

W. Charles Thompson Museum School

ART STUDENT HANDBOOK

Welcome to the W. Charles Thompson Museum School at the Attleboro Arts Museum! We are firmly committed to providing exciting arts experiences to students of all ages, and aim to expose promising and professional artists to the wonders of art making and the joys of imaginative thinking. For our art classes to operate safely and efficiently, we ask that all students and parents/guardians read and become familiar with the policies and guidelines within our handbook. Thank you.

LOCATION:

Located in Downtown Attleboro across from Attleboro City Hall at **86 Park Street, Attleboro, Massachusetts, 02703.**

MUSEUM HOURS:

Tuesday – Saturday; 10 – 5pm
Summer Hours from Memorial Day – Labor Day: Tuesday – Saturday; 10 – 4pm
Closed Sunday & Monday (except for select art classes/workshops)



GALLERY ADMISSION:

Always free of charge; donations are welcome.

PARKING:

Always free as well. Please park in our lot on the Emory Street side of the Museum and enter through the Emory Street doors. *The Attleboro Arts Museum is handicap accessible.*

CONTACT US: Main Museum Telephone 508.222.2644

1. For questions regarding Museum School Classes: Programs Coordinator – (x15)
2. Executive Director – (x11)
3. Office Manager – (x13)
4. Social Media/Administrative Assistant (Reception) – (x10)
5. Installation Assistant/Arts Administrator – (x14)

Attleboro Arts Museum MISSION:

The Attleboro Arts Museum involves audiences of all ages and backgrounds in the visual arts through diverse educational programs and engaging arts experiences. We work to support the creative and artistic development of both promising and professional artists. The Museum is a privately supported, non-profit arts institution whose core commitment to "Arts for Everyone" guides the Museum's programs and operations.

POLICIES for Success during the Attleboro Arts Museum's Art Classes and Workshops:

There are no exceptions to the Attleboro Arts Museum policies. All policies and guidelines are subject to change. Thank you for your cooperation.

THE ATTLEBORO ARTS MUSEUM IS A "NUT SAFE" ZONE:

The Attleboro Arts Museum aims to practice a nut safe policy although we recognize that this cannot be guaranteed. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The Museum aims to protect children/adults who have allergies to nuts yet also help them to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We will forward our Nut Policy to our yearly intake so parents & guardians are aware that we do not allow nuts or nut products within our setting for snack or lunch boxes and we outline the symptoms of anaphylaxis.

REGISTRATION, REFUNDS, CREDITS & CANCELLATIONS:

- There are **no refunds** once payment is issued to the Attleboro Arts Museum (this includes missed or sick days). No exceptions – thank you.
- Art session costs must be **paid in full** at the time of registration. We are unable to hold or “pencil in” a space for students without a complete registration form and payment.
- **A \$35.00 service charge** will be applied to any payment returned due to insufficient funds.
- Please make **every effort** to attend your art class, as there are no make-up classes or tuition credits given for missed classes. This includes sick days.
- There is a **minimum enrollment** per art class for sessions to run. In an effort to run all of our youth art classes, age groups may merge if there is low enrollment. If a class has met the minimum enrollment to run and still has space available, you can register right up until the class starts. However, the class will be cancelled if the minimum number of students has not been reached at least three days prior to the start date.
- Once enrolled in an art class or workshop, students **cannot be switched** to different classes or art session days. All classes or workshops are non-transferrable.
- Students are **not permitted** to bring guests or their children to the art classes they are taking.

MAKE-UP DAYS, ABSENCES & CLASS REMINDERS:

- If a class is cancelled due to unforeseen, non-weather related circumstances (for example: an instructor emergency), the Attleboro Arts Museum will make every effort to establish a make-up date. Please keep in mind, make-up classes are subject to the Museum's schedule. Once a make-up date is agreed upon by the Museum, instructor and the majority of students, there are no refunds if a student misses the scheduled make-up class.
- If you or your child plans to be absent from an art class session, please contact the Museum to inform us of the absence. A Museum staff member will contact parents/guardians if a child does not attend an art class session.
- Art program reminders will **ONLY** be sent via email. Please be sure to give us your current email address at the time of registration. If you do not give us an email you will **NOT** receive a program reminder. We ask that you inform us promptly if your email address has changed. Keep in mind that all email reminders are a courtesy.

