



ABERDEEN RECREATION AND CULTURAL CENTER
ARCC VISUAL ARTS

Student Information & Registration Handbook - - - - 2022 - 2023



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CONTACT INFORMATION:

Aberdeen Recreation and Cultural Center
225 3rd Avenue SE
Aberdeen, SD 57401

Phone: (605) 626-7081

Email: arcc@aberdeen.sd.us

Website: www.aberdeen.sd.us/arcc

www.facebook.com/AberdeenRecreationandCulturalCenter

PHILOSOPHY



The mission of the ARCC Visual Arts program is to provide affordable, high quality visual art experiences in a supportive environment that nurtures the development of artistic and creative expression.

Creative problem solving skills, self-expression, critical thinking, and evaluative skills, along with self-confidence are lifelong skills and attributes fostered in each ARCC Visual Arts class.

CALENDER

Classes are held on the same day and time each week; the schedule of the ARCC Visual Arts program does not follow school calendars.

Sign up for “**Notify Me**” to receive email and text alerts for both canceled and make-up classes. Select the “ARCC Visual Arts” at: www.aberdeen.sd.us/notifyme



ARCC VISUAL ARTS SCHOOL CALENDER

August 10th: Registration Begins

September 12th - 16th: First Week of Classes

October 10th: Native American Day, No Classes

November 22nd - 25th: Thanksgiving Break, No Classes

December 20th - January 4th: Christmas Break, No Classes

January 5th: Classes Resume

January 16th: Martin Luther King Jr Day, No Classes

February 20st: President’s Day, No Classes

March 14th - 17th: Spring Break, No Classes

April 6th - 7th: Easter Break, No Classes

April 24th - 25th: Art Reception for Student Gallery Show

May 1st - 5th: Last Week of Art Classes

REGISTRATION & TUITION

Registration for ARCC Visual Arts programming begins in August and continues until class enrollment is full, or classes begin in September. Registrations can be made at the ARCC in person, by phone, or online. Late registrations may be permitted, pending availability.

Registration is for the academic year, September - April. You will be billed each month regardless of attendance.

PAYMENTS

Tuition for class is an annual fee for a set number of classes, paid in monthly installments. Sales tax will be added at the time of payment. Scheduled days off are factored into the calendar. Tuition is due by the 20th of the month prior to which classes are held.

PAYMENT SCHEDULE

Payment A: Upon Registering

Payment B: September 20th

Payment C: October 20th

Payment D: November 20th

Payment E: December 20th

Payment F: January 20th

Payment G: February 20th

Payment H: March 20th



PAYMENTS & LATE FEES

Payments can be made:

In Person - at the ARCC // 225 3rd Ave SE

Over the Phone - call (605)626-7081

Online - scan the QR code



HOW TO PAY ONLINE

1. Login to your account (If you don't know your username and password, call us! Every registered household has one.)
2. Select **"My Account"** on the top of the page.
3. Select **"Pay Old Balances."**
4. Select classes & add them to your cart, then proceed to checkout.

Late Fees: A \$5 late fee is assessed on the last day of the month for each payment missed.

Bills are mailed only when the account is past due.

30 Days Past Due - Participants will receive a notice stating that the account must be paid in full.

(ONE MISSED PAYMENT + CURRENT + LATE FEES)

This must be done by the 20th of the following month or the student may not be allowed to receive further lessons.

60 Days Past Due - If the account becomes 60 days past due, a notice will be sent to the participant stating that the student will be expelled unless the balance is paid in full.

(TWO MISSED PAYMENTS + CURRENT PAYMENT + LATE FEE)

*You are liable for unpaid fees. Failure to pay your account in full could result in the loss of participation in any other Parks, Recreation and Forestry activities.

ACTIVITY ASSISTANCE

Reduced fee tuition is available for youth 17 years of age and under from qualified low-income families. Youth who are eligible to participate in the program may sign up for any department activity, class, or youth season pass at a 70% discount. Verification of income and applications can be made at the Parks, Recreation, and Forestry main office, located in the ARCC complex.



WITHDRAWAL FROM CLASS

You may withdraw from classes at any time by completing a **Class/Drop Transfer** form. These forms are available at the ARCC front desk.

Tuition may be credited or refunded for students who have dropped. **Household credit and refunds may only be given for months with a zero attendance.**

Any student who does not attend lessons for 4 consecutive weeks without giving notification will be dismissed from the program. All fees leading up to the date of notification will be levied on the household account.

