

Parent Handbook

University of Toledo Youth Classes, Workshops and Camps



COLLEGE OF ARTS AND LETTERS
THE UNIVERSITY OF TOLEDO
School of Visual and Performing Arts



Welcome!

The University of Toledo School of Visual and Performing Arts is committed to providing safe, healthy and educational programs to the youth of our community. We want them to unleash their creativity in ways that are positive and enriching. The faculty presenting our classes, camps and workshops know how to put on an event that ignites the creative spark in every young person.

We also want you to know that we take your child's safety and protection seriously, but we cannot do it alone. We need your help also. We want to make sure you understand what to expect before, during and after the workshop. For example, the forms we need you to complete and the check-in and picking up procedures we have developed are in place to protect your child.

We have provided this Parent's Handbook as guide to you. However, if you have questions not addressed here, please ask us. Your best source is the workshop presenter or the secretary in the office. If we do not know the answer, we will find out.



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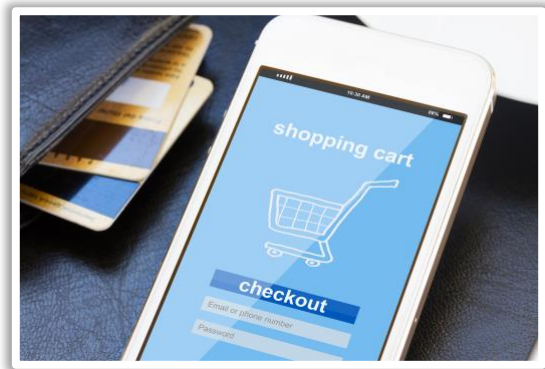


Workshop Checklist.....3

Read this section to make sure your child is ready to go on the first day of the workshop. Includes information about registration, forms required, what to bring and how to arrange accessibility accommodations for your child.

Paying Fees, Refunds, Cancellations & Inclement Weather.....4

Important information about fees, when they are due and the forms of payment we can accept. Usually, there are no refunds, but there are a few exceptions. There is also information here about cancellations/delays and bad weather.



Rules of Conduct.....5

We want our workshops, classes and camps to be safe spaces where young people are able to explore their creative sides free from judgment, bullying or any kind of abuse. This section provides our expectations and rules and outlines the consequences if they are violated. Look here also for procedures about dropping off and picking up your child.

How to Reach Us.....7

Before, during and after the workshop, you may need to speak with the presenter, someone on our staff or your child. Here's how to reach us and/or your child.



Pre-Workshop Checklist

Below is a checklist of things to consider before the first day of the workshop.

___ **Make sure your child is registered for the event.** Seems obvious, but did you receive a notification by email confirming the registration? If not, re-register or check with the UT department office sponsoring your child's event.

___ **Payment made?** All of our workshops require that fees are paid in full by the first day of the workshop. You will receive a receipt by email when your payment has been received. Some workshops will require payment in full earlier than the first day of the workshop. Make sure you've paid by the deadline specified by your workshop to avoid any late fees or cancelled registrations. Payment after a workshop has begun is not permitted for any workshop—no exceptions! We accept Visa, Mastercard and Discover as well as checks. Make checks payable to The University of Toledo with your workshop name in the memo area. Visit your workshop's web site and click the payment option to pay securely by credit card.

___ **All forms complete and turned in?** Not everyone's favorite task, but they are very helpful and necessary. All of the forms listed below are required on or before the first day of the workshop. Extra copies of the consent form and rules form are at the back of this handbook. All of these forms are also available online on the workshop web site. Registration must be done online or by calling the office of the department sponsoring the workshop.

___ **Registration Form** - On this form you provide us with information about your child and how they will participate. Some workshops require that you provide vehicle information also to ensure that you have visitor parking privileges and don't get a ticket!

___ **Minor Consent Form** - This form makes sure that we have your signed permission for your child to participate, that they can be photographed or videotaped in the context of the workshop for future publicity purposes (your child's name will not be used, and we do not compensate children for appearing in photos). We also use this form to obtain emergency contact info and permission to treat your child in the event that they need medical attention.

___ **Rules of Conduct Pledge** - Signing this form lets us know that you have read and understand the rules and that you have reviewed them with your child. Violation of the rules may cause your child to have to leave the workshop without a refund.