WINTER WEATHER POLICY:

In the event of a snow day, please go to www.attleboroartsmuseum.org or check our voicemail message for an announcement regarding the status of your art program. There are no refunds if a class is cancelled due to weather conditions. The Attleboro Arts Museum will make every effort to schedule a make-up class, however, make-up classes are subject to the Museum's schedule and there are no refunds if a student misses the scheduled make-up class.

For children and teens: make-up classes are typically held on a weekday afternoon (after school). The make-up class instructor is subject to change; it may be a Museum faculty member or the actual art class instructor.

For adults: make-up sessions are handled on a case-by-case basis. The make-up class instructor is subject to change; it may be a Museum faculty member or the actual art class instructor.

WAITING LIST:

- Classes are filled on a first come, first served basis. The Attleboro Arts Museum strongly encourages early registration as classes fill quickly. To best meet the needs of each artist, we typically have a maximum of 12 students per art class session.
- When a class fills quickly, the Attleboro Arts Museum will offer registrants the opportunity to be placed on a waiting list. Wait list students will be called when space becomes available or if there are enough students to offer another class session. Please call 508.222.2644 x10 to be placed on a waiting list for an art class/workshop.

MATERIALS:

All supplies are provided for youth classes. Adult students are required to purchase their own supplies unless specifically noted in the class/workshop description. All adult materials lists will be discussed with the instructor at the first class. Lists are provided online at attleboroartsmuseum.org.

GIFT CERTIFICATES:

Gift certificates are available for class tuition as well as membership. Gift certificates are good for up to one year from the date of purchase. If you are paying for a class/membership with a gift certificate the voucher must be presented to the Museum at the time of registration.

SCHOLARSHIPS:

As a result of a generous gift from the Phil Leach Memorial Education Fund, the AAM is pleased to offer scholarships to art students of all ages and backgrounds who might not have access to funds to further their knowledge in the arts. Scholarships are awarded to children, teen and adult art students. The Museum typically selects four to six, full and partial scholarships per year. For information on how to apply for a scholarship please contact us at either 508-222-2644 x15 or office@attleboroartsmuseum.org.

ARRIVAL TIME & SIGNATURE PAGE:

- Arrival time for art sessions is no earlier than **10 minutes** before the scheduled start time.
Parents/Guardians must remain with their child until the instructor has collected all students and entered the studio to begin class.
- We want you/your child to get the most out of their time at art class. Therefore activities will begin promptly at the scheduled "start-time" and will run right up to the listed end time.

- All art students and/or parents/guardians will be asked to bring their signed *signature page* of the Attleboro Arts Museum's art student handbook on the first day of art class. Art students and parents/guardians are encouraged to review this handbook prior to registering for an art program at the Museum. **A new, signed *signature page* must be presented on the first day of each round of art class/workshop programming.**

FACULTY, SUBSTITUTE INSTRUCTORS & ASSISTANTS TO THE INSTRUCTOR:

- The W. Charles Thompson Museum School at the Attleboro Arts Museum employs a range of award-winning artist educators. Our teachers are all active, practicing artists with educational experience. They thrive in a studio setting and are pleased to share their talents with students of all ages.
- In the event that an advertised instructor is unable to attend art class as contracted for any reason, the Attleboro Arts Museum will replace the instructor with another instructor of equal skills.
- All of our instructors, substitute instructors, and assistants to the instructor (ages 17 and older) are CORI checked.
- The Attleboro Arts Museum does not conduct one-adult to one-child art classes or workshops.

CERAMICS WAIVER FOR ALL STUDENTS REGISTERED IN A CERAMICS SESSION:

- I understand that safe-working processes will be used at all times, but faults can occur during kiln loading, firing and unloading. I also understand that materials and consumables used may have a different appearance before and after firing. The Attleboro Arts Museum is not responsible for lost or damaged items. You will be asked to confirm this agreement on the *signature page*.
- Students will be notified via email by the Attleboro Arts Museum after the last class to pick up finished/fired ceramic pieces. It may take up to 2-3 weeks after the final class for all finished ceramic pieces to complete the firing process.
- All students must mark each ceramic artwork created with their initials. The Attleboro Arts Museum is not responsible for lost or misplaced items during class time or pickup time.

