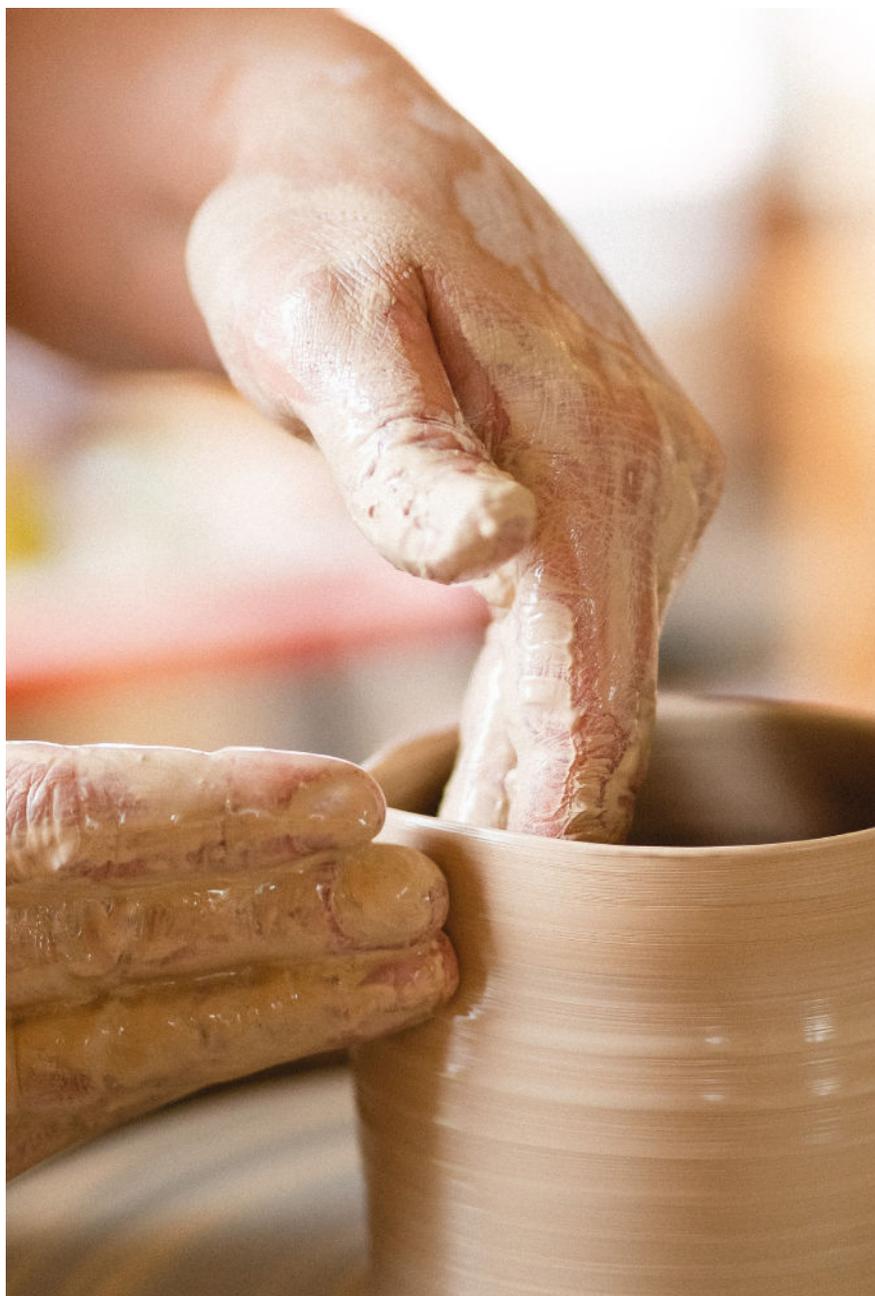


CULTURAL ARTS HANDBOOK





CHAMPAIGN PARK DISTRICT

The Champaign Park District is a special district of local government with its own financial and legal responsibilities. It is governed by five elected residents of Champaign who give their services to the community. The Park Board holds its regular meetings on the second Wednesday of each month at 7pm at the Bresnan Meeting Center, 706 Kenwood Road. Residents are invited to attend and are welcome to make suggestions or comments to improve the programs or facilities offered. The Champaign Park District's 62 parks total over 700 acres. Fourteen facilities are available for a wide variety of recreational opportunities.

Park Board Commissioners

Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin J. Miller
Jane L. Solon

Officers of the Board

Jarrod Scheunemann, Secretary
Guy C. Hall, Attorney
Brenda Timmons, Treasurer
Sarah Sandquist, Executive Director

Equal Opportunity Programs

It is the policy of the Champaign Park District to provide that no person shall on the grounds of race, color, creed, national origin, sex, age, marital status, physical and mental disability, sexual preference, veteran status, or any other protected characteristic as established by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity of the District.

: OUR STAFF

Our instructors represent a diverse spectrum of education in their specialized areas of art, ceramics and music. The expertise of the instructors greatly enhances the quality of the program.

