

Encore Kids College Operating Procedures and Information: 2017-2018

Encore Kids College Mission:

Encore Kids College is an after school program hosted by The Capitol Encore Academy (TCEA). The mission of Encore Kids College is to provide affordable access to after-school enrichment, arts activities and creative practices for K-12 children in our community, by working in collaboration with local artists, professionals, and organizations.

Encore Kids College Vision:

Encore Kids College wants to provide the access for enrichment activities that support creative practices for all K-12 students in our community. We believe this access to enrichment will assist in promoting not only increased skill, but also a positive lifestyle for children. Offering choices to students to participate in additional learning opportunities encourages growth and positive outcomes for student in self-esteem, citizenship, arts/talents and academics. In addition, TCEA wants to support and encourage the use of the local resources by establishing relationships between the school, family, and the community.

Structure:

Encore Kids College serves as an after-school resource, provided by The Capitol Encore Academy, for all children in our community. Similar to a college catalog of courses, Encore Kids College will offer a variety courses through individual instructors from the local community. Students are not required to attend TCEA to access these programs, though priority is given to TCEA students in some specific instances. Instructors are not required to be, but may be, employees of TCEA. Instructors of these courses include artists, teachers and organizations from the community who are able to use TCEA facilities to provide these courses. TCEA recognizes the benefit for parents to have offerings onsite allowing for minimal transportation arrangements as well as to local organizations growing local talent. All are expected to uphold ethical and safety practices to affiliate with Encore Kids College.

Fees/Tuition Disclaimer:

The Capitol Encore Academy serves as a host organization, and does not profit from or charge instructors fees for Encore Kids College activities. All tuition or fees paid by students go directly to course instructors – not to TCEA. TCEA does not operate EKC for profit, but rather to foster a need in our community and encourage local partnerships for the benefit of children in our community.

Logistics:

Encore Kids College serves as a hub for courses and resources, operating in collaboration with the instructors who provided the courses. The EKC director will accept course proposals from collaborating organizations that wish to provide courses, approve courses, assemble them in a catalog, along with a brochure and market the program. The director will seek out marketing and advertising opportunities for the program as far in advance as possible. The director will maintain contact with instructors throughout the program.

Encore Kids College will offer multiple arts disciplines, creative practices and similar courses. Courses will be offered in session increments Monday through Friday between 3:00 and 6:00pm. The instructor of the course sets tuition, fees, schedule, and course content. Parents and students will select options available based on age, content, day/time, and other eligibility criteria set by instructors.

Parents must enroll students with Encore Kids College in order to register in a specific course, such as Art Studio or Guitar Lessons, for example. This is similar to registering for a community college, prior to being able to register for a specific course with the individual instructor. This is for safety and accountability of students.

Parents will then contact the instructor directly to pay for the course, fill out additional forms as required by the instructor and communicate any questions or concerns relating specifically to the course. TCEA does not handle payment from students or instructors for ECK programs. TCEA does not profit from EKC programs.

Roles and Responsibilities of Encore Kids College Director:

- EKC will provide a facilities for courses to take place in the Capitol Encore Academy building for courses take place between the hours of 3:15pm-6pm, Monday-Friday.
- EKC will provide communication to instructors and students as needed to operate the program.
- EKC reserves the right to discontinue courses should instructors/organizations fail to uphold ethical and safety standards.
- EKC reserves the right to cancel student enrollment if students and/or parents fail to meet previously outlined responsibilities.
- EKC will provide instructors with verification that students have enrolled in Encore Kids College and provide a copy of the student transportation plan through email.
- EKC & individual instructors reserve the right to remove a student from EKC based on habitual late pickups at the end of the day, if this issue cannot be resolved. Late pick-ups will be dealt with on a case-by-case basis and the

instructor must contact the director with an issue and provide documentation and meet with a parent for mediation with the director prior to removal of a student as a last option.

- EKC will promote and advertise courses through all means possible in a timely manner.
- EKC will participate in 4th Friday and other community events; giving opportunity for showcasing EKC students, and keep instructors informed of those options.
- TCEA will keep students in the school for courses that start up until 3:30pm. Instructors must have students supervised after 3:30pm by parents or other arrangement.

