



365 45TH Street  
OAKLAND, CA 94609  
PH (510) 597-5081  
FAX (510) 985-8290

## After School Art Academy Fall 2021 - "New Beginnings"

**Please keep this page for your reference.**

### Program Dates: August 30 - December 17, 2021

No after school program on September 3rd, 6th, 9th, October 11th, November 11th, and November 22nd to 26th.

Mandatory Final Showcase and potluck is on Thursday, December 16th 5pm - 6:00pm

- Studio One Picks Up Locations: **Emerson Elementary and Piedmont Elementary School (we are making an inquiry list for other transportation needs)**. All students must meet Studio One staff at their designated pickup spots (TK & K will be picked up from class). Please confirm with your child that they know where the designated pick up spot is located. Studio One Staff will be wearing Studio One Shirts.

#### Program Fee

- All Students: \$575 Monthly, from after school until 6:00pm: We will credit all school holidays. (No adjustments made for days students do not attend)
- Bills are invoiced on the first of each month.
- A late pick up fee of \$1 per minute will be charged starting at 6:05pm.

#### Registration:

We will register your child for August and September.

- August 16th - February 3rd
  - August due upon enrollment
  - September due September 6th

#### ALL Students

- To ensure a fast and smooth transition from school please email Studio One Art Center with absences and pickup requests as soon as possible.

**Email: [asaa.schedulechange@gmail.com](mailto:asaa.schedulechange@gmail.com)**

#### Scheduling Information for After School Arts Academy Fall Session 2021

We are currently working on securing our fall class schedule. We will assign your child to the proper age group. Students will follow their group for the entirety of the Fall 2021 ASAA session. If your child wants to be in a specific class, they must completely change to the appropriate group.

#### Studio One's Goal:

Our goal at Studio One is for your child to be productive and engaged in class. If your child is not

being productive, we may switch him or her into another class for the day/session. Each week students go to homework club/circle time then participate in enrichment activities such as drumming, art, dance, and more! Studio One Art Center provides a safe and caring environment, positive role models, creative activities, and a structured space. Your child's safety and well-being is our primary concern. If you have any questions or would like more information, please feel free to contact Center Director, Alethia Walker at (510) 597-5027. We look forward to meeting you and your child this Fall Session.

### **Daily Assessment of Outside Conditions for Safe Programming**

As we will be conducting most of our activities outdoors, it is important that you understand that weather or air quality conditions may affect our ability to host, or continue programming on certain days. If conditions outdoors do not allow for us to safely provide activities and programming outside, (i.e. rain, lightning, smoke, unhealthy air quality), the program will be canceled for days deemed unsafe for operation. Parents/Guardians will be notified as soon as we are aware of these conditions.

### **Required Forms:**

All participants must have a REGISTRATION form on file. The forms must be signed by parent/guardian.

### **Payment & Fees**

Bills are due on the 1st of each month.

### **Cancellation:**

Classes may be canceled due to low enrollment. In this case, your child will be transferred into his or her second choice.

### **Paint/ Messy Materials:**

Please bring an oversized shirt that can serve as a paint smock (if you do not want your kids clothes to be ruined with paint and other messy materials). We will keep the shirt accessible for your child any time they have a class that will use non-washable materials.

### **Sign-in and Sign-out Procedures/ Late Pick-ups:**

All students must be signed out of the program every day by persons designated on the registration form. If running late please call the office at (510) 597-5027 to notify staff. Late fee of \$1 per minute will be charged starting at 6:05pm.

### **Health Policy:**

Studio One Art Center is equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- Fever of 100 degrees or more
- Vomiting or diarrhea

- Severe nasal or eye discharge
- Any unidentified rash
- A contagious disease (chickenpox, measles, lice, and ringworm) If your child has a communicable disease or specific allergy, please notify the director as soon as possible. If a student becomes ill during programming, parents will be contacted to make necessary arrangements to pick up the child. Telephone Policies: Emergency calls to students should be made to Studio One Art Center

Studio One has a NO cell phone policy. In case of an emergency, students will always be allowed to use the Office phone. On the occasion where consultation is required with a parent or guardian, program staff will accompany the student to the phone where a call may be placed. Emergency calls to students should be made to Studio One Art Center (510) 597-5027.

### **Injury Policy:**

Program staff will treat routine scrapes and cuts with water and a band aid only. In all cases of serious illness or accident, the Center Director or Program Coordinator will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow Studio One Art Center to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

### **Medication Policy:**

All prescribed oral or topical medication for the student which must be administered during program hours requires written permission from the parent and written instructions from the physician or dentist. The medication must be in its original container labeled with the student's name, dates and the amount and frequency of dosage clearly labeled. Medication forms must accompany prescription. \*Depending on the needs of your child, you may have to complete a supplemental medication and/or ADA intake form

### **What to Bring**

2- Cloth Face Covering, Refillable Water Bottle, Backpack, Closed Toed Shoes, Lunchbox, Light Jacket, Hat, and Sunscreen

### **What NOT to Bring**

Toys, electronics or personal items. Phones can be brought only if you store them in the student's backpack the entire time at Studio One.

