DES MOINES ART CENTER
MUSEUM
ART SCHOOL
SCULPTURE PARK

Youth Programs Family Guide

Classes and Camps

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Welcome and Quick Facts

Welcome to the Des Moines Art Center! This guide covers what families need to know about our youth Art School programs: afterschool and weekend classes during the school year, spring break, and summer camps. Please read it before the first day of your class or camp and keep it handy.

Contact Information

Email	studioclasses@desmoinesartcenter.org
Phone (Education Desk)	515.277.4405
Phone (Youth Program Manager)	515.277.0335

Registration and Payment

Registering

- For classes and workshops during the school year, registration closes 24 hours before the first day. For spring break and summer camps, registration closes three days before the first day.
- Registration is complete only when we receive full payment, including material fees. Confirmations for online registration are sent automatically by email.
- Late enrollment is not prorated. Tuition and fees are the same regardless of when a student joins.
- A 3% processing fee is charged on all credit card transactions.
- Financial assistance is available through our scholarship program. Individuals may receive only one scholarship per term (Spring, Summer, Fall). Scholarship applications can be found on our website.

Membership Discount

Art Center members receive a 20% discount on tuition. To receive the discount, you must be logged in to your membership portal on tickets.desmoinesartcenter.org. The member discount does not apply to material fees or to additional care options (before care, lunch care, and after care).

Transfers, Cancellations, and Refunds

- Transfer and refund requests must be made at least 7 days before the first day of class or camp. Requests made after that point cannot be accommodated.
- A $15 cancellation fee applies for refund requests.
- We do not offer prorated refunds or credits when a student misses a day of class or camp, including when a student is asked to stay home due to illness. Refunds are not issued if a student is asked not to return to the program.
- If the Art Center cancels a class or camp for any reason, families receive a full refund, including material fees, with no cancellation fee. If a single session of class or camp needs to be cancelled, for example due to weather, the Art Center will attempt to schedule a make-up class date. If you are unable to attend a make-up date, we will issue a prorated refund for the cancelled class session.

Forms Completed at Registration

During registration, guardians provide emergency contacts, an authorized pick-up list, and any allergy or medical information. At this time guardians may opt in or out of our photo and media release and sign an independent minor release waiver for students 15 or older.

Arrival, Drop-Off, and Pick-Up

Where to Go

Classes and camps take place in the Education Wing of the Des Moines Art Center, 4700 Grand Avenue. The Education Wing entrance is located to the left of the main museum entrance.

Parking and Building Access

- Accessible parking is available directly in front of the Education Wing entrance and is marked with a sign.
- An elevator and ~~a~~ wheelchair-accessible ramp are located at this entrance.
- Wheelchair-accessible restrooms are on the lower level of the Education Wing. An all-gender restroom is located in Michel Studio 7 on the lower level of the Education Wing.

Drop-Off and Pick-Up

The times below apply to students who are not enrolled in before or after care. Families with before, lunch, or after care should see Summer Camp: Additional Care Options.

Program	Drop-off	Pick-up
Camp, morning session	8:45 - 9 am	12 pm
Camp, afternoon session	12:45 - 1 pm	4 pm
Afterschool/Weekend classes	See registration confirmation	See registration confirmation

Drop-Off

- **Caregivers must drop students off inside their classroom. We do not offer curbside or at-the-door drop-off.** When you enter the building, Art Center staff will direct you to the correct classroom. Please arrive a few minutes early to check in. Students must be dropped off by an adult, older siblings attending camp at the same time are not permitted to drop off a younger student.
- If caregivers have limited mobility or other barriers and would benefit from a more accessible way to sign students in and out, please email studioclasses@desmoinesartcenter.org by noon on the Friday before the first day of class or camp.

Pick-Up

- Only adults on the authorized pick-up list may sign a student out. The list is completed during registration. Staff may ask to see ID at any time; this is for the safety of our students.

- Caregivers must sign out their student with staff before leaving. Students must be signed out by an adult; they may not be signed out by an older sibling attending class or camp at the same time.
- Students ages 15 and older may leave independently only if we have an independent release waiver on file. Contact us at studioclasses@desmoinesartcenter.org to request the waiver.

Changes to Authorized Pick-Up

To add someone to the authorized pick-up list, email studioclasses@desmoinesartcenter.org with the new person's name and contact information at least one day in advance. To make an addition less than one day in advance, please call the Education Desk at 515.271.0316.

Absences and Late Arrivals

To report an absence, email studioclasses@desmoinesartcenter.org or call the Education Desk at 515.271.0316.

If you will be more than 10 minutes late for drop-off or pick-up, please call 515.271.0316. Repeated late pick-ups may be subject to additional after-care fees.

Weather and Emergency Closures

If a class is cancelled by the Des Moines Art Center due to weather or emergency closure, families will be notified via email. The Art Center will also update desmoinesartcenter.org, and post on social media.

In the event of an emergency or incident during class, staff will follow the Art Center emergency operations plan and evacuate or shelter-in-place as indicated in the plan.

Summer Camp: Additional Care Options

Families may register for additional care options if they need earlier drop off or later pick up times. Fees are listed at registration. The member discount does not apply to additional care.

Before Care and After Care

Before care and after care are relaxed, supervised times, not class time. Students may play games, free-draw, or watch age-appropriate movies or shows. Students are welcome to bring personal devices to use during this time. Before care early drop off is at 7:30 am, after care late pick up is at 5:30 pm.

Lunch Care

Students enrolled in both a morning and ~~an~~ afternoon camp, who stay at the Art Center between sessions, must be signed up for lunch care. Students should bring a lunch that is free of peanuts and tree nuts. We do not have a refrigerator or microwave available, so please pack food that does not need to be kept cold or be re-heated.