: WAITING AREA

Parents may wait in the following area if the space is available:

Room 206 (the kitchen) — The kitchen area is available for parents to wait, provided it is not reserved for programming. It is a quiet-zone area for reading and having a snack.

PLEASE NOTE: the hallway is not a designated waiting area. No sitting allowed as this is a fire code violation. Please remember that all children within the building must be supervised by their parents when not attending classes.

**Indoor accessibility is subject to change due to public health guidelines*

: FACILITY CLOSED

New Year's Day, Martin Luther King Jr. Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving: Thursday & Friday, and December 24 & 25.

: PROCEDURES

Enrollment Information

1. Class fees for classes missed will not be prorated.
2. Late enrollment may be allowed for students if approved by the Supervisor of the program. Class fees for classes missed will not be prorated.
3. Parents must complete the *Parent Information and Participant Forms* packet, and bring them to their child's first class. Go to <http://www.champaignparks.com/ceramics/>; <http://www.champaignparks.com/drawing-painting-programs/>; or <http://www.champaignparks.com/performing-arts/> for a fillable or printable form. Students will not be allowed to participate without having these forms submitted and no proration will be provided for any classes missed for this reason.

Classroom Information

Students will be checked in by their instructor at the front entrance on the west side of the building, and taken into the classroom. Parents may wait in the kitchen area located on the main level, room 206, if space is available and no other programs are using the space.

Our classroom procedure is that we only allow patrons who are registered for a class, in the classroom. Patrons must be in the age range of the Cultural Arts class.

If a class is in need of volunteers, and a parent would like to volunteer to be in the classroom, they must follow our volunteer procedure. Parents must fill out a volunteer application, give permission for a background check, and sign a waiver prior to volunteering. Parents will be asked to sign in their hours on a volunteer sign in sheet.

Class Advancement

Students will be able to progress to advanced levels per instructor and supervisor approval. To progress to intermediate and advanced levels it requires that criteria be met at the beginning levels in order for the student to move forward to the next level. This ensures patron enjoyment in the program, and enables the instructor to prepare accordingly in order to progress through curriculum efficiently. If a student is new to the area and would like to request a placement into the appropriate class, they may do so by calling the Springer front desk at 217-398-2376.

Scholarships

Because some residents are unable to participate due to economic hardship, the Champaign Park District offers scholarships for Champaign residents to reduce certain fees and charges. Need is the primary criteria upon which scholarship applicants are considered. Applications are available at each Champaign Park District facility and on-line. Applications should be submitted as soon as the Program Guide is received for the upcoming season as early applications are given priority. All requests will be reviewed and applicants will be notified prior to registration.

Tardiness

When a student's learning time is shortened by absences or tardiness, it jeopardizes their progress in the class. Late arrivals will miss demonstrations, and students may have a difficult time catching up in class.

Please arrive 5 minutes early so the instructor can meet the students at the front door. For adult classes, pottery demonstrations are at the beginning of class time, if the demo is missed, there may not be another opportunity to view it.

Cancellations

In the event that the Champaign Park District may need to close due to snow or other weather-related issues, program cancellations can be found on the champaignparks.com homepage rain outline. Staff will also attempt to contact you by email and/or telephone. Classes missed for this reason will not be made up.

In the event an instructor falls ill, every attempt will be made to arrange for a substitute instructor, if available. If this is not possible, classes will be canceled and students will be notified as soon as possible. These classes will be rescheduled by the Supervisor of the program.

At this time, we ask that students remain outside on the porch until the instructor comes to get them. This helps limit foot traffic inside our building.

Absences

Absences are discouraged since these programs are a progression of learning in the area of specialty. Makeup classes are not provided due to participant absence.

Sickness

Your child will not be able to attend the program when he/she is ill (has a fever, a severe cold, feels sick, or shows other signs of illness). Your child should be symptom-free and fever-free without fever-reducing medication for 24 hours before returning to their art, music, or pottery class.

Policy on Head Lice

- A. Proof of purchase of shampoo for first treatment
- B. Doctor's note to return
- C. Proof of purchase of shampoo for second treatment

: TORNADO AND FIRE PLANS

In the event of the tornado siren sounding, all participants will take refuge in the center hallway of the lower level of the building. We will remain there until we receive word that we are in the clear.

In the event of a fire, the alarms at our center will be sounded. All participants under the supervision of the staff will leave the building through the nearest unobstructed exit, and shall seek shelter at the Virginia Theatre, 203 W. Park Ave, 217-356-9053. Parents and guardians will be notified as soon as possible. We will stay at the Virginia Theatre until all the children are picked up by their parent or guardian.

In the event of other emergencies, all participants under the supervision of staff will leave the building and follow the above-mentioned emergency evacuation procedures.

: BEHAVIOR GUIDELINES

CONDUCT REPORT GUIDELINES

Guidelines may not pertain to sports programming

- Supervisors should be immediately notified for all third degree behaviors; then the immediate contact with the individual's parent/guardian to inform them of their child's behavior.
- Each individual will face the consequences upon their behaviors. However, each individual behavior will be addressed on a case-by-case basis with consideration of individual disabilities, medical issues, safety of participants and/or staff, disruption to the program and other such pragmatic considerations.
- Management reserves the right to supersede all degree levels and respond correctly based on severity of conduct
- Instructor, if unsure the severity of an action please consult the Supervisor to correctly handle the situation.

