



Memphis College of Art

SATURDAY SCHOOL

PARENT INFORMATION

WE ARE SO HAPPY TO WELCOME YOU—OR WELCOME YOU BACK—TO MCA’S SATURDAY SCHOOL PROGRAM. OUR HOPE IS THAT YOUR CHILD WILL LEARN SOMETHING NEW, MAKE NEW FRIENDS AND HAVE A WONDERFUL TIME. WE LOOK FORWARD TO SEEING YOUR CHILD LEARN AND GROW WITH US THIS SEMESTER.

SATURDAY SCHOOL DATES & HOURS

SESSION I CLASS DATES

January 21
January 28
February 4
February 11
February 18
February 25 **

SESSION II CLASS DATES *

March 24
March 31
April 14
April 21
April 28
May 5 **

HOURS

Saturday School: 9 a.m. – 12 noon**
Portfolio Development: 1 – 5 p.m. ***

* PLEASE NOTE: There are no classes on April 7.

** Late dismissal at 12:15 on February 25 and May 5 for classes to prepare for Showcase.

*** Portfolio Development meets in Session I only.

WHERE TO GO

Saturday School is held in our main building (Rust Hall) inside Overton Park. Enter the building at the top of the large staircase. Sign-in is held in the Main Gallery. When it is time to pick up your child, you may wait in the Main Gallery until a member of our staff brings the class up for sign out.

SAFETY PROCEDURES

Memphis College of Art is a secure facility and our safety policies and practices are strictly observed. All visitors to the MCA campus must remain in the Main Gallery unless escorted by an authorized staff person. Our students’ safety is our top priority. We cannot allow unauthorized persons to have access to the children entrusted in our care; we appreciate your full cooperation in making our campus a safe and secure place.

ARRIVAL AND DISMISSAL

We strictly observe the following procedures for arrival and dismissal:

- Student drop-off begins at 8:45 a.m. in the Main Gallery.
- Our staff will greet you in the Main Gallery (lobby area) and will direct your child to the appropriate studio. Parents and other family members must remain in the Main Gallery at all times.
- Students must be signed in and out each day in the Main Gallery by a parent or other designated person.
- Only the person(s) you have designated on your child’s registration form will be allowed to pick up your child from Saturday School. If unfamiliar to our staff, they will be required to present a picture ID.
- Please see the Safety Officer at the front desk if you need assistance with a late arrival or early dismissal.

LATE PICKUP FEES

Saturday School dismissal is at 12 o’clock noon. Late pickup will result in an additional fee. After a 5-minute grace period, a one-dollar per minute fee is due at the time of pickup. This fee must be paid in cash before the child will be admitted to the next class. Please be certain to inform all designated pickup persons of this policy.

WHAT TO BRING

Your child may bring a snack and drink for use during class breaks. Please label all personal items with your child's first and last name.

We provide all the supplies your child will need, unless enrolled in one of the following classes:

Digital Photography – students supply a digital camera and portable flashdrive

WHAT TO WEAR

One thing is certain: we will get messy! Please be sure your child dresses appropriately and comfortably to take part in the mess-making!

INCLEMENT/SEVERE WEATHER

If inclement or severe weather causes the college to be closed, information can be obtained over the local media and the College website (www.mca.edu). Channel 3 (WREG-TV) and FM-100 have been designated the official media stations for this information.

MEDICATIONS

Please contact our office if your child will need to take medications during class hours. Medications may not be taken without signed forms on file. This applies to medications of any kind, prescription and non-prescription.

ILLNESSES

Please do not send your child to class with a contagious illness and/or fever. We require that students be fever-free for a 24-hour period before returning to class.

LEARNING ENVIRONMENT

Our learning community depends on the mutual courtesy and respect of its members. Please review the Behavior Standards on the following page with your child before the first day of classes.

COMMUNITY

We consider you and your family a part of our artistic community. We always welcome and encourage your questions, concerns and suggestions.

