



# Teen Studios

## Summer Spree 2018

@ the Community Arts Center

Dear Summer Spree Families,

Welcome to Summer Spree at the Community Arts Center! We are delighted to have your children join us for an exciting program of art exploration and fun. Here are a few things you should know to help each day run smoothly!

### Camper Information Forms

**All students are required to have fully completed Camper Information form on file in the office prior to the start of the session for which the student is enrolled.**

### Teen Studios

- On the first day of each session, teens meet in the CAC side yard where their teacher will pick up their class. After that, students are to report directly to their studio.
- Teens are dismissed directly from their studio. Pick-up is in the front parking lot.
- If you are picking your teen up, please pick them up promptly at the end of class. Call the office: 610-566-1713 if you are unavoidably delayed and will be late picking him/her up.

### Summer Spree Discipline Policy

Programs at the Community Arts Center are intended to be a creative and rewarding experience for everyone. When discipline is required, the Arts Center staff will follow the following procedure:

- **First Incident:** Teachers are encouraged to speak directly to the student about the offending behavior and give a "time out" from the class activity. Teachers are expected to be specific about the disruptive behavior and clear about the consequences if the behavior continues.
- **Second Incident:** Teachers are asked to send the student to the Arts Center office for the remainder of the class period. The student's parents will be notified that the student has been removed from the class and the reasons for that decision.
- **Third Incident:** Teachers are asked to send the student to the Arts Center office for the remainder of the class period. Office staff will contact the student's parent(s) and the student will be sent home for the remainder of the day. If a student has been sent home as a result of disruptive behavior, the teacher and staff of Summer Spree and the Arts Center will make a decision regarding the student's continued participation in the program. Students removed from a program at the Community Arts Center because of disruptive behavior will receive no refund of payments made to the Community Arts Center.

### **Contact Information**

Main Office 610-566-1713

Program Director: Tracy Buchanan 610-566-1713 x16

Summer Spree Coordinators: Kelly Nicholson & Catherine Brewer 610-566-1716 x 16