ADDITIONAL CERAMICS WAIVER FOR ADULT SESSIONS ONLY:

- The materials fee per ceramics session includes 25lbs of clay, firing fees and glazing materials/supplies.
- Students will work with a **selection of Museum "in house" glazes**. If a desired glaze is not included in the Museum's "in house" glaze selection, please connect with the instructor. We may be able to order your desired glaze at an additional cost.
- If a student exhausts their 25lbs of clay and would like more, please connect with the instructor. The full ceramics materials fee amount must be paid in full for a second time before the clay is administered by the museum. Any surplus clay from a class session can either be taken home by the student or donated to the Attleboro Arts Museum.
- Students may not purchase their own glazes or clay. Please connect with the instructor if a glaze you desire is not available in the "in house" glaze selection or if you would like more clay.
- When enrolling in a new ceramics class at the AAM, **a new complete materials fee must be paid at the time of registration**. Any surplus clay from a previous ceramics class cannot be brought back to the Museum.

CERAMICS PICKUP GUIDELINES:

- We recommend on the last day of ceramics classes that students or parents/guardians take a photo of their remaining clay artworks as well as count the number of finished pieces. This will help you or your child better identify the artworks at the time of pickup.
- To help with identification, parents/guardians must bring their child and a secure box to transport finished artwork with them when picking up finished/fired artwork at the Museum.

PICK UP OF ARTWORK:

Unless otherwise indicated by an AAM staff member, all artwork created during your art class session must be picked up no later than 14 days after the final class session. The Attleboro Arts Museum will not be responsible for student artwork left at the Museum over 14 days after a class has been completed.

LOST AND FOUND:

Please label all lunch bags & water bottles with you/your child's name and phone number. We do our best to ensure that our art students return home with all their belongings, however the Attleboro Arts Museum is not responsible for lost or stolen items. If lost items are not picked up by 14 days after the close of your art program, all unclaimed items will be donated to good will.

PHOTO RELEASE:

Photos taken during art sessions will be used in print or on the web unless otherwise indicated by the student or parent/guardian. Please indicate your permission for photos on the *signature page*.

ADDITIONAL POLICIES for Minors

REGISTRATION & GUIDANCE:

- **There are NO exceptions for student age requirements.** The age requirement is effective as of the first day of art class. If a child has a birthday during the duration of their art class, their age as of the first day of class is what determines the age requirement and class that they are enrolled.
- To make each art student's time at the Attleboro Arts Museum the best it can be, reasonable accommodation that does not fundamentally alter the nature of the program, service or activity will be considered for those requiring assistance depending upon the individual's needs and the availability of art class resources.
- A parent/guardian must share all relevant information about an art student with a Museum representative prior to registration. Examples of relevant information would be if a child needs a type of extra assistance at art class; has an allergy to food or an art supply; has trouble integrating with peers; may be unable to fully participate in all activities, etc. Failure to share information with a Museum representative may severely compromise the child's adjustment to art class. Please contact us at either 508-222-2644 x15 or office@attleboroartsmuseum.org to discuss your child's needs prior to registering for an art program.
- If parents/guardians have any questions or concerns about their child's art program, progress or relationship to other students or teachers, we encourage communication with the Programs Coordinator (508.222.2644 x15).

FIRST DAY OF ART CLASS:

- Parents/Guardians are welcome to walk their child into the art studios on the first day of class.

- Parents/Guardians are always welcome to peek in at any time students are in the studios - the door is always open. However, parents/guardians are not permitted to remain in the studios during art class/workshop studio time so that they do not cause a distraction to their child, other students and/or the instructor.
- Current emergency numbers must be on file at all times (this includes home & cell numbers). Please let an AAM staff member know if there is any change in these numbers during a class session.

