



Acting Up Creative Drama Academy

OPERATIONAL POLICIES AND PROCEDURES

I. TRANSPORTATION AND DAILY PROCEDURES

- ✚ **Hours and Days of Operation:** Acting Up Creative Drama Academy, LLC (aka The Academy or Acting Up) follows the Northside ISD calendar. We are open from 3:30-6:30 Monday through Friday when school is in session. We may offer day or weekly camps on days that Northside is closed to the children, pending interest.

- ✚ **Release of Children:**
 - For After School Care: Children are released to parents anytime during the 3:30-6:30pm window, however, it is preferred that the children stay at least until the completion of the class, if possible. The parent must sign their child out at the front office. If someone other than the parent is picking up the child, they must be on the release list provided by the parent or we must receive a note (or phone call from the parent) with the full name of the person picking up the child, who should then present their driver's license.
 - For all other classes/workshops: Parents must sign their children in when they drop them off, and out when they pick them up. If someone other than the parent is picking up the child, the same rules apply as above.

- ✚ **Meals and Food Service Practices:** Parents are expected to provide children with snacks and/or meals dependent on the needs of the child. Occasional snacks may be provided to the children pending parent approval. All allergies should be notated on the child's Emergency Medical Sheet.

- ✚ **Transportation:**
 - Acting Up will transport the Afterschool Care students from their elementary or middle school to the Academy. Children will be picked up by one of our drivers in the Academy's van after school and will be brought to the Academy and signed in by the driver. The students may ride to other area schools to pick up other students before arriving at the Academy. Transportation of students not enrolled in After School Care, i.e. Early Release, Weekly Drama Classes, etc. may be available for a fee. All students are required to follow all safety rules by securing their seatbelts, not standing up in the van, etc.
 - On occasion students may be transported to "Field Trips" in the Academy's vans. Permission slips will be obtained and all safety rules still apply.
 - Acting Up will only employ drivers whose driving records have been examined, and who have passed a Background Check performed by the Academy.



II. MEDICAL POLICIES AND PROCEDURES

- ✚ **Immunization/Tuberculin Requirements:** Acting Up has the same immunization / Tuberculin requirements as Northside ISD. Enrollment in school shall serve as proof of immunizations. If children are home schooled, a copy of their immunizations may be required.

- ✚ **Illness:** A child that has been ill must be well and fever free without the use of fever reducing medicine for 24 hours before returning to the Academy.

- ✚ **Medication:** If medication must be taken, it will be given to the Director by the parent and administered by the Director or an instructor per the instruction of the Director.

- ✚ **Medical Emergencies:**
 - If there is a medical emergency that requires immediate attention, 911 will be called, the child's medical emergency form will be pulled and shown to the paramedics, and the child's parent(s) will be notified immediately. If it is necessary for the child to go to the hospital, a staff member or volunteer may ride with the child in the ambulance and stay with them until a family member arrives.
 - If a child has a lesser emergency (such as a bee sting, etc.) the child's medical emergency form will be pulled to check for allergies and the parents will be notified. We will then proceed as the parent advises. If no parent is available, the staff will apply first aid and monitor progress.
 - If a child has a very minor injury (i.e. scrapes, minor cuts, bites, etc.) that requires first aid treatment by an employee or volunteer, the parent will be notified when the child is picked up.
 - In order to reduce injuries, we ask that children wear shoes in which they can run. Many children have been hurt when wearing flip flops, so we ask that they be avoided when possible.

- ✚ **Emergency Preparedness:**
 - In the event of an emergency such as a Hurricane, Tornado, etc., the students will be instructed to remain in the innermost part of the classrooms, away from any doors or windows until any threat has passed.
 - In the event of fire, students will be instructed to exit the nearest exit and moved to safety. If that exit is the front door, students will be instructed to safely cross the parking lot and wait on the sidewalk. If the exit is one of the back exits, students will be instructed to safely cross the back parking lot and wait on the greenbelt. If students are still determined to be in danger, they may be taken to the nearest building for safety.





- In the event of a flood, students will remain inside in the innermost classroom unless it is determined that is unsafe, in which event the students will be escorted to a nearby building for safety.
- In all events, 911 will be called and parents contacted as soon as possible.

