

Mesa Arts Center Art Studios Youth Policies

This page is to serve as a helpful guide to orienting parents and guardians to our policies for youth classes. If you have any questions, please feel welcome to contact ArtStudioClass@mesaartscenter.com.

Registration

- Classes occur at the same time each week. In the event the instructor is unavailable due to illness or other reasons, you will receive an email or call from the Box Office alerting you. We strive to send out these communications as expediently as possible.
- Each child must be the appropriate age for the particular class or camp. Children that are younger than or older than the posted age ranges for the class may be unenrolled from class and a refund provided.
- For each class or camp, we ask parents/guardians to set up their ePACT account and complete the youth registration containing critical information like who can pick up your child or teen, medical information, food allergies, and more, prior to the first day of class. An email will be sent with the ePACT registration link, 3-4 weeks before class begins. Refusal or failure to provide this registration information may result in unenrollment from the class and a refund.
- Parents/Guardians will have to sign in and sign out their child, unless they are 1) ages 14 and older and 2) authorized by the parent/guardian to leave class. Only authorized parents/guardians may sign a child out of a MAC class or camp, and the parent or guardian must provide a copy of federal or state issued photo ID (e.g. driver license).
- Students in youth classes may not arrive or leave class on their own unless they are ages 14 and above 2) the parent or guardian has completed the Independent Check-In and Out Authorization Form acknowledging that your child is authorized to leave the classroom.

Safety

- The safety and security of all people on the MAC campus is our highest priority. For this reason, we do not permit anyone who is not listed as an authorized individual for picking up the child on the registration form to pick up the child. A phone call or email in advance is not sufficient. Please work with your instructor to amend the paperwork if you need to add additional parent/guardian pick-up options. The City of

Mesa employs a security company to monitor the campus and will be contacted if there are issues or unauthorized persons on campus.

- Parents are not permitted to sit in class with their child. We ask that parents wait in the box office, hallways, or enjoy our beautiful campus outside. No adults, other than the instructor(s) and MAC volunteers, are permitted inside the classroom. This also allows for students to fully be themselves and explore their confidence and creativity in a space designed just for them.
- **Please arrive on time or early for pickup.** Our instructors are not paid to stay late past 10 minutes the end of class. A fee of \$25 will be applied to your account each time that you are more than 10 minutes late to pick up your child.
- In the event of injury or illness while in class, instructors will provide students with band-aids, compress, antiseptic, ice packs, or ask them to visit the restroom. MAC staff and volunteers cannot administer any type of medication to your child.
- Parents/guardians will be contacted immediately for serious injury or illness, or if the child asks to go home following an injury/illness. MAC staff and volunteers cannot provide medical assistance beyond the aforementioned aid, and are trained to ensure they are not exposed to bodily fluids. An incident report form is required to be filled out and kept on record for any injury or illness. Please note that some activities can be more dangerous than others and inappropriate use or intentional mishandling of tools or materials is grounds for dismissal from MAC classes in the interest of safety for all participants.
- In the event of serious injury, 911 will be called and you will be contacted immediately.

Classroom Information

- All materials and supplies are provided for each youth or teen class. Students may be asked to bring items from home to inspire them or to help with projects that require recycled materials (newspaper, magazines, etc.). No family is required to provide materials or supplies for youth classes.
- All youth classes have the potential for students to get messy while having fun! Please dress your child appropriately. Recommended clothing items are sneakers or close toed shoes, an apron or old t shirt, hair tie for long hair, and no jewelry. All products used are non-toxic and washable or water-based.
- Mesa Arts Center may provide pre-packaged snacks and water to camps. As we accept many students via scholarship who receive free or reduced lunches, we offer

snacks to help campers get through the day. Food allergies of all students will be reviewed after the first day and MAC will write parents and staff to ensure any known food allergies are not brought into the classroom space. Parents are welcome to send their child with a no-mess snack and water bottle. If you do not wish for your child to partake in snacks offered by Mesa Arts Center, you must enforce this with your child. Mesa Arts Center staff are not responsible for restricting students from taking snacks.

- Volunteers may be assisting students and teaching artists in youth camps and classes. All staff and volunteers at Mesa Arts Center have undergone a federal background check.

For additional information, questions, or concerns, please contact the Studios Team at ArtStudioClass@mesaartscenter.com.