DROP OFF & PICK UP PROCEDURES:

- Parents/Guardians must sign their child both in and out of art class/workshop each day in the attendance log located in the Attleboro Arts Museum's lobby.
- In the best interest of your child's safety, we require written permission (that can be left with the Museum) if you're planning to have another adult pick up your child. Be sure to include your child's first and last name, your name, cell phone number, name of the adult picking up your child and the date on your permission slip. Please instruct the adult picking up your child that they will need to present a photo ID to sign your child out.
- Children will only be released to their parents/guardians or those designated by them.
- Any time you pick up your child please be sure that you verbally notify your child's instructor or a Museum staff member that your child is leaving and sign them out on the attendance log in the lobby.
- Please park your vehicle in the Museum's lot and escort your child in and out of the Attleboro Arts Museum.

LATE PICKUP:

If you are late picking up your child from an art session, you will be charged a late fee of \$10 per every fifteen minutes, per child, that you are late. Payment must be made in full at the time of pickup.

DRESS CODE:

Art can be messy – please wear old clothes and bring an art smock. Sneakers or closed shoes are required. For your child's safety, flip flops and open-toed sandals are not permitted in the art studios.

PROHIBITED & PERSONAL ITEMS:

- No electronic devices are allowed during art class time (cell phones, ipods, ipads, etc) unless otherwise indicated by a Museum faculty or staff member. If a student needs to make a phone call they are welcome to use the Museum's landline.
- Art students are not to bring personal items to art class. The Museum provides all necessary materials unless otherwise indicated. The Attleboro Arts Museum is not responsible for lost or damaged personal items.

ART SUBJECT MATTER GUIDELINES (for minors ages 16 and under):

Art is a unique way of knowing and understanding the world. Purposeful visual art projects expand children's ways of exploring, expressing and coming to terms with the world they inhabit in a structured and enjoyable way. That being said, the following subject matters are deemed inappropriate for our art students ages 16 and under:

- Drugs & alcohol
- Guns & violence
- Sexual content

HEALTH & WELL BEING:

The Attleboro Arts Museum considers the health and safety of its art students to be of the utmost importance. If your child is ill, we ask that you keep them home from art class. This is for the protection of all art students and staff. Good rules of thumb for parents/guardians to remember:

- Fever – stay home for 24 hours fever free without the use of medication
- Vomiting – stay home for 24 hours without vomiting
- Diarrhea – stay home for 24 hours without diarrhea (bad diarrhea, not just one bout)
- Antibiotics- stay home for 24 hours once they have started taking the antibiotics

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Anaphylaxis symptoms usually occur within minutes of exposure to an allergen. Sometimes, however, anaphylaxis can occur a half-hour or longer after exposure. Anaphylaxis symptoms include:

- Skin reactions, including hives along with itching, and flushed or pale skin (almost always present with anaphylaxis)
- A feeling of warmth
- The sensation of a lump in your throat
- Constriction of the airways and a swollen tongue or throat, which can cause wheezing and trouble breathing
- A weak and rapid pulse
- Nausea, vomiting or diarrhea
- Dizziness or fainting

EMERGENCY PROCEDURES:

In case of illness, accidental injury or emergency during art class, Museum staff will contact parents at home or at work immediately. We require parents/guardians to provide us with alternative contact persons such as relatives, friends or neighbors in the event we are unable to contact their primary caretakers during art class time.

Disclaimer: There are no medical personnel on site at the Museum. Students should carry their own epipens, inhalers, insulin, etc. and be proficient in their use. In time of emergency/concern for a child's safety “911” will be called and the parents will be notified.

DICIPLINE POLICY:

The following behavior is unacceptable in the art studios:

- Profane or inappropriate language.

- Disrespect towards other students, instructors, and Museum staff.
- Physical roughness, inappropriate touching or violence to others.
- Spitting, throwing, and destruction of others' property.

It is expected that every art student be respectful of the Museum studios, art materials, instructors and staff members. The Programs Coordinator will speak personally with any student who is having trouble following the guidelines of their art program. If after a visit with the Programs Coordinator, the behavior continues, the student's parents will be notified. Any behavior which affects a student's ability to participate in the program, or that disrupts the program for other children, is grounds for dismissal (without refund or credit) at the Programs Coordinator's discretion.