III. COMMUNICATION, OBSERVATION, AND INVOLVEMENT


Parent Communication:


- Any parental notifications or communications will be handed out as the children are picked up, posted at the entrance of the Academy or emailed. Email is our primary form of communication, so please ensure Acting Up has your most current email address. If there is a change in policy, an email will be sent stating the change(s). The parent may call to speak with the Director or make an appointment to come by the Academy to discuss any questions or concerns.
- If a child will not be riding the van to After School Care or class on a given day, the parents will notify the Academy **by 1:30pm that day.**
- If a child does not get in the van as expected, the driver will check with the school to ensure the child is not left behind. The Director or the Driver will then call the parent to ensure the child has been picked up. Therefore it is very important to inform Acting Up if your child will not be attending as expected that day.

 **Parent Observation:** Windows are available for parents to observe their child at any time. We have an open door policy and encourage parents to watch and see what and how their child is learning in Creative Drama!


 **Volunteers:** Parents and others may volunteer to assist teachers and students after passing a background check.

IV. ENROLLMENT AND REGISTRATION

 **Enrollment Procedures:** Acting Up will provide parents with the Operational Policies and require parents to complete and return the signature portion.

 **Enrollment Forms:** The parents of the child will complete the following informational forms:

- Registration Form
- Emergency Contact and Medical Information/Authorization Form
- Parent Release form for Media Recording
- Agreement of Operational Procedures

 **Registration Procedures:** There is a \$50.00 annual registration fee per child due in August/September of each year. The registration fee applies to all classes, but excludes workshops and Summer Camps.



V. PAYMENT AND TUITION

- + **Payment Schedule:** Tuition and Fees are invoiced on the first of every month prior to attendance and are based on enrollment for the entire length of the session. **Enrollment in a session is a contract obligating Parents to the payments and fees for the entire length of that session (i.e. Aug – Dec). No cancellations are allowed without written notice 30 days in advance to the Director.** In that event, the remaining pro-rated amount will be credited back to the child.

- + Special arrangements for payments including automatic payments may be made.

- + **A late fee of \$10 will be charged for all payments/installments received after the 7th of the month.**

- + Payment will be expected **based on session enrollment and not on attendance.**

- + **Sessions**
 - **Fall session** for After School Care begins with the first day of school and ends with the last day of school for that calendar year (August-December). Weekly Classes will begin the second week of school and last until mid-December.
 - **Spring session** for After School Care begins with the first school day of the new calendar year until the last day of school (January – June). Weekly classes usually concur with the beginning, but end in mid-May.
 - **Summer Session** begins the first weekday of the calendar year that school is not in session until the last weekday before the new school year begins (June – August).
 - **Holiday sessions** run throughout the school year on weekdays when school is not in session and can include early release days as well as winter holidays and Spring Break.

- + **Additional Fees:** Payments received after the 7th of the month will incur an additional \$10 fee. There is a \$25.00 fee for returned checks.

- + **Discounts:** Special discounts include the following:
 - Second Sibling Discount
 - NISD Teacher Discount
 - Rackspace Discount
 - Enrolled Student Discount
 - Military Discount



V. SCHEDULE

+ **After School Care:**

- Elementary: School days 2:45-6:30pm.
- Middle School days 3:45-6:30pm.
- Includes transportation to Acting Up from participating schools.

+ **Weekly Drama Classes:**

- Classes meet once per week for 60 to 90 minutes depending on age group.
- Days and times vary.

+ **Production Ensemble Group:**

- Students are required to audition to be in Ensemble.
- Rehearsals/Classes occur twice per week.
- Ensemble students may need to purchase some costume/prop items for the production and/or participate in fund raisers to obtain said items.

+ **Home School Drama Classes:**

- Classes are divided based on age groups.
- Classes meet once per week and follow the same format as Weekly Creative Drama Classes.

+ **Holiday Workshops:**

- Holiday workshops are held during school holidays throughout the year (i.e. Columbus Day, Martin Luther King Day, Thanksgiving Break, Spring Break, etc.).
- Holiday Workshop times are 9am-3pm.
- Early/Late care will be offered from 7:30am – 6:30pm.

+ **Summer Camps:**

- Summer Camps are held from June-August and are comprised of two (2) week sessions.
- Classes are from 9am-3pm each day.
- Early/Late care will be offered from 7:30am – 6:30pm for an additional fee.