MCA POLICIES: *Course Cancellations: If a course fails to meet minimum enrollment 10 working days before the first class meeting, it may be cancelled. In this case we will contact you to choose an alternate class. If no alternates are acceptable you will receive a full refund. Changes/Errors: MCA reserves the right to make changes to its curriculum, courses or instructors without prior notice. MCA is not responsible for errors, omissions or inaccuracies in our catalog, website, print media or other sources. Missed Classes: There are no make up sessions for classes missed by students. If a class meeting is cancelled by MCA, every attempt will be made to reschedule the class to accommodate the majority of the affected students. Classes cancelled due to inclement weather, power outages, natural disasters, or any other event outside the control of the College will not be rescheduled, nor will refunds, credits or "rain checks" be issued. Publicity Waiver: Enrollment in a course implies that students and/or parents of students grant permission for use of any visual record of students and/or their artwork for educational or publicity purposes, including use on our website. Regulations: A learning community depends on the good judgment and considerate behavior of its members. Any student whose conduct infringes on the rights of others will be dismissed without refund. Student Project Pick-Up: Any student work left on campus after the last class meeting will be held for 2 weeks, after which it will be discarded. MCA is not responsible for lost, stolen, damaged or unclaimed projects. Withdrawal Policy: Please choose your classes carefully. Refunds cannot be made after deadlines have passed. All withdrawals are subject to a \$25 withdrawal fee. If a student withdraws from a class 10 or more business days prior to the first class meeting, a full refund, less the \$25 withdrawal fee, will be given. If a student withdraws before the first class meeting, a 75% refund, less the \$25 withdrawal fee, will be given. No refunds are issued after the first class meeting.*

BEHAVIOR STANDARDS

Please discuss the Student Expectations and Consequences with your child before the first day of class. Mutual respect is essential to creating a learning community. Our instructors are expected to interact with all students in a positive, uplifting and respectful manner. By the same token, students are expected to respect their teachers, staff and fellow students and value the learning community we are creating together.

Student Expectations

In an effort to provide a positive learning environment for all students, we have set forth the following expectations for student behavior. Please take a moment to review and discuss them with your child.

1. Listen and follow instructions of teachers and staff.
2. Treat teachers, students and all others respectfully.
3. Keep hands, feet and objects to yourself.
4. Walk at all times (never run).
5. Use your indoor voice and appropriate language and gestures.
6. Take care of materials and clean up workspaces.
7. Leave personal items (games, toys, music players, phones, etc.) stowed during class time.

Please understand that we cannot list every behavior that would be considered inappropriate; we expect students to use good judgment in their behavior and interactions with others while enrolled in the program.

Consequences

Our staff uses positive reinforcement to direct desirable classroom behavior as outlined in the Student Expectations. When student expectations are not met, appropriate consequences are administered. These may include verbal warnings, time outs, student conferences or conferences with parents. Severe and/or threatening behaviors will result in immediate suspension and/or dismissal as deemed appropriate by the director or associate director. Suspensions and dismissals occur without tuition refund.

MCA Rights and Responsibilities

Memphis College of Art has the responsibility to keep its students and staff safe, and therefore has the right to refuse service to anyone posing a threat to the health and safety of others. Behaviors including violence, intimidation, bullying, vandalism, the use or possession of illegal drugs, alcohol, or weapons and other behaviors that threaten the safety of others or violate MCA policies are not tolerated and may be grounds for immediate dismissal without refund.

Memphis College of Art Community Education has been a vital part of Memphis for over 75 years. As the only regional source of art education for many decades, we remain the most experienced and the best. Today we are the only fully accredited professional art and design institution in the region to offer community education in the visual arts. We serve all types of learners from age five to adult. From Summer Art Camp to Saturday School, evening classes for adults to weekend workshops, Memphis College of Art excels at meeting the art education needs of the Memphis and Mid-South community.

STAFF CONTACT INFO

Cece Palazola
Director of Community Education
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Ashley Walker
Associate Director of Community Education
awalker@mca.edu

Office phone: 901-272-5100
Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

If you have an emergency, you may call Campus Safety
at 901-507-3030.

UPCOMING PROGRAM DATES

Summer Art Camp
Week 1: June 11 – 15
Week 2: June 18 – 22
Week 3: June 25 – 29
Week 4: July 9 – 13

Summer Art Camp, Junior
July 9 – 12

SAVE THE DATE!

Saturday School Showcase and Reception

Session I: Saturday, February 25

Session II: Saturday, May 5

12:15 to 1:00 p.m.

(Immediately following class dismissal)

Rust Hall, Overton Park

Come out and see your favorite artist's work in our Saturday School Showcase. All students enrolled in Saturday School will be represented in the show. We invite you to attend the reception and you are welcome to take your child's artwork directly from the display when you are ready to leave.



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