Roles and Responsibilities of Course Instructors:

- Instructors must offer courses that enhance creative practices with a structured, supervised curriculum.
- Instructors must charge fair rates and fees for courses, recognizing the mission and vision of EKC to provide access to these programs that might not otherwise be available.
- Instructors must submit a course proposal form, and receive approval prior to starting their own advertising and marketing.
- Instructors may advertise the program independently, but student must follow EKC procedures for enrollment.
- Instructors must offer after-school course options between the hours of 3:15pm-6pm, Monday-Friday. Courses do not have to take place every day.
- It is the responsibility of the instructor to create their schedule of courses and communicate schedule changes directly with parents and the EKC Director, as well as school staff if changes will affect the dismissal/student pick-up process.
- Requests to use the building outside of these hours for events and special performances must be submitted in advanced, in writing, to the EKC Director.
- Instructors must uphold ethical and safety standards to maintain affiliation with Encore Kids College.
- Instructors must understand that courses affiliated with EKC operate as a separate entity than The Capitol Encore Academy and advertise courses appropriately.
- Instructors must inform the EKC Director of newly registered students to verify that all steps for enrollment have been followed.
- Instructors must arrange registration and payment directly with parents, after students have enrolled in the Encore Kids College program.
- Instructors must attempt to resolve all registration, payment and other issues directly with parents and students, prior to contacting the EKC Director for assistance. If issues cannot be resolved with students/parents directly, the EKC Director should next be contacted and all documentation and information must be provided in order for the EKC Director to mediate the grievance.

- Instructors must maintain proper insurance; follow safety procedures and ethical business practices.
- Instructors who wish to use their own facilities must be located within a two-block radius of the Capitol Encore Academy. Instructors must arrange to do so with EKC and have prior approval.

Roles and Responsibilities of Parents/Guardians:

- Parents must inform Encore Kids College director that they are enrolling their students in Encore Kids College.
- Parents must complete and return Enrollment Agreement and Transportation Plan to the EKC Director, currently Trish Brownlee at tbrownlee@capitolencoreacademy.org, prior to beginning a course.
- Parents must arrange drop off and pick up for students attending courses and follow the schedule and pick-up procedures set by the instructor.
- Parents may not leave their students unattended or request TCEA administration/staff to supervise children until their EKC course begins or after it ends.
- Parents must communicate with course instructors directly to register for courses, and arrange payment prior to beginning courses.
- Parents must notify the course instructors directly if students will be late for pick-ups, absent or missing scheduled lessons.
- Parents must communicate with course instructors directly to resolve issues, before contacting EKC director. If issues cannot be resolved with instructors directly, the EKC Director should next be contacted and all documentation and information must be provided in order for the EKC Director to mediate the grievance.
- Parents must notify, in writing, both EKC director and course instructors of changes in transportation plan, and before withdrawing from courses or beginning new courses.

Steps for Students enrolling in EKC courses:

- 1) Submit the EKC Enrollment Agreement and Transportation Plan to the EKC director, currently: Trish Brownlee: tbrownlee@capitolencoreacademy.org via the online form available at
- 2) Contact the course instructor/organization directly to register for the individual course and pay any fees/tuition.
- 3) Follow any additional steps as required by the course instructor.
- 4) Communicate changes to Trish Brownlee and the course facilitator as needed.

Prices and detailed information on specific courses can be obtained by contacting individual instructors directly through the course catalog. Any materials required or recommended for the class (e.g., dance clothing, instrument rentals, arts materials, etc.)



will be communicated to students, prior to the first day of the program by the instructor. Date and times of program offerings are subject to change based on size and demand, at the determination of the instructor but must be well communicated to all parties. Students must enroll in the EKC program, complete enrollment forms, and complete the transportation plan prior to registered with instructors. Links to the enrollment forms can be found on the Capitol Encore Academy website, and must be submitted to Trish Brownlee, tbrownlee@capitolencoreacademy.org.

2017-2018 Encore Kids College programming will formally begin on Tuesday, September 5th, 2017. * Some courses allow rolling registration. A formal second round of registration and marketing will take place after winter break in January. Classes will be offered in varying sessions, Monday through Friday between 3:15 and 6:00pm. Some performances may take place outside of these hours, pending needs of the instructor and course, with prior arrangement made. Community organizations and individuals will offer these classes at The Capitol Encore Academy. *Some courses take place off-site.

EKC Director

Contact: Trish Brownlee

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