VI. DISCIPLINE AND GUIDANCE

- ✚ **Discipline and Guidance Practices:** It is our philosophy that mutual respect is the best way to avoid behavior that requires discipline. Each child will be treated with respect.
 - If a child is disrespectful to a classmate, both children will be spoken with about the incident and an apology is expected from the first child.
 - If a child continues to be disrespectful to other children or the teacher, the child will be spoken with and given warnings.
 - If the behavior continues, the child will be sent to speak with the director or assistant director to find out if something specific is bothering the child. Depending on the outcome and what the disrespectful behavior entails various tactics could be used including:
 - The child could be asked to take a time-out and think about the behavior and the choices they have made and what could be done differently, and then discuss this with the director or staff member.
 - The child could be asked to write out or draw what was done and what could have been done differently.
 - The child could be asked to act out the behavior and what could have been done differently, etc.
 - If the child is asked to take a “time out”, the length of time will be no longer than the number of minutes that equals the number of years of the child’s age. (If the child draws or acts out the choices, this time could be up to the child depending on how long it takes to write, draw or act out the better choice.)
 - NO MATTER WHAT THE BEHAVIOR, the child will always have a debriefing with an adult to decide what better choices can be made the next time something like this arises.
 - If the child will not comply with the rules, and/or is continuously disrespectful to the students and/or teachers, a parent may be called to remove the child from the facility.

VII. LICENSING INFORMATION

- ✚ **Licensing Requirement:** The licensing division of the Texas Department of Family and Protective Services provides the Minimum Standards for School-Age and Before or After School Programs. These Standards are kept in a binder in the front office of the Academy and are available for parents to view at any time. The Academy’s most recent Licensing Inspection Report will also be included in this binder.
 - Contact Information:
 - Local Child Care Licensing Office:
 - Representative: Geneva Hudel
 - 3635 SE Military Dr., San Antonio, TX 78223
 - 210-337-3399
 - http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/
 - Child Abuse Hotline: 1-800-252-5400



Receipt and Agreement of Operational Procedures Liability Waiver and Consent Form

(Parent Copy – Please Keep)

I, _____, parent of
(Parent name)

_____ have received a copy of the
(Child(ren)'s name(s))

Operational Policies of Acting Up Creative Drama Academy and agree to its terms.

- I understand the contents and will address any needs and concerns regarding my child to the teachers and Director of the facility.
- I understand that the Acting Up staff will assume responsibility for my child from the time he/she gets into the van (for those riding the van) or is dropped off until my child leaves the program according to instructions for departure.
- I understand that in the event my child does not attend After School Care or a day as specified above, I will notify Acting Up (210-508-5894 or (Director's cell) 210-268-8797) no later than 1:30pm that day.
- I will update my child's file information as changes occur.
- I understand that my child is enrolled for the duration of the class and that a 30 day written notice is required if they leave the class or program before the end of the session.
- I understand that a late fee of \$10 will be charged for all payments received after the 7th of the month.
- I agree to abide by the Operational Policies and Procedures of Acting Up Creative Drama Academy.
- I agree to assist my child in following the Discipline and Guidance guidelines set forth in the Operational Policies.
- I agree to communicate and work with teachers and the Director to address any concerns I have regarding my child.
- I fully understand that the participation of my child/children in Acting Up Creative Drama Academy and related activities associated with Acting Up could expose them to the risk of personal injury, death or property damage. I hereby acknowledge that I am granting my child/children permission to participate in Acting Up and agree to assume any such risks.
- In consideration for being permitted to participate in the program, I hereby agree, for myself, my heirs, administrators, executors and assigns, to indemnify and hold harmless Acting Up Creative Drama Academy, LLC, its officers, employees, or agents from any and all claims, demands, actions or suits arising out of or in connection with my child's participation in the Academy.
- I agree to represent that my child has no physical impairment with the activities planned. (See Health History form to inform us in writing of any medical problems.)
- I consent to any x-ray examinations, anesthetic, medical, or surgical diagnosis or treatment and hospital services that may be rendered to said child under general or special instructions of the emergency room physician, whether such diagnosis or treatment is rendered at the hospital.
- It is understood that this consent is given in advance of any specific diagnosis or treatment being required, and is given to encourage said physician(s) to exercise his/her best judgment as to requirement of such diagnosis or treatment. This release and consent shall remain in effect as long as the student remains at Acting Up.
- **I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT IT IS A FULL RELEASE OF ANY AND ALL POTENTIAL AND ACTUAL LIABILITY WITH ACTING UP CREATIVE DRAMA ACADEMY, LLC AND SIGN OF MY OWN FREE WILL.**

Signature _____ Date _____



Receipt and Agreement of Operational Procedures Liability Waiver and Consent Form

(Acting Up Copy – Please Sign and Return)

I, _____, parent of
(Parent name)

_____ have received a copy of the
(Child(ren)'s name(s))

Operational Policies of Acting Up Creative Drama Academy and agree to its terms.

- I understand the contents and will address any needs and concerns regarding my child to the teachers and Director of the facility.
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Signature _____ Date _____