SUN BLOCK & INSECT REPELLENT:

The majority of art class time will be spent in the Museum's art studios and gallery. However, weather permitting, art students may eat lunch and snack outside – and/or be part of an outdoor studio for visual study regarding natural light or forms in nature. Parents are encouraged to put sunscreen and insect repellent on their child before they arrive at the Museum.

ART STUDIO CODE OF CONDUCT:

Parents/Guardians please review this section with your child/children.

- Always listen attentively to instructions and when your instructor or fellow students are speaking.
- There is no running or horseplay allowed in the Museum's studios.
- Be sure to help clean and organize your art space at the end of your art program.
- Create art in your own space and be respectful of materials and those around you. Remember to keep your hands and your feet to yourself.
- Use and carry all art tools and materials safely and respectfully. Always walk in the art studios and bathrooms/sink room.
- Use kind words. Profane or inappropriate language will not be tolerated in the studios. Students agree to refrain from making disparaging remarks about the AAM, fellow instructors, Museum staff, students or Trustees.
- Keep track of your personal belongings, and always write your name on either the front or back of your artwork.
- Do not leave the classroom for any reason without permission.
- Food and drink are not permitted in class. A water bottle with lid is the only exception.
- Always try and give your best effort while using your own ideas!

The Attleboro Arts Museum does not discriminate on the basis of age, race, color, national origin, sex, disability, religion, veteran status or sexual orientation.

GALLERY RULES OF ENGAGEMENT FOR ALL AGES:

Of note: Sketching of exhibited art is always permitted – and encouraged.

- **Do not touch works of art.** Your touch may not seem like much, but even the slightest contact can damage the surface of a painting or drawing and even rust or discolor metal and stone.
- **Keep a safe distance between you and each work of art.** This helps to avoid accidental touching or bumping and is very appreciated by exhibiting artists.
- **No leaning on walls or cases (either to write or for physical support).** This helps keep works of art hung on the walls or displayed in cases safe. Feel free to sit on the floor as you talk, write, or draw

during visits. If you or someone in your party requires a chair, please notify a Museum staff member.

- **No food or drink is allowed in the galleries unless a special event is being held.** The art in the museum will provide you plenty of food for thought!
- **Running, pushing, and roughhousing are not allowed in the Museum.** Appropriate museum behavior is necessary to avoid accidentally bumping into and damaging works of art or each other.
- **Photography.** Please ask a gallery attendant or our receptionist if photography is permitted.

FREQUENTLY ASKED QUESTIONS:

How do I sign up for classes?

- **Option #1:** Click on “Our Classes” to register online using a credit card or PayPal.
- **Option #2:** Call us at 508-222-2644 x10 to register over the phone. *You must have your credit card information ready to complete your phone registration.*

Why should I become a member of the Attleboro Arts Museum?

As you register for classes at the Attleboro Arts Museum, please consider becoming a member. Not only will you save money on each class registration, but as a member you will also support the Museum’s wonderful programs. Your membership includes:

- Benefits of unparalleled arts programming in the Southeastern Massachusetts area.
- Special invitations to all exhibition opening receptions and gallery talks.
- 10% Museum School tuition discount
- 10% Discount in Museum gift shop

Where can I find the Attleboro Arts Museum’s Art Student Handbook?

The Museum’s Handbook can be downloaded from the “Our Classes” page of this website. Upon registering for an art class or workshop you will also receive a link to the Handbook in your confirmation email.

Do I need to bring a Signature Page on the first day of art class?

Yes, a signature page is required on the first day of each art class session or workshop. This applies to all students ages 5+. A new signature page is required at the start of each art class session, even if you’ve taken a class previously, a new document must be completed.

When is my payment due?

Full payment is due at the time of registration.

Will I receive an art class/workshop reminder?

Yes, if you’ve registered for an art class or workshop online, you will receive a reminder email one-week and one-day in advance of the start of your art session.

How many art students are in each class?

There are no more than **twelve** students enrolled in an art class or workshop at one time unless otherwise indicated by the Attleboro Arts Museum. The Attleboro Arts Museum does not conduct one-adult to one-child art classes or workshops.

Does the Museum offer discounts on art program tuition?

