

AcA ARTS + LEARNING CENTER INFORMATION AND GUIDELINES



LOCATION

Acadiana Center for the Arts, located in downtown Lafayette at 101 W. Vermilion St.
The phone number is 337.233.7060.

ARRIVALS/DEPARTURES

- Students should be dropped off at the AcA between 7:00 and 8:00 AM. Class ends at 4 PM each day.
- We will have curbside drop-off and pick-up to adhere to social distancing recommendations. A staff member will meet your child, check his/her temperature, and ask you to confirm that your child has not been on fever reducing medication in the last 24 hours and does not have shortness of breath or a cough. Please make sure a staff member has approved your child to enter the building before leaving.
- We will not require sign-in and sign-out. If you would rather your child be signed in and out each day, we would be happy to accommodate. Just let us know!
- Please keep our staff informed of late arrival or early departures or of any special situations with drop off and pick up (including if there is anyone not allowed to pick up your child).

LUNCH/SNACKS

- Please send a bag lunch with your child every day (unless only registered for morning or afternoon sessions). Label lunches with the student's name. Lunch boxes will not be refrigerated so that they can remain isolated from one another so please use a cold pack if necessary. Please include all beverages, utensils, etc. You are also welcome to send snacks.
- Please send a water bottle with your child every day. We want to keep them hydrated! We'll have water stations for them to refill.

ABSENCES

Registration fees cannot be refunded or pro-rated if your child is absent. Make-up classes are not offered. We have reserved space for each child exclusively during the designated session/s and maintain a waiting list for those who register after the space is full.

ILLNESS/INJURY

- If your child is ill, please do not send him/her to camp. We have no provisions for giving nursing care, other than immediate first aid. Should a child come to camp and become ill, parents/guardians will be notified and asked to pick up their child. In case of emergency, the AcA will transport your child to the nearest hospital for treatment.
- Children who begin to experience symptoms of respiratory illness including a fever of 100.4 or above, cough, or runny nose, will be isolated from other children until they can be picked up.

MEDICATIONS/SPECIAL NEEDS

- Staff should be made aware of any special needs or limitations a child may have so that we can make necessary adaptations. Please let us know how we can help make your child's experience a great one!
- If your child takes medicine during camp hours, a Medication Administration Release Form is required. All medications must be given to our staff. Students are not allowed to keep any medications (prescribed or over-the-counter) in his/her personal belongings.

VISITORS

- Guests of students are not allowed to attend AcA Learning + Arts Center with or in place of registered students.
- In compliance with state recommendations, only students and staff will be allowed in the classroom.

OUTSIDE ARTICLES/LOST AND FOUND

- Please do not allow students to bring toys or money to camp. We are not responsible for lost or stolen items. If the staff requests a specific item for an activity, a note will be sent home and the equipment will be kept in a safe place until needed.
- Lost and Found is located at the front desk in the lobby at the AcA.
- After August 14, all unclaimed items will be donated to charity. Mark your camper's belongings with his/her name.

ELECTRONICS

- We do allow electronics to be brought in at your own risk. AcA, nor its staff assume responsibility for lost or damaged items.
- Campers are allowed limited use of electronics - during lunch break as well as for internet access as it relates to camp activities (for research). However, it is not necessary for campers to have access to a personal electronic device in order to complete their projects.

REFUNDS

If your child will not be attending a session or sessions, please let us know as soon as possible so we can offer the space to another child. Due to the current situation, we will allow cancellations up until the Friday before the start of the camp you are registered for. You will be issued a refund for the amount of registration. Fees cannot be refunded.

CLASS CANCELATION

The Acadiana Center for the Arts will follow state guidelines for AcA Learning + Arts Center. AcA also reserves the right to cancel any class or camp if enrollment is insufficient. Any registration fees and deposits paid will be refunded in full.

BEHAVIOR EXPECTATIONS AND BEHAVIOR GUIDELINES

In order for the AcA Learning + Arts Center to be a successful and safe environment for play and learning, it is important that campers follow some basic guidelines. These expectations are:

- Be safe (with materials and in the facility)
- Be respectful (of instructors, other campers and the space)
- Be responsible (for yourself, your actions and your words)

The Acadiana Center for the Arts reserves the right to send anyone home or dismiss anyone from AcA Learning + Arts Center whose behavior becomes unmanageable, disruptive or endangers the safety and welfare of others.

ADDITIONAL GUIDELINES DURING THE COVID-19 PANDEMIC

SOCIAL DISTANCING

Student work stations set up 6' apart.

Maintaining recommended group size (8 students: 1 teacher).

Access to AcA Learning + Arts Center spaces limited to only students, instructors and administrators.

SYMPTOM MONITORING

Assess on arrival and throughout the day, including initial temperature check. Anyone (children or staff) with a fever of 100.4 or above, or other signs of illness, will not be admitted.

ENVIRONMENT CLEANING AND PERSONAL HYGIENE

Classroom cleaned at the end of each day.

High-touch surfaces accessed by students are cleaned every two hours, including bathrooms.

Shared materials will be limited in use and, when necessary, cleaned and sanitized between uses.

Hand-washing (or sanitizing) at arrival, at least every two hours, before and after eating and at exit.

Adults will wear cloth masks, and children, as able, will wear cloth masks. Individuals with severe breathing difficulties should not wear masks.

DROP-OFF AND PICK-UP

Curbside drop-off and pick-up to adhere to social distancing recommendations.

A staff member will meet your child, check his/her temperature, and ask you to confirm that your child has not been on fever reducing medication in the last 24 hours and does not have shortness of breath or a cough. Staff will escort your child to wash hands and then to the classroom.

Parents will not be allowed into the classroom at any point.

FOOD

You will be required to provide a bag lunch and snacks for your child each day. Lunch boxes will not be refrigerated so that they can remain isolated from one another so please use a cold pack if necessary.

CHILD HEALTH

Children who begin to experience symptoms of respiratory illness including a fever of 100.4 or above, cough, or runny nose, will be isolated from other children until they can be picked up.

ASSUMPTION OF RISK/WAIVER OF LIABILITY

AcA has put in place preventative measures to reduce the spread of COVID-19; however AcA cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the AcA Learning + Arts Center could increase your risk and your child(ren)'s risk of contracting COVID-19. Parents will be required to sign an assumption of risk and waiver of liability in order to attend classes at AcA.