___ **Does your child need to bring anything to the workshop?** The workshop web site will provide information on what, if anything, your child needs to bring with them—such as an art supply or an instrument, etc. Generally, lunch is not included, and minors are NOT allowed to wander off on their own to purchase a lunch at nearby eateries. Packing a lunch and beverage is recommended anytime your child's workshop will run all day. Not all locations will have refrigeration or microwaves, so pack accordingly.

___ **Does your child need accessibility accommodations?** Our programs have the flexibility to accommodate the many different needs of our young participants. Just contact us as early as possible in advance of the workshop or class and we will get things ready for your child to maximize the enjoyment of their experience. Contact information is on page 7 of this booklet.

Paying Fees, Refunds, Cancellations & Inclement Weather

FEES

All fees must be paid in full by the first day of your workshop. Some workshops will have earlier payment deadlines. Check the web site of your child's camp to be sure. No payment is accepted after the workshop is underway—no exceptions! Payment can be made by check or credit card (Visa, MC, Disc)—no cash please. There are no additional fees for paying by credit card. Checks should be made payable to The University of Toledo with the workshop name in the memo area. If you are mailing in your check, please also indicate the child's name somewhere in the correspondence. We want to be certain the payment is credited to the correct child. The mailing addresses are in the contact section of this booklet.

REFUNDS

Refunds are available only in advance of the workshop. If something comes up and you need to cancel and get a refund, call us immediately! Contact the department office for your workshop. You can contact us by phone or email to cancel. As long as it is done in advance of the workshop, we will honor the refund. Some workshops have non-refundable deposits. That portion cannot be refunded. With few exceptions, once the workshop is underway there are no refunds. Read the cancellation policy below for details.

CANCELLATION POLICY

All fees are to be paid in full before the event begins. Refunds will be issued in full or in part according to the following conditions. Otherwise, there will be no refund.

If YOU need to cancel your registration:

- You have 24 hours prior to the first day of a workshop to cancel and be given a full refund of any fees paid, except any non-refundable deposits. Cancellations after 24 hours before the first day will not be refunded.
- For music classes, you must notify us 1-week prior to the start of the lessons so the seat can be given to another student. Cancellations after the 1-week deadline will not be refunded.
- If your child is ill, please notify the presenter or the department office by email. But there will not be a refund. If you are taking private music lessons, simply reschedule the lesson with the teacher.

If WE cancel a lesson/workshop/camp due to inclement weather or for any other reason:

- Our events will be cancelled only if the University of Toledo is closed for any reason or cancels classes during the time the event should have taken place.
- If we cancel a class or a workshop, a refund will be issued. Private lessons will simply be rescheduled.
- The University very rarely cancels classes. However, you can find specific instructions on local television, radio and print media in addition to posting notices on the internet on the UT homepage, at www.utoledo.edu.
- If the teacher/presenter is unable to be there, we will provide a substitute teacher. If this cannot be done, a refund will be issued for each class. For workshops, we may cancel the workshop and issue refunds if a sub cannot be found. If a teacher/presenter is not able to attend, every effort will be made to contact the parent(s)/guardian(s).

Procedures and Rules of Conduct

We want our workshops, classes and camps to be safe spaces where young people are able to explore their creative sides free from injury, judgment, bullying or any kind of abuse. This section outlines expected behavior for participants and states the consequences if they are violated. We also provide information about steps we have taken to secure your child's safety while they are with us.

DROPPING OFF/PICKING UP AND PARKING

Sign your child in/out EVERY day! Every time you bring your child to one of our workshops, camps or classes, you are expected to come into the building and sign your child in. Dropping your child off in front of the building and driving away is unacceptable. We have no way of knowing that your child is with us on a given day if they are dropped outside. The same is true of picking up. We need to know that the parent or another authorized person has collected the child and that they are safe. If the person picking up your child on a given day is someone you have not already designated on the registration form, please tell us when dropping off your child or call the department office. We will need contact information (name, (cell) phone, or email) for this person and possibly vehicle information for parking. They also must sign the child in or out. For high school students who are old enough to check themselves in and out and/or drive themselves to the workshop, we will need your written permission in advance. If you indicated this on the consent form, that is the written consent we need.