If you become a member of the Attleboro Arts Museum, you will receive a break in tuition costs. The Museum also offers 10% Early Bird and Sibling Discounts during our summer art programming.

Can I walk my child into their art program on the first day?

Parents/Guardians are welcome to walk with their child into the art studios on the first day. Parents/Guardians are always welcome to peek in at anytime students are in the studios - the door is always open. However, parents/guardians are not permitted to remain in the studios during art class/workshop studio time so that they do not cause a distraction to their child, other students and/or the instructor.

How do find out about the Museum's instructors?

Instructor bios are posted within our art classes & workshops descriptions.

What if my child does not get into the art class that he/she wanted?

If a class is full when you register, we encourage you to sign up for another offering or place your name and phone number on our waiting list. Waiting list folks will be called if a space opens up.

What if I have to cancel my/my child's art class session?

There are **no refunds** once payment is issued to the Attleboro Arts Museum (this includes missed or sick days). Please make every effort to attend your art class, as there are no make-up classes or tuition refunds or credits given for missed classes.

My child has special needs. Can he/she attend an art program at the Museum?

Please contact us at either 508-222-2644 x15 or office@attleboroartsmuseum.org to discuss your child's needs prior to registering for an art program.

Can my child enroll with a friend?

Yes of course – we encourage children to sign up with a friend! Please note: friends must comply with the art class/workshop age requirements at the time of registration, and there must be enough openings in the art class/workshop to accommodate both children.

What if I don't see the class listed that I/my child would like to take?

Please contact us at either 508-222-2644 x15 or office@attleboroartsmuseum.org to let us know what kind of art class or workshop you would like to see offered in future Attleboro Arts Museum programming.

What if my question was not answered here?

We are happy to answer any questions that you have - please feel free to contact us at either 508-222-2644 or office@attleboroartsmuseum.org with inquiries. Thank you.

Art Student & Parent/Guardian SIGNATURE PAGE

PLEASE PRINT. ALL INFORMATION AND SIGNATURE IS REQUIRED. Thank you.

Date: _____

Student Name(s): _____

Parent/Guardian's Name (if minor): _____

Phone Number: () _____
*Please list the **best** number to reach you on, cell, work or home. Thank you.*

Email: _____

Art Class Name: _____

Emergency Contact (other than parent): _____

Emergency Contact Relationship to Student: _____ Phone Number: () _____

Please give your permission by initialing the following points (if applicable to your art class session):

_____ I give permission for my/my child's photo to be used in print and on the web.

_____ I have shared any special requirements regarding myself/my child with the Attleboro Arts Museum prior to registration. I acknowledge that failure to share information with a Museum representative may severely compromise my/my child's adjustment to art class.

_____ I have read and understand the complete ceramics waiver & pick up guidelines.

_____ There are no exceptions for student age requirements. The age requirement is effective as of the first day of art class.

I have reviewed and agree to all policies and guidelines within the W. Charles Thompson Museum School Art Student Handbook:

X SIGNATURE (required): _____

PLEASE TURN OVER – this is a two-sided document.

FOR PARENTS & GUARDIANS ONLY:

I _____ give permission for the following person(s) to pick up and/or drop-off my child for art class at the Attleboro Arts Museum. Please complete all requested information below:

1. Name: _____ Relationship to Art Student: _____
When is this person picking up/dropping-off?: _____
Best phone number to reach this person on: () _____

2. Name: _____ Relationship to Art Student: _____
When is this person picking up/dropping-off?: _____
Best phone number to reach this person on: () _____

3. Name: _____ Relationship to Art Student: _____
When is this person picking up/dropping-off?: _____
Best phone number to reach this person on: () _____

4. Name: _____ Relationship to Art Student: _____
When is this person picking up/dropping-off?: _____
Best phone number to reach this person on: () _____

5. Name: _____ Relationship to Art Student: _____
When is this person picking up/dropping-off?: _____
Best phone number to reach this person on: () _____

6. Name: _____ Relationship to Art Student: _____
When is this person picking up/dropping-off?: _____
Best phone number to reach this person on: () _____

Please return this page to the Attleboro Arts Museum on the first day of each art class session.

v 4/28/18