility thereafter.

No Smoking Policy

Smoking is prohibited by anyone in or within 25 feet of the program entrance, exit, window or ventilation intake of the facility.

Drugs and Alcohol Policy

At no time can illegal drugs be on or used on the premises, nor alcohol consumed. Staff, volunteers and parents cannot be under the influence of alcohol during operating hours. The MAC will also not release a child to a parent or guardian who appears to be intoxicated.

Child Abuse and Neglect

Washington state law requires a childcare provider having reason to suspect the occurrence of physical, sexual, emotional child abuse, and child neglect or child exploitation to report their suspicions to Child Protective Services.

FAQ

Can I bring my child to the MAC before their class time?

Yes. Members taking a class in the afternoon may arrive at the MAC anytime after 3 pm on the day of their class. For example, if they have a class at 4:30 pm, and they get out of school at 3:17 pm, they can certainly arrive at the MAC at 3:30 pm to hang out in the MAC's Creative Space until their class begins.

Do I need to pick-up my child right when their class is over?

It depends on what time the class gets out. The MAC's Games Room is open to K – 5 youth until 6 pm each day. If their class gets out before 6 pm, then they don't need to be picked up immediately – they can stay and hang out in the Creative Space until 6 pm. However, if they are enrolled in a class that gets out at 6 pm or later, then you will need to pick them up when their class is over (we have a 10 minute pick-up window following the end of each class). A \$1/per minute fee will be assessed if your child (K – 5) is not picked up by the end of that 10 minute pick-up window.

Do I need to re-enroll in classes at the beginning on each month or term?

No. If you enroll in Sculpting 101 at the beginning of the school year, you do not need to re-enroll in Sculpting 102 or Sculpting 103 – youth will automatically be moved up to those classes. *If a staff member feels your child is not ready to move up to a more advanced level, they will contact you and provide you with another class option.* If you are enrolled in the Sculpting 101 class and do not want to continue to Sculpting 102, you may withdraw from the Sculpting class and enroll in a new class.

Can I change classes in the middle of the school year?

Yes, but it is not recommended. Our classes last the entire school year so youth are really able to develop and grow their skills – this process takes time and cannot be achieved in a couple months. However, youth may withdraw from a class at any time, and pending class availability, youth may enroll in a class at the beginning of a month.

What if I only want Extended Care Services one day a week? Is the fee still the same?

Yes. If you want your child to attend the MAC on any day that they don't have a class, whether it's one additional day a week, or four, the monthly charge is still the same. There is no discounted rate for attending fewer days.

Permission and Release

Parent Handbook Understanding

I agree to abide by the terms and conditions of the Boys & Girls Club Music & Arts Center Parent Handbook (a copy of which will be made available to me upon request).

Independent Study

I understand that if my child attends the MAC while they are not in class, they will be expected to work independently and/or with other youth without constant guidance/supervision.

Private Lessons

I understand that if I enroll my child in a private music lesson that my child will work one-on-one with an instructor in a closed-door room that may or may not have a window. I also understand that I am able to sit-in and view my child’s lesson at any time. *There are security cameras in all rooms that hold private music lessons.*

Field Trips

I agree to permit my child to participate in walking trips, field trips or other activities sponsored by the Boys & Girls Club. This permission is given with the understanding that transportation, if needed, will be provided by the Boys & Girls Club by Club Vehicle driven by Boys & Girls Club staff members or school buses and/or public transportation. I also understand that the children will be under Club Staff supervision throughout the duration of any trip.

Safety

Knowing there is a certain amount of risk involved in even the simplest of children’s games, sports and activities, I give permission for my child to participate in Club activities and programs. I accept responsibility in the unlikely event that an accident might take place. I hereby certify that I carry Health and/or Accident Insurance for my child and that I am solely responsible for the cost for health care for my child; even as a result of my child’s participation in Club programs or activities.

Insurance Coverage

I further certify that my child is covered by medical insurance as listed on their Membership Form. I understand that I am solely responsible to provide such coverage. I understand that I am solely responsible for any consequences of my failure to provide adequate insurance coverage. I agree to abide by all the rules of the Boys & Girls Clubs of Benton and Franklin Counties pertaining to the health and safety of the members and to inform the Club immediately of any change in my child’s health, health care insurance, or medical provider. I also agree to inform the Boys & Girls Clubs of Benton and Franklin Counties immediately if my child contracts a serious communicable disease.

Negligence

I agree that the Boys & Girls Clubs of Benton and Franklin Counties, its employees (both paid and volunteer), Board of Directors and affiliated agencies, shall not be liable for any claims, demands, injuries, damages, actions or causes of action, whatsoever for any injury caused to me or to my child as a result of my child’s involvement in Boys & Girls Club programs or activities. I hereby expressly forever relieve and discharge said Boys & Girls Clubs of Benton & Franklin Counties from all acts of negligence on the part of the Boys & Girls Clubs of Benton and Franklin Counties, its employees (both paid and volunteer), the corporation, its servants, agents, officers, shareholders, and affiliated agencies.

Fee Payment Policy

I understand that payment of program fees is made on a monthly basis and that prepayment is required. I agree to abide by the terms and conditions of the Boys & Girls Club Fee Policies, and I agree to pay all fees associated with the programs I enroll my child(ren) in.

Authorization and Agreement

In case of serious accident or illness to my child or in the event that the injury/illness involves my child’s mouth or teeth, I hereby authorize the staff of the Boys & Girls Clubs of Benton and Franklin Counties, my children’s physician, dentist, emergency personnel, and those individuals named on the Membership Form to give any necessary treatment to my child, including emergency surgery. Staff may call the doctor and/or ambulance if necessary at my exclusive expense. I agree that I am solely responsible for updating medical information to the Boys & Girls Clubs of Benton and Franklin Counties. I understand the implication of this Permission and Statement of Release. I certify that I am legally capable of executing this agreement, and that I have done so of my own free will on the date indicated below, on behalf of myself, my spouse, if not signed separately, and our child for whom this form was prepared.

Photo Consent

I give permission for the Boys & Girls Clubs organization to use photographs and other types of visual media including but not limited to video footage of my child for promotional purposes, and to waive any claims I may have against the Boys & Girls Clubs for all thereof.

Signature of Parent/Legal Guardian

Member Name

Date

I grant permission for my child (6th – 12th grade only) to leave the MAC on their own, giving them coming and going privileges as they chose without my presence.

Signature of Parent/Legal Guardian