## **Behavior Management / General Guidelines**

### **Program Rules**

- Show respect for yourself, others & the environment
- Stay with the group at all times
- Play safely and fairly
- Follow all facility and park rules

Children are entitled to a pleasant environment at Studio One. Therefore, Studio One Art Center cannot serve children who display:

- Physical harm or verbal harm to oneself or others
- Ignoring or disobeying program rules
- Disrespectful or unsafe behavior that requires constant one-on-one attention from the staff. This makes an unsafe environment for other students.

If a child cannot follow the above guidelines they may be dismissed from the program.

### **Action Steps**

- Redirect children to more acceptable behavior or activities
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their importance as needed
- If a child receives two written behavior reports during the program, the child will be temporarily suspended. At this time the parent and Center Director or Program Coordinator will have a conference in order to determine conditions for reinstatement.
- If the severity of a problem is great enough, dismissal from the program can be effective immediately.

I hereby have read and understood the terms of Studio One Art Center and its after school program policies. Please sign and date below.

Studio One Art Center / CITY OF OAKLAND  
365 45th St. Oakland, Ca 94609



OFFICE USE ONLY	
Turned In:	Deposit:
Enrolled:	Entered in WkSht:

(Please print and use black or blue ink only)

1. ACTIVITY: After School Arts Academy (ASAA) Winter/Spring 2021 - "New Beginnings". August 16th - December 17th

**-No after school program on September 6th, October 11th, November 11th, and November 22nd to 26th.**

-Enrollment in Program (M-F) is \$575 Monthly, from after school until 6:00pm (Financial Assistance is available)

-A late pick up fee of \$1 per minute will be charged starting at 6:05pm.

-Bills are due on the first of each month.

-No Refunds will be processed for absences.

## 2. ENROLLEE INFORMATION-CHILD MALE FEMALE

Name (First, Middle, Last) \_\_\_\_\_

Address: Street \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_

Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Classroom: \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Ethnicity: Check all that apply

- |   |   |
|---|---|
| <input type="checkbox"/> African-American/Black           | <input type="checkbox"/> Hispanic/Latino  |
| <input type="checkbox"/> Native American/Alaskan Native   | <input type="checkbox"/> Caucasian/White  |
| <input type="checkbox"/> Asian/Asian-American             | <input type="checkbox"/> Multi-Racial     |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Decline to state |

## 3. ENROLMENT INFORMATION

**Monday - Friday afterschool until 6pm \$575 fee will be prorated for holidays. -No after school program on September 6th, October 11th, November 11th, and November 22nd to 26th.**

**We host a Homework club for students that need extra time with homework please make a note if you would like your child enrolled in the Homework club and what you would like them to focus on for 30 minute.**

**Homework Club Requirements (i.e. "must do 30 mins of HW before class" or "must complete 2 pages" etc):**

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**4. PARENT/PRIMARY CARETAKERS (For Children under the age of 18)**

**Parent/Guardian Name**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Email: \_\_\_\_\_

**Parent/Guardian Name:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Email: \_\_\_\_\_

**5. MEDICAL INFORMATION (For Enrollee) (Please print and use black or blue ink only)**

Doctor: \_\_\_\_\_ Doctor/Clinic After Hours \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please explain medical, special needs or illnesses: Allergies Medications Physical Limitations Diet Restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. OTHER EMERGENCY CONTACT (Depending on the needs of your child, you may have to complete a supplemental medication and/or ADA intake form)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**7. FOR CHILDREN UNDER THE AGE OF 18:**

I hereby make the following provisions for the daily pick up or release of my child(name): \_\_\_\_\_

\_\_\_\_\_ Child may walk home.

\_\_\_\_\_ Child may be picked up by a parent/ guardian only.

\_\_\_\_\_ Child may be picked up by one of the following individuals and ONLY those individuals:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**8. ACCESSIBILITY:** The City of Oakland Office of Parks and Recreation (OPR) is fully committed to compliance with provisions of the Americans with Disabilities Act. Please direct all inquiries concerning program and disability accommodation to the OPR Inclusive Recreation Coordinator at (510) 615-5980 or [smeans@oaklandnet.com](mailto:smeans@oaklandnet.com). TDD callers please dial (510) 615-5883. Please

describe below special accommodations you or your child need to participate: TITLE VI COMPLIANCE AGAINST DISCRIMINATION 43 CFR 17.6(b): Federal and City of Oakland regulations strictly prohibit discrimination on the basis of race, color, national origin, age handicap, gender, sexual orientation, AIDS or ARC.

**9. RELEASE WAIVER:** I hereby release and hold harmless the City of Oakland and the Office of Parks and Recreation, its directors, officers, employees, agents and all other persons acting on its behalf, from any and all causes of action, liability, damage, loss, and expenses, including attorney fees and court costs, whether based upon causes of action for strict liability, negligence, gross or otherwise, in connection with the participation of me or my child in any activity conducted by the Office of Parks and Recreation, whether on its premises or elsewhere. This release is made in all my legal capacities, including on my own behalf, and on the behalf of my spouse and any other parent or guardian of the enrollee, and as legal representative and guardian of the enrollee.

