



# Creative Arts Time

At

Preston Hollow United Methodist Church

**Parent Handbook**

6315 Walnut Hill Lane  
Dallas, TX 75230  
214-363-4394

# Table of Contents

Welcome

Mission Statement

Organizational Structure

Hours of Operation

Parking

Staff

Curriculum

Holidays

Enrollment

Enrollment Procedures

Registration and Fees

Tuition

Arrival and Departure

Release of a Child

Illness and Injury

Code of Conduct

Parent/Sibling Involvement

# Welcome

Welcome to Creative Arts Time (CAT) at Preston Hollow United Methodist Church (PHUMC). We are so happy you have chosen to be a part of our program. We believe that fostering skills and appreciation of the arts is a collaborative effort of the entire community, and we greatly value your opinions and ideas.

## Mission Statement

CAT is an afterschool program that serves the Preston Hollow community which focuses on the creative arts. Its goal is to foster an appreciation for the arts and to encourage and develop skills in the various arts in a Christian atmosphere.

CAT's philosophy is founded upon the principle that God has created each individual and has blessed each with specific gifts and graces.

CAT is committed to providing an enriched afterschool environment in which

- Children's passion for creativity is nurtured in a safe and healthy Christian environment.
- Skills will be cultivated and developed in a way that promotes a positive self-image.
- Introductions to various forms of art will allow for greater appreciation of diversity and expansion of imagination.

## Organizational Structure

CAT is a ministry of Preston Hollow United Methodist Church. It is supervised by the Director, hired by the Staff/Parish Relations Committee and Pastor. The CAT Board and Assistant Director, along with teachers and volunteers of PHUMC and the surrounding schools, will assist in the operation of the afterschool program.

## Hours of Operation

3:00 P.M. to 6:00 P.M., Monday through Friday, January through June (*Subject to change*)

## **Parking**

You may park in the lot to the side of PHUMC that has the carport and awning.

## **Staff**

The staff of CAT at PHUMC are warm and friendly, are well-versed in arts according to their skill-set, and are sensitive to encouraging and broadening the talents of children. The Director has extensive training in music education for generations spanning early preschool through retirement/senior adults. The various guest artists are extremely gifted in their fields and are qualified to teach introductory through advanced skill, depending on the teacher's specific skill-set. The volunteers all have a love for children and for the arts. All staff involved in this program are committed to mentoring children through the arts.

## **Curriculum**

The CAT afterschool program is intended as a supplement and an enrichment to the current instruction the child is receiving in school. Every instruction time will meet the national standards for that subject. While most of the instruction will be done in group settings, opportunities will be provided for individual instruction for an additional fee (such as for piano or voice lessons).

## **Holidays**

The CAT at PHUMC will be closed during these days:

DISD Holidays  
Good Friday  
Memorial Day

## **Enrollment**

Registration will guarantee your child a place and supplies in all the activities. Tuition is based on the average of 5 days a week, so no reduction for holidays, school closures due to inclement weather, illnesses or absences.

Registration Fee: \$100 per family (non-refundable)

## Enrollment Procedures

Before a student can attend CAT at PHUMC, an enrollment packet must be completed and all enrollment fees paid. The enrollment packet consists of the following:

1. A good-health statement signed by the child's doctor or school nurse including confirmation of immunizations
2. \$100 check to PHUMC- CAT for registration fee
3. A form acknowledging that the Parent Handbook was read and parent agree to abide by the policies and procedures set forth in the handbook
4. An application form that includes the child's and parents'/guardians' information, medical information, emergency release, authorized persons to pick up, emergency numbers, and permission for physical activities, water activities, and school photographs.
5. Parent's and Student's signature committing to follow the Code of Conduct
6. Parent's/guardian's signature where designated on the various forms

You may pay by the month on the first of the month, or by the week on Mondays.

- \$100 weekly per child enrolled
- \$400 monthly per child (flat rate even for 3 weeks or 5 weeks in the month)

## Arrival and Departure

If your child attends Preston Hollow Elementary, your child will be picked up by a teacher from CAT and they will walk together from the school to the church. If your child is being dropped off by someone else, we must have them be signed in by the driver or be notified what bus or van on which they will be delivered.

If any of the above circumstances change, for the safety of your child, please notify the Director or Assistant Director.

Your child's safety and welfare are of great importance to us. The teachers who pick-up elementary children at PHES are very concerned when a child is not there. Please notify the church office by 2:30 if your child is not to be picked up that day.

You are always free to pick you child up at any time. However, please be do not be late. Our CAT program closes promptly at 6:00, which instruction wrapping up around 5:30. A late fee of \$1.00 per child for each minute will be charged past 6:00 p.m.. All such fees are payable to the staff member staying with your child, in cash, at the time of pick-up.

## **Release of a Child**

In the enrollment packet, there is a place to identify persons who have parental permission to pick up their child from PHUMC. All information on the form must be filled in: name, phone numbers, and a valid driver's license number including the relationship of that person to the child.

## **Illness and Injury**

When a child comes to CAT at PHUMC, the child should be well enough to fully participate in an active creative arts program. This may include singing, dancing, acting, painting, cooking... etc.

If a child is injured or becomes critically ill while at school, we will contact you immediately. Your wishes concerning the treatment of your child will be honored; however, in case of an emergency, we will not hesitate to call 9-1-1. PHUMC is close to both Presbyterian and Medical City Hospitals. Preliminary first aid will be administered, when necessary, by a qualified staff member.

Minor injuries and illnesses will be handled on an individual basis. Parents will be notified of these by an Incident Report. Minor first aid is always used in these cases, typically soap and water, an ice-sponge, a band-aid, and always administered with a hug.

## **Code of Conduct**

All students involved in the CAT afterschool program are expected to abide by the Code of Conduct that they will sign with the registration packet. Failure to abide by this Code of Conduct may result in expulsion from the program with no refund.

## **Parent/Sibling Involvement**

Parents may visit the CAT at PHUMC any time during instruction, but we ask that you respect the weekly schedules for activities. Please contact the Director or Assistant Director to let them know when you come to visit.

Parents and older siblings are encouraged and welcomed as regular volunteers and special event volunteers. Please see the Director or Assistant Director if you are interested in volunteering. All volunteers must submit to a criminal background check, including fingerprinting.