FIRST DEGREE

Actions taken in response to first degree behaviors are primarily the responsibility of the Instructors. Instructors are to complete *Disciplinary Action Forms* and turn into Supervisor that day.

Ex: Short period of activity exclusion (time out)

- "Cooling off"
- Given a chore to help leaders

**When individuals reach (2) first offense reports, the Supervisor will notify/speak with the parent/guardian of the individual.*

Behaviors may include, but not limited to:

- Purposely distracting the group (not listening/behaving)
- Inappropriate language/remarks
- Pushing and/or shoving (minor)
- Refusal to follow instruction
- “Talking back”

First Degree Consequence: Warning

SECOND DEGREE

Actions taken in response to second degree behaviors are the responsibility of the Instructor to report the action and Supervisor/Coordinator/Manager to speak with the parents/guardians.

- Fill out Disciplinary Action Form
- Inform Supervisor
- Supervisor will call and notify parent

Second Degree Behaviors may include, but not limited to:

- Persistent first degree behaviors (listening, following instruction, etc.)
- Fighting, “provoking”, spitting
- Bullying or acts of aggression and violence
- Excessive inappropriate language or remarks directed to other participants/leaders
- Running off/leaving the group
- Intimidation/threats to other participants
- Inappropriate physical contact (pushing, tripping, etc.)
- Direct/blatant disrespect to leaders

Second Degree Consequence: Participant will be sent home for the day, possibly longer depending on the severity of the offense.

THIRD DEGREE

Actions taken in response to third degree behaviors are at the immediate responsibility of Supervisor. Coordinator/Manager will also be involved in actions.

- Remove individual from group & bring to Supervisor

- Complete Disciplinary Action Form
- Supervisor will call and inform parents to come pick up their participant

Third Degree Behaviors may include, but not limited to:

- Severe or repeated physical aggression
- Physical contact to the face and/or neck
- Abuse and/or harassment: verbal, physical, sexual, and emotional
- Sexual misconduct
- Destruction of property
- Endangerment of themselves, other participants, staff or volunteers
- Theft
- Possession of a weapon

Third Degree Consequence: Participant will be suspended for the day, possibly longer depending on the offense.

**Repeated Third Degree reports to lead to multiple day suspensions or removal from the program.*

BEHAVIOR CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the Champaign Park District. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as Summer Youth Programs, athletic leagues, and aquatic facilities.

Participants and Parent/Guardian shall:

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from Champaign Park District staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or Champaign Park District staff.
5. Refrain from damaging equipment, supplies, and facilities.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. A copy of the *Conduct Report Guidelines* is attached to this handbook.

If there is need for an ADA accommodation please see “*Inclusion Request Procedure*” information on page 4 of this handbook.

POLICY ON BEHAVIOR MANAGEMENT

In order to provide a safe and enjoyable experience for all participant, Champaign Park District has developed a set of expectations for all participants. All patrons will be treated fairly based on individual aptitude.

Behavior guidelines are as follows:

1. No individual will endanger him/herself or other participants or staff.
2. Individuals will use respectful, appropriate language towards staff and other participants.
3. All participants will respect staff, program rules, other participants, and equipment.
4. All individuals will keep their hands, feet, and objects to themselves.

Consequences for inappropriate behavior are:

- 1. First Offense:** Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/Guardian will be notified at pickup.
- 2. Second Offense:** Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. After being removed from the group, parents will also be notified and asked to pick their child up within 30 minutes of the incident. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense.
- 3. Third Offense:** The participant’s parent/guardian will be called for immediate pickup, and the participant will be suspended from the program for up to 5 days, without refund. When the child is picked up, the Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (*If the participant is not picked up/signed out within 30

minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

- 4. Fourth Offense:** The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from that program temporarily but indefinitely suspended, without a refund for that particular session. If the participant is registered for any subsequent programs during the summer, the parent/guardian will be refunded their deposit/fees for those programs and the child will not be allowed to participate in any summer program with the Champaign Park District. When the participant is picked up, the Supervisor will meet with the parent/guardian, discuss the incident and discuss the temporarily but indefinitely suspension. Participants with Inclusion Services will also meet with the Inclusion Coordinator at Champaign-Urbana Special Recreation. (*If the participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

Please note: *In cases of inappropriate behavior deemed extreme by staff, participants*

: SPRINGER CULTURAL CENTER PARKING

Parking

1. City of Champaign Parking Lot (on Randolph north of the Springer Cultural Center)
Free parking weekly in spaces 1-26. Metered parking is available in spaces 27 & 28, as well as and Randolph Street Parking Garage.
2. Randolph and Church Streets
Every day, all day meter parking

Drop-off Protocol (see map)

All Champaign Park District participants are asked to enter Church St. and exit onto Randolph St. Please adhere to this traffic flow as we want to ensure the safety of you and your children during your visit.

- No drop-off in opposite direction
- No parking in the drop-off area