**10. AUTHORIZATION FOR MEDICAL TREATMENT:** I hereby consent and authorize the City of Oakland and Office of Parks & Recreation staff to obtain emergency medical care for myself or my child for any injury that may result from participation in the activities of the Office of Parks & Recreation or on or about its premises. I understand that the City of Oakland, the Office of Parks and Recreation does not provide medical insurance coverage for participants of this program.

**11. PHOTOGRAPH/VIDEO RELEASE:** I agree to let the Office of Parks and Recreation use my child's name and likeness free of charge and in any manner for any lawful purpose including in its publication and website and/or other publications for the purpose of documenting and promoting the use of the Office of Parks and Recreation services and programs.

**12. TRANSPORTATION:** OPRYD uses City Buses and Drivers, on occasion alternative supervised methods of transportation (i.e., walking or AC Transit) may be substituted to ensure safe and efficient transport for our program. To ensure a fast and smooth transition from school to Studio One please email Studio One Art Center with absences and pickup requests as soon as possible. Email [asaa.schedulechange@gmail.com](mailto:asaa.schedulechange@gmail.com) ( We are not offering transportation at this time)

**13. REFUND POLICY:** No Refunds will be processed. If your student will not be enrolled in the following month, please notify Studio One no later than a week prior to the start of the month. If a student misses the bus, Studio One will not be capable of returning to the school to pick up the student. Students must report to the office and the Parent or Guardian will need to make necessary arrangements to pick up the child from school. No refunds will be processed for a student missing the bus.

**14. PAYMENTS AND BILLING:** You will receive an invoice at registration for the first month of the session (August 16th). That payment is due upon registration. You will receive each of the following bills on the first of the month. Payments are no later than the end of the month, to continue with enrollment. All your Fall session bills must be paid in full to register for the Winter/Spring programming.

**15. PICK-UP:** If an adult (listed on this form) is not with your child at school at the time of pick-up on a day when he/she is scheduled to come to Studio One, we will automatically take them to Studio One to keep transit moving and for child safety. All parents, guardians or other authorized individuals must sign their student out when picking up at the end of the day, unless that student is permitted to walk home.

**16. HEALTH:** Help us maintain a healthy community at Studio One. Please do not send your child to Studio One if he or she has a contagious illness. Contagious illnesses including Pink Eye, Stomach Flu, Hand Foot Mouth Disease, Fifth Disease ("Slapped Cheek"), Ringworms, and Lice, must be reported to Studio One so that other parents may be notified.

This form must be signed by an adult (over age 18), either the enrollee or the legal parent or guardian.

I hereby have read and understood all Health, Billing/Refund, and Scheduling Policies.

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Signature of Parent/Guardian

Date

## PARENTS ANTI-BULLYING PLEDGE

### **Dear Parents and Guardians of Studio One Art Center,**

All Parents/Guardians are strongly encouraged to take the anti-bullying pledge. As a Participant of Parks & Recreation Programs, we believe that everyone, provided with an opportunity, has a positive role to play. As a community made up of parents, students, artists, and staff, we have the responsibility of making sure that no one is left out or behind because of others' actions or lack of action.

We the Parents/Guardians of \_\_\_\_\_ agree to join together to stamp bullying and behaviors that discourage others from learning or being able to fully engage in the program.

We believe that everyone should enjoy our centers equally, and feel safe, secure, and accepted regardless of color, race, ethnic identity, nationality, gender, gender identity, special needs, popularity, economic status, athletic ability, intelligence, and religion.

Bullying can be pushing, shoving, hitting, spitting, name calling, picking on someone, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", or any other rationalization. The victim is never responsible for being a target of bullying.

We will not be able to accept the following behaviors; hitting, spitting, kicking, punching, name calling, extreme sexual behaviors, uncontrollable screaming, or other violent behaviors are all consider bullying.

### **By signing this pledge, we the Parent/Guardians agree to:**

1. Keep my child and ourselves informed and aware of Studio One's bullying policies.
2. Work in partnership with Studio One to encourage positive behavior, valuing differences and promoting sensitivity toward others.
3. Discuss regularly with my children their feelings about Studio One programs, friendships, and relationships.
4. Inform Studio One's staff of changes in my children's behavior or circumstances at home that may change their behaviors at Studio one.
5. Alert Studio One staff if any bullying has occurred.
6. Report all incidents of bullying to Studio One Art Center Staff.
7. Participate fully and contribute to help stamp out bullying at school

This form must be signed by an adult (over age 18), either the enrollee or the legal parent or guardian.

**I hereby have read and understand Studio One's Anti-Bullying Policy**

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Signature of Enrollee and Parent/Guardian

Date

Fall Theme: ***"New Beginnings"***

Student's Name \_\_\_\_\_