

## ART CLUB AT THE DAHL

We are thrilled to have your child spend time creating, connecting, and learning with us. We hope your child's art class experience will leave them with a deeper appreciation, understanding, and love for the arts.

**Please review the following information with your child prior to the class start date.**

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### CONTACT INFORMATION

Katie Wolff | Education Coordinator  
RCAC | the Dahl Arts Center  
713 7<sup>th</sup> Street  
Rapid City, SD 57701  
605.392.4101 x3  
katie.wolff@thedahl.org

### WHAT TO WEAR

Clothes that can get MESSY with paint, clay, glue, etc.

### WHAT TO BRING

- A cloth mask (MASK ARE REQUIRED)
- Refillable water bottle

*\*The Dahl Arts Center is not responsible for lost or stolen items.*

### WHAT WE PROVIDE

- A healthy snack
- Art supplies
- Journal and sketchbook

### PARENT/GUARDIAN RESPONSIBILITIES AND EXPECTATIONS

Please allow extra time on the first day of drop-off, as staff must confirm the following:

- Verification of authorized pick-up list
- Review of pick-up and drop-off procedures
- Confirmation of participating student's information

### PICK-UP/DROP OFF PROCEDURES

*All drop-offs and pick-ups will occur at the Kansas City Street entrance.*

#### Drop-off

To ensure everyone's safety, expect the following procedure upon drop-off each day:

- **All adults entering the building are required to wear a mask.**
- Parents/guardians must sign in their child. Sign in sheet is located near the doorway of classroom.
- We ask that you please limit drop off to **one** parent/guardian and the participating child (or children if more than one of your children are participating). **Please** do not bring additional family members inside with you if possible.

## Pick-up

To ensure everyone's safety, expect the following procedure upon pick-up each day:

- **All adults entering the building are required to wear a mask.**
- Staff may request to check a valid ID of all adults that come to pick up students and confirm the adult is listed on the authorized pick-up list.
- Parents/guardians will initial and time stamp the sign-out sheet.
- We ask that you please limit pick-up to **one** parent/guardian. **Please** do not bring additional family members inside with you if possible.

## HEALTH AND SAFETY

### Injury

If your child becomes injured, proper first aid will be administered and an accident report will be completed by a staff member. Parents/Guardians will be promptly notified as soon as the child's immediate needs have been taken care of. In an emergency, staff will immediately call 911 and contact the parents/guardians or emergency contacts provided on the authorization form.

### Health

If you, your child, or anyone in your family unit have had a cough, fever, persistent headache, loss of taste or smell, shortness of breath, fatigue, have come in contact with any confirmed COVID-19 positive cases, or have traveled to any region significantly affected by COVID-19, we ask that you please do not bring your child to participate in the class.

If anything pertaining to the statement above changes within the duration of the class, we ask that you promptly notify us at the Art Education Department at the Dahl so that we may promptly take appropriate actions.

If your child becomes ill while at class (persistent cough, fever, etc.) we will promptly call the listed emergency contacts to have the child picked up ASAP.

*We deeply and sincerely appreciate your understanding and cooperation during these strange and unprecedented times. We're in this together ☺*

### Cleaning and Safety Precautions

Below are the safety procedures we have implemented and will be following for camps:

- Class sizes are limited to 6 students in the First Interstate Bank Classroom, and 8 students in the Bankwest Classroom, and 12 students in "The Factory" Classroom to allow for appropriate distancing practices based on classroom size and functionality.
- Each classroom will be thoroughly cleaned and disinfected before and after class sessions.
- We ask that if your child is able, please send them with a cloth mask to wear.
- As much as possible, we will avoid the sharing of art supplies. If this is not possible, supplies will be disinfected before another student is able to use it.

**Please note**, the Dahl *cannot* guarantee that we can completely prevent the spread of Covid-19 in our facilities. By enrolling your child in a class at the Dahl Arts Center, you acknowledge the risk of your child *potentially* coming into contact with the virus.

## BEHAVIOR EXPECTATIONS

The Art Education Department at the Dahl strives to provide a creative learning environment that is rooted in respect, collaboration, and creativity. We strive to make the art classroom a place where students feel seen, heard, and valued, so that they may freely and authentically express themselves and connect with others through the arts.

We expect our students to:

- Interact and engage with others (both staff and other students) with kindness and respect.
- Use language that is both appropriate and respectful.
- Respect and treat with care all aspects of the Education Department, including classrooms, bathrooms, common areas, supplies, equipment, and materials.

## **BEHAVIOR POLICY**

The Dahl Arts Center strives to ensure the safety of our staff and of every student who enters our facility. In *extreme instances*, if a student is unable to participate in an art class in a way that keeps everyone safe (physically and emotionally) the student may be removed from the class. Any kind of violence, aggression, or explicit language will not be tolerated.

If a child's behavior becomes problematic, staff will appropriately document the behavior in writing. Appropriate action will be determined by the staff, and if necessary, the parent/guardian will be contacted.

Before removal, staff will *always* strive for conflict transformation, problem solving, and redirection with patience, compassion, and empathy.

## **ELECTRONIC DEVICE POLICY**

The use of electronic devices (smart phones, tablets, laptops, etc.) by participating students is not permitted during instructional times. We understand that these devices can be positively utilized during the creative process for research, inspiration, or in some instances, art making. Uses of electronic devices outside of necessary communication or the creative process will not be permitted during youth classes/after school programs.

## **CANCELLATION POLICY**

- Classes are filled on a first-paid, first-served basis. Registration is not in effect until payment is received in full.
- To transfer or cancel your enrollment call 605.394.4101 x3. Processing fees may apply.
- Class Transfers requested 48 business hours prior to class start date will not be charged a processing fee.
- Class Transfers requested less than 48 business hours prior to class start date will incur a \$5 processing fee.
- Class Cancellations requested 48 business hours prior to the start of the class will be charged a \$5 processing fee.
- Class Cancellations requested less than 48 business hours prior to class start date are non-refundable.
- **If class is cancelled by the RCAC, you be refunded 100%!**

Once again, we deeply appreciate your ongoing support and understanding during these difficult times. We hope that the time your child spends here at the Dahl serves as a creative outlet that nourishes the artistic spirit. If you have any questions or concerns whatsoever, do not hesitate to contact our Education Coordinator, Katie Wolff, at [katie.wolff@thedahl.org](mailto:katie.wolff@thedahl.org).