



HANDBOOK

2011-2012

Peninsula Metamorphic Arts and Learning

139 Mines Road

Blue Hill, ME 04614

(207)374-5255

www.pmalcenter.com

Description of Program:

Arts Playhouse is an afterschool art and academic enrichment program designed for the children of the Blue Hill Peninsula in elementary school. It consists of three components: a healthy snack; tutor guided homework help, and age-appropriate enrichment curriculum.

Homework Help:

Homework Help begins at 3pm each day, a healthy snack is served and then students begin work. Each student should have a homework folder to travel between school and Arts Playhouse in which either the student or his/her teacher places the homework for each day. PMAL is not responsible for contacting teachers for student's homework - if homework is not in the homework folder we have no way of knowing about it. If no homework is assigned, we will play learning games, give time for paired reading, offer writing and math activities, or make art.

While we work with students on content and comprehension, the goal for Homework Help is to help students organize their daily work and have confidence in their abilities to complete tasks. This is not a one-on-one tutorial time with the objective of remediation of skills.

The Art Curriculum:

The enrichment curriculum for the day begins at 4pm. Each day of the week is dedicated to a different workshop with workshops changing every two months. A list of past and present workshops can be found at www.peninsulametamorphic.com.

Classes will run 55 minutes, leaving 5 minutes to pack up for the day. Students are expected to attend the full 55 minutes.

Arrival:

Arts Playhouse begins at 3pm. Students should arrive no earlier than 2:55pm.

Blue Hill Consolidated School students are able to ride the bus from BHCS to the PMAL Center at 139 Mines Road, Blue Hill. This is on a first come-first served basis as there are limited spaces available on that bus.

Parents are in charge of arranging transportation for students coming from other schools.

Pick-Up:

Pick-up is at **EXACTLY** 5pm each evening. This is very important as the PMAL center may have other programs scheduled directly after Arts Playhouse. A late fee will be assessed for **ALL** late pick-ups. After a five-minute grace period, parents will be charged **\$10 for every five minutes** that they are late picking up.

Only persons authorized by the parents are allowed to pick-up students each evening. An authorized pick-up list is required at registration. If there is an emergency change, parents **MUST** call the PMAL center at 374-5255 to give verbal instructions for pick-up.

Calendar:

Arts playhouse will run on the Blue Hill Consolidated School Calendar. If BHCS has a noon dismissal, Arts Playhouse with **NOT** run that day. (For holidays, please check for other PMAL offerings.)

Inclement Weather and School Closings:

If Blue Hill Consolidated School is closed for inclement weather, Arts Playhouse will **NOT** run that day. This includes both full day closings and early dismissals for weather.

Information will be posted at www.peninsulametamorphic.com.

Behavior Expectations:

Arts Playhouse is an enrichment program designed to foster academic and creative selves. Students are expected to work on their homework and to participate in the activities designed by the various staff members. Creativity and learning require a place of safety and respect. Creativity and learning can be loud; they can even at times seem chaotic. However, they must **NEVER** infringe on others and their creativity and learning. If a student causes disruption to the other students' quiet study time or creative time, the PMAL staff will intervene. If the situation cannot be remedied, the student will be sent home.

Emergencies:

PMAL staff can be reached at 374-5255. If there is no answer, **PLEASE LEAVE A MESSAGE!** Someone will call right back. You may also try to reach our business manager, Chris Muise, on his cell phone at 479-4795.

Absences:

If a student is absent from school on the day of their scheduled enrichment, please phone or e-mail the staff of PMAL and let them know that the student will not be attending Arts Playhouse that day.

Fees:

Tuition for Arts Playhouse is \$15.00 per day (\$12 per day per additional sibling) payable upon receipt of invoice. Invoices can be mailed to you via the USPS or e-mailed. Participants must commit to the entire two-month session. Due to limited openings in our workshops, prorating for planned absences is not available.

Late pick-up charges will be assessed as follows. There is a five-minute grace period after which parents will be charged a **\$10 fee for every five minutes past the grace period** that they are late. These charges will appear on the following month's invoice.

PMAL will issue a credit for any missed workshops due to inclement weather or other closings. There are **NO OTHER REFUNDS** after a monthly invoice has been sent.