CLASS CANCELLATION

Class cancellations may occur due to weather, instructor illness, etc. In case of inclement weather we ask that parents listen to local radio stations. Emails and texts will be sent via the “ARCC Visual Arts” Notify Me service for those signed up to receive them.

For other cancellations an attempt will be made to contact parents by phone as soon as possible. Classes that are canceled by the ARCC or the instructor will be rescheduled.

ATTENDANCE

Regular attendance is expected. No refunds or reductions are made for missed class. Out of courtesy, please notify the instructor of any absence, scheduled or unscheduled. Please call the ARCC at **626-7081** and leave a message.

STUDENT REQUIREMENTS

- + Individual space will be assigned to each student to keep projects and personal supplies
- + If personal supplies are brought in to work with, they must be labeled with the students name on them and kept in a marked storage container.
- + It is advised to remove rings and other jewelry prior to class to avoid possible loss/damage while working with materials.
- + A monthly supply fee will be levied to offset the cost of special materials and the Gallery Show Reception that closes out the year.

STUDENT EXPECTATIONS

Before class students are to sit quietly in the hall, (with parental supervision if necessary) waiting until their Instructor opens the door to the studio and invites them in.

Students enter the studio wearing appropriate clothing and ready to participate in the day's activity. Advanced art media may be used, and clothing may become stained.

Cell phones are to be on silent and put away during class.

For safety reasons, food is not allowed in the art studio; water is permitted in spill-proof containers. Students should use the bathroom before class.

Students participate for the entire class period and are expected to treat others with respect, handle materials and equipment safely, and follow teacher instructions.

Students who choose not to follow these guidelines will be given a verbal warning and instructed to stop and change their behavior. If the student continues to be disruptive after 2 warnings, they will sit out for the day's activity until the end of the class. Instructors will meet with the student and their parents to discuss the issue and options for changing behavior in the future. Further action will be taken if the student continues to disrupt the class.

Adverse behaviors could eventually lead to suspension from the ARCC Visual Arts Program.

STUDENT GALLERY SHOW

In April, the students host a combined gallery reception, featuring chosen works they have completed throughout the class year. These works are a culmination of the artistic skill and knowledge they have gained.

Students will receive instruction throughout the academic year on how to write artist statements, and how to prepare artworks to be displayed in a gallery. Students are ultimately responsible for their own artist statements, as well as matting and mounting, labeling, and displaying of artworks to be exhibited. The instructors will inform parents of the date for the show preparation.

Participation in hosting of the reception is expected of every student; such as preparing and offering food, visiting with guests, and the reception's clean up!

Students will be asked to wear formal clothes, appropriate for a reception in which they are the star artist and will be instructed in proper behavior during an art event.

Parents should discuss the artwork of students to help them gain confidence in talking about their techniques, artistic expression and thought processes that went into their pieces. It's sure to be a very fun event!



MANNERS FOR ART STUDENTS

ART STUDENTS SHOW RESPECT FOR THEMSELVES BY:

1. Being prompt for class
2. Being ready to participate in class by having all supplies and materials ready for the day

ART STUDENTS SHOW RESPECT FOR OTHERS BY:

1. Keeping their hands off of others' artwork
2. Waiting to talk to one another until work-time or when they are outside the classroom
3. Keeping conversations with fellow students in a friendly, encouraging, and positive manner.

ART STUDENTS SHOW RESPECT FOR THEIR TEACHER AND THE ART FORM THEY ARE LEARNING BY:

1. Listening when the teacher speaks
2. Waiting quietly for individual instruction or direction from the instructor and waiting patiently for their turn when using shared equipment.
3. Remaining seated during and after instruction, and always asking permission before leaving the room for any reason and returning quickly

ART STUDENTS SHOW RESPECT FOR THE STUDIO BY:

1. Never touching other artwork or equipment without permission and supervision
2. Using materials and equipment in a safe manner
3. CLEANING UP AFTER THEMSELVES

PARENTS OF ART STUDENTS SHOW RESPECT FOR THE ART CLASS, TEACHER, AND STUDIO BY:

1. Having students ready for class before they come into the classroom
2. Having students at class and picked up on time
3. Clearly marking all of their student's items with their name and leaving toys at home
4. Reminding their student to sit quietly while waiting for class to begin and to never run or misbehave in the building or parking lot

