

PARENT HANDBOOK

Welcome to
**King's Academy of
Fine Arts**

September 2011 - May 2012

Multi-Arts Program



DANCE/CREATIVE MOVEMENT



Ages 30 months - 5 years

340-2840

King's Grant Presbyterian Church

745 Little Neck Road

Virginia Beach, VA 23452

www.kgpc.org

Parent Handbook
September 2011 - May 2012

King's Academy of Fine Arts is a non-profit weekday program of King's Grant Presbyterian Church, designed to provide children with learning experiences through fine arts during their early years. Each day, students will explore music, visual art and dance/creative movement.

PROGRAM

Classes are available Wednesday and/or Thursday from 9:00 to 11:30 a.m. at King's Grant Presbyterian Church. Students may attend one or two morning sessions per week. The year begins on September 7/8, 2011 and concludes on May 23/24, 2012. Please refer to the complete calendar on the last page of this handbook.

Children, 30 months to 5 years of age are welcome to enroll. Birthdays should occur by March 7/8, 2009. Children should be toilet-trained (or very close).

Each class is limited to 8 students and will be grouped according to age and maturity. There are up to 3 rotating classes 45 minutes each in length. A 15 minute snack time occurs after the second class.

Class I 9:00 - 9:45

Class II 9:45 - 10:30 Snack Break 10:30 - 10:45

Class III 10:45 - 11:30

STAFF

The staff at King's Academy of Fine Arts is committed to educating young children through music, visual art and dance/creative movement. Teachers are required to have a strong background in early childhood education. Each staff member has undergone medical and criminal record screening.

COMMUNICATION

Please call the office (757) 340-2840 ext.16 if your child will be absent.

FACILITY

Classes take place in the Susan M. Sauer Education Wing of King's Grant Presbyterian Church. Each classroom has been chosen to accommodate this program.

The music room has ample space to play instruments and move freely.

The art room has child-size tables and chairs as well as a sink and bathroom for easy clean up.

The dance room is equipped with mats and is the largest area which ensures that each child has space to move creatively.

ENROLLMENT

The King's Academy of Fine Arts application must be accompanied by a copy of a state issued birth certificate. Upon acceptance, we also need a copy of your child's medical (immunization) history, and a signed release form.

A non-refundable Art Supply fee is required to hold a space for your child: \$75 for one-day attendance or \$100 for two-day attendance. Make check payable to KGPC (King's Grant Presbyterian Church) with a memo to KAFA (King's Academy of Fine Arts).

TUITION PAYMENT POLICY

Tuition is a set fee covering the King's Academy of Fine Arts school year from September through May.

Tuition: \$85.00 monthly for one day a week

\$170.00 monthly for two days a week

Make out monthly tuition checks to KGPC with a memo to KAFA.

Tuition is due the first of the month from September through May. Tuition payments are considered late after the 10th of the month. A \$10.00 late fee will be applied.

Tuition may be placed in the Tuition Box on the entry registration table or mailed to:

King's Grant Presbyterian Church
King's Academy of Fine Arts
745 Little Neck Road
Virginia Beach, VA 23452

WITHDRAWAL POLICY

A 30 day written notification by a parent/guardian is required. Students are welcomed and encouraged to continue attending the program during the 30-day period.

CLOTHING

Comfortable play clothes should be worn.

Smocks are provided for the art class.

Rubber-soled shoes are required for dance/creative movement – no boots, flip-flops or backless shoes, please!

ARRIVAL & DEPARTURE

Enter and exit through the double doors at the front of the building. Doors will open at 8:50 a.m. and classes begin promptly at 9:00 a.m. Pick up your child promptly at 11:30 a.m.

Teachers will only allow children to be picked up by those persons authorized on the child pick-up/release form. For the safety of your child, please send a signed note to an administrator or preschool staff if alternate pick-up arrangements are made.

While we acknowledge the temptation to stay and linger in your child's classroom, we ask you not to do so. It is important we begin classes promptly. Please say your goodbyes at the entry registration table.

YOUR CHILD'S HEALTH

Please make sure to keep you child at home if he or she has had a fever within the last 24 hours, during the first few days of a common cold, or if your child has a chronic cough. If a child becomes ill while in class, parents will be called immediately. No medication of any kind will be administered.

WEATHER INFORMATION

In the event of inclement weather King's Academy of Fine Arts may be closed. We will follow closings of the Virginia Beach City Public Schools. If there is a one hour delay, we will also have a one hour delay and have classes from 10:00-11:30. If there is a two hour delay we will not have classes. Tuition cannot be pro-rated or credited due to an absence on the student's part or due to severe weather.

SUPPLIES

Supplies are included in the enrollment fee and the tuition fee.

SNACK BREAK

A 15 minute snack break will be given from 10:30 to 10:45. Please provide a healthy, dry snack for your child. Do not send snacks that require utensils. You may send a cup with a secure lid or a juice box for a drink. If your child has special dietary requirements, please alert an Administrator. Do not allow children to bring candy, gum, or other sweet treats.

TOYS & TREASURES

We strongly discourage children from bringing toys, stuffed animals, or other playthings from home.

CLOSING PROGRAM

On Friday, May 25, 2012, at 5:30, there will be a closing program for all students. Parents, relatives and friends are invited. This will be a celebration of MUSIC and DANCE presented by the children. We will also have an ART EXHIBIT to display their masterpieces.

Specific information concerning the purchase of closing program costumes will be distributed in late winter.

Our Academy is committed to providing a safe, caring and nurturing program where the children will learn the joys of Fine Arts that they will carry with them their entire lives. We will always work toward the development and encouragement of a positive self-image in every child.

It is our privilege to serve you. WELCOME!

Staff

ART: Colleen Thompson 615-5717

DANCE: Nancy Clemons (909)957-4145

MUSIC: Burcu Delph 773-1393

Administrators

Carol Bibbs 340-1598

Amy Restrepo 306-8597

Janet Phelps 340-0591

CALENDAR 2011/2012

	WEDNESDAY	THURSDAY
SEPTEMBER 11	7 14 21 28	8 15 22 29
OCTOBER 11	5 12 19 26	6 13 20 27
NOVEMBER 11	2 9 16 30	3 10 17
DECEMBER 11	7 14	2 9 16
JANUARY 12	4 11 18 25	5 12 19 26
FEBRUARY 12	1 8 15 22 29	2 9 16 23
MARCH 12	7 14 21 28	1 8 15 22 29
APRIL 12	4 18 25	5 19 26
MAY 12	2 9 16 23	3 10 17 24
	34 WEEKS	34 WEEKS

Closing Program: Friday, May 25, 2012, 5:30 pm

Summer Camp: June 18-22, 2012, 9:00-11:30 am