Your child is not to leave the building/area for any reason without your written permission. Sometimes high school age students may have their parent's permission to leave. Many can drive themselves to nearby restaurants for lunch, but again we need to know that you approve of that in advance.

Parking is free, but we may need some information from you. We provide free parking to our workshop participants and their parents/guardians. For workshops taking place on main campus in the Center for Performing Arts, free parking is available in Area 12 directly across the street from the building. However, this lot requires all vehicles parking there to be in our parking database. We will need information about each vehicle in order to add them to our system as a visitor. You should have been able to provide this information for at least one vehicle when you registered. If other people will be picking up your child, or they are driving themselves, we will need the same information for each vehicle. You or the other driver can call the main office and provide this information to the secretary. There are also metered parking spaces, but they require payment each time. Metered spaces are not available for free to the visitors in our database. For Art Department workshops in the Center for the Visual Arts, the lot immediately to the east of the building is open and not ticketed during the workshops. We do not need vehicle information for Art workshop participants.

LUNCH

Pack a lunch and beverage, possibly a snack. Most of our workshops do not provide lunch, although some do. The workshop web page will have information about whether it includes lunch or not. If lunch is included, you will also be asked to provide dietary restriction information about your child, such as food allergies or no-meat options. We will make every effort to accommodate food restrictions. However, if you are concerned about the lunch provided, please pack a lunch and beverage for your child.

BEHAVIORAL EXPECTATIONS

Guiding Principles

- To ensure that the rights of all individuals are protected while attending the event
- To establish the safest and best possible learning environment for all participants
- To ensure that breaches of the rules and code of conduct are treated in a fair and consistent manner

Expectations

- All parents and participants have the responsibility to treat one another, staff and property with respect
- All parents and participants have the responsibility to act and behave in a way which does not endanger, intimidate or interfere with the participation of others
- Participants have the responsibility to follow the instructions given by our staff
- All parents and participants have the responsibility to behave according to this code of conduct

Rules - the following forms of behavior are considered a violation of this document and are unacceptable and could result in the immediate dismissal of participant(s):

- Cigarettes or any tobacco products, alcohol, non-prescribed drugs, weapons and pornographic material **MUST NOT** be brought to the event
- Using language which is offensive, sexist or racist
- Fighting, bullying or any other forms of aggressive behavior
- Leaving event boundaries without written parental permission
- Behaving in a manner which is potentially dangerous to self and others
- Behaving in a manner which damages or vandalizes the property of others or the University of Toledo campus

Any breach of the Rules or the Code of Conduct will initiate a disciplinary action. The University of Toledo reserves the right to suspend or dismiss a participant's participation in event activities, without refund of fees, if such disciplinary action is required. Before such a decision is fully made, the participant and parent/guardian will meet with event coordinator to determine the best course of action.

The parent/guardian and the child must sign a form that indicates they have read the "UT School of Visual and Performing Arts Workshops/Camps/Lessons/Classes Rules and Code of Conduct" above and will abide by them.

How to Reach Us

Before, during and after the workshop, you may need to contact a program presenter, the presenting department office or your child. Contact information for each department area is below.

ART

Art Department Secretary: Ms. Lisa Edwards 419-530-8303

Email: Lisa.Edwards@utoledo.edu

Fax: (419) 530-8337

Mailing Address

Department of Art
The University of Toledo
2801 W. Bancroft St., MS 214
Toledo, OH 43606

Physical Address

Center for the Visual Arts (next to the Toledo Museum of Art)
620 Museum Drive, Toledo, OH 43620

MUSIC

Music Department Secretary: Ms. Lauri VanWormer, 419-530-5063

Email: UTMusic@utoledo.edu

Fax: (419) 530-8439

Mailing Address

Department of Music
The University of Toledo
2801 W. Bancroft St., MS 605
Toledo, OH 43606

Physical Address

Center for Performing Arts
1910 W Rocket Drive, Toledo, OH 43606

THEATRE and FILM

Theatre and Film Department Secretary: Ms. Lauri VanWormer, 419-530-5063

Email: TheatreFilm@utoledo.edu

Fax: (419) 530-8439

Mailing Address

Department of Theatre and Film
The University of Toledo
2801 W. Bancroft St., MS 611
Toledo, OH 43606

Physical Address

Center for Performing Arts
1910 W Rocket Drive, Toledo, OH 43606