



DMSC Jr. 2015 - 2016 Program Policies and FAQ

The Des Moines Social Club is pleased to announce our first full school year of after school arts programming, DMSC Jr. Every day after school, students in grades Kindergarten through 5th will enjoy a wide variety of fine arts based programming, including theater, music, dance, visual, literary, culinary, and even circus arts! We strive to create a fun, supportive environment for students to build cognitive and creative skills.

Daily Times (times include pick-up at Walnut Street School)

3:00 – 5:30pm Monday, Tuesday, Thursday Friday

1:30 – 5:30pm Wednesdays

Time Frame

We will meet every day that Des Moines Public Schools is in session, August 26, 2015 – June 1, 2016. We will follow the traditional (non-continuous) calendar.

Note: It is not mandatory that students arrive right at 3:00pm. We realize that elementary dismissal times vary, and will welcome your student whenever they can arrive.

Cost

Full Weeks:

Five days per week: \$75/week

Three days per week: \$60/week

One day per week: \$40/week

One-time only registration fee: \$20 (to be paid along with initial enrollment)

Short Weeks:

Weeks in which Des Moines Public Schools has scheduled days off will be prorated as outlined below:

Four-day school week:

Five-day students: \$60

Three-day students: \$40

Three-day school week:

Five-day students: \$45

Three-day students: \$40

Two-day school week:

Five-day students: \$30

Three-day students: \$20

One-day school week:

Five-day students: \$15

Three-day students: \$20

Students enrolled one day per week will only be charged if school is in session on the day they regularly attend.

Enrollment

We ask for a good faith commitment that you intent to enroll your child for the school year. We require two weeks notice to withdraw from the program.

Students will be accepted on a first-come, first-served basis as the initial payment (first week's enrollment plus \$20 registration fee) is received. Families wishing to be added to wait lists will be added in the order their registration information is received.

Payment

The initial payment includes the first week of the program, August 26 - 28, 2015, plus at \$20 registration fee. As this is a three-day week, it will be pro-rated.

Initial Payment: First week's fees (\$45/40/40) plus one-time registration fee (\$20).

Beginning the week of January 12, payment will be due by 5:30pm each Monday. You may choose to have Des Moines Social Club charge a credit card weekly, or you may pay by check or cash each week. Any late-pickup fees incurred will be due along with the following week's enrollment fee.

Pick-up

You may list up to two parent/guardians and up to three additional adults who are allowed to pick up your children. A government-issued photo ID with a name matching one of those listed will be required to pick up your child.

Students *must* be picked up by 5:30pm each day of the program. If children are not picked up on time, late fees will be assessed and will be due along with the following week's enrollment fee. If late pick-up becomes a habitual problem, your child may be removed from the program.

Late fees will charged as follows:

5:30 – 5:45pm: Grace period. Late pick-up recorded, but no charge.

5:45 – 6:00pm: \$20 per child, per instance.

6:00 – 6:30pm: \$40 per child, per instance.

6:30 or later: \$60 per child, per instance. More than one instance of picking up past 6:30pm may result in removal from the program.

Inclement Weather

In case of inclement weather, DMSC will follow the lead of Des Moines Public Schools. If school is canceled or an early dismissal is declared, there will be no

DMSC Jr. that day and no refunds will be issued. If evening activities only are canceled, DMSC Jr. will continue.

Parking

After 5:00pm, free parking is accessible in the Wells Fargo parking garage just east of DMSC on Mulberry Street. Please note that you must enter the garage from Mulberry Street in order to access the free parking.

Parents dropping their students off after school are encouraged to park at the meters conveniently located in front of DMSC on Mulberry Street.

Showcase

A showcase will be scheduled the last week of school (date and time TBD) to provide parents the opportunity to see what their children have been learning throughout the year, including performances and a mini art gallery.

Photography

Photographs will occasionally be taken during DMSC Jr. activities and may be used on Des Moines Social Club promotional materials or on social media. If you would not like your child to be photographed, please note that on your registration form.

Conduct

Des Moines Social Club strives to create a safe, encouraging, artistic environment for all students. Rules regarding safety must be followed at all times. Bullying will not be tolerated.

Des Moines Social Club has a zero-tolerance policy regarding alcohol, drugs, theft, weapons, and vandalism. Students found in violation of this policy will be sent home immediately and unconditionally.

FAQ

Q: Who Can Enroll?

A: Any student in grades Kindergarten through 5th in the Des Moines Public Schools district.

Q: If my child misses a day of school or school is canceled, will I be charged for that day?

A: Yes.

Q: If my child is gone for a week, will I be charged for that week?

A: Yes. Even if your child does not attend, you are paying for us to hold their spot.

Q: Is there a discount if I enroll more than one child in the program?

A: Not at this time; however, younger siblings of students already enrolled in the program will be given preference when enrolling in future years.

Q: Is financial assistance available?

A: Not at this time. We are currently working to secure funding for income-based assistance.

Q: May I enroll my child for two or four days per week?

A: Yes, but you must pay for next highest level of enrollment (three or five days per week, respectively).

Q: Who are the teachers and staff? Are they qualified and background-checked?

A: Our teachers are either working artists or teaching artists who have experience working with children. All teachers, volunteers, and DMSC staff affiliated with DMSC Jr. undergo state and federal background checks.

Q: May I switch days on a week that my child has another obligation after school?

A: Switching days (applicable only to one-and-three-day enrollment only) will be permitted on a case-by-case basis depending on enrollment. We can never guarantee accommodation.

Q: Can I enroll my sixth, seventh, or eighth grader in the program?

A: If vacancies remain after all K-5 students have been accepted we may consider admitting sixth-grade students. Older students may find that the material covered is not appropriate for them.

Q: My child has a dietary restriction. How can I ensure they are given appropriate snacks?

A: We will make every effort to accommodate students with dietary restrictions; however, in some severe cases, parents may be asked to provide snacks for their child. Those snacks may be stored at DMSC for your convenience.