What to Bring and Wear

Snacks, Lunch, and Water

- Please send students with a snack for break time.
- Summer or Spring Break camp students in lunch care should bring lunch. No peanuts or tree-nuts. There is no refrigerator or microwave available.

- Please bring a refillable water bottle. Label the water bottle and all other belongings with the student's name.

Clothing and Shoes

- **Wear clothing that can get messy.** Students work with acrylic and tempera paint, watercolor, clay, and other art supplies. We have aprons and smocks available for students to use, but accidents happen. Feel free to send a change of clothes.
- **Wear closed-toe shoes.** For safety, flip-flops, sandals, and other open-toed shoes are not permitted. Sneakers are a good choice.
- **Bring a warm layer** if your student gets cold easily.
- **Outdoor play** happens in good weather. Please dress students for the day's weather.

Lost and Found

The lost and found is located at the Education desk. If your items are labeled with a full name, we will contact you via your on-file information. Items without contact information will be held for three months.

Health and Safety

Illness

To keep students, volunteers, and staff healthy, please keep students home if they have active symptoms of a communicable illness, including but not limited to nausea, vomiting, fever, or diarrhea. If your student is diagnosed with a communicable illness, please notify us via email or phone. Students may return once they have been symptom-free for 24 hours without fever-reducing or other symptom-relieving medication.

The Art Center may assess a student for symptoms and send them home. If this happens, we will contact the guardian for pick-up. Refunds are not given for missed days. A summer camp student diagnosed with a communicable illness should stay home for the rest of the camp week unless the guardian provides a written note from a doctor saying the student may return.

Allergies and Medication

Please tell us about any environmental or food allergies that may affect your student's experience. Share allergy plans and medication needs by emailing studioclasses@desmoinesartcenter.org before the first day of class or include this information in the registration form.

Staff are not authorized to dispense or monitor medication, but they can remind students to take it.

If a student needs medication during the day, send only enough for that day. It must be in the original container labeled with the student's name and handed directly to a staff member, who will keep it locked up. Your health care provider or pharmacy can provide a second container for prescription medications so that you may send only enough for the day.

Emergency medication, such as EpiPens and emergency inhalers, stay in the classroom with the student.

Injuries and Medical Emergencies

The safety of every student is our top priority. For minor injuries like paper cuts or scrapes, staff will provide basic first aid and let the guardian know at pick up. For more serious injuries staff will contact

guardians to describe the situation and potentially request an early pick-up. For all injuries, staff will complete an incident report for Art Center files and can provide a copy to guardians if requested.

In a serious medical situation, staff will call emergency services (911) right away and will then contact the guardian and emergency contacts as soon as possible. Staff may call emergency services without first reaching the guardian. It is important that the emergency contacts we have on file are current and can be reached during program hours.

Staff can provide basic first aid only and cannot provide further medical care or diagnose conditions.

Staff Screening and Training

All instructors and classroom assistants have passed a background check and received training on safety and security. Staff for camp programs are college students or recent graduates that have been studying Education and/or Art. Instructors for afterschool/weekend programs throughout the year are local teaching artists.

Student Support and Behavior Expectations

Our Classrooms

Our goal is to be a fun, engaging, and welcoming environment for every student. Classes are small, hands-on, and interactive. Staff support positive behavior by reviewing classroom expectations on the first day, modeling kindness and respect, and meeting students where they are.

Our classrooms are group learning spaces, and our teaching artists are not always able to provide the one-on-one support that some students need. We want every student to succeed, so please tell us what your student needs before the first day of class. You can share this information in the registration form when signing up for classes or camps.

If your student may benefit from individual support, guardians are welcome to arrange for a support person to attend with them. Contact us by emailing studioclasses@desmoinesartcenter.org to talk through options.

Sharing What Helps Your Student

Please let us know about anything that will help us support your student, such as sensory sensitivities, communication preferences, or strategies that work well at school or home. The more we know in advance, the better prepared we are to assist your student.

Sensory Support

Each classroom has a sensory kit with wobble seats, fidget rings, stress balls, noise-quieting headphones, and weighted lap blankets. We also have a designated quiet space where students can take a break if they feel overwhelmed or overstimulated. If these tools might help your student, email studioclasses@desmoinesartcenter.org with your student's name and any helpful information.

Classroom Expectations

- **Respect others.** Use kind words and actions, listen attentively, and keep hands to yourself.
- **Care for our space.** Treat supplies and spaces with care.
- **Be safe.** Follow directions, stay in your classroom, and use tools mindfully.

- Other classroom expectations will be created collaboratively with students on the first day of class.

When a Student Needs Help Meeting Expectations

If a student has difficulty with classroom expectations, staff will check in with them and redirect. We may adjust the environment to help, for example by offering sensory support, a break or alternative space, fewer distractions, or an alternative activity. If these steps do not help, staff will seek additional support from Art Center leadership, and a guardian may be called. Guardians will receive a call if a student repeatedly has difficulty meeting expectations.

Safety and Continued Participation

We have a zero-tolerance policy for hitting, kicking, biting, and bullying. Guardians will be called immediately if any of these occur, and the student may be asked not to return.

More broadly, if staff determine that a student's needs or behavior cannot be safely supported in our program, even with the steps above, we will contact the guardian to discuss next steps. These may include early pick-up, or removal from the program. We make these decisions carefully, with the safety and well-being of all students in mind. Refunds are not issued when a student is asked not to return.

Artwork and Projects

What Students Will Do

- Teaching artists develop each class or camp around its theme, introducing new techniques, materials, and styles. Students will create unique artworks in a variety of mediums, exercising their own creative voice.
- Students enrolled in a summer camp or spring break camp will tour the Art Center museum at least once. Students enrolled in school year classes may tour the museum but are not guaranteed to.
- Each class has up to 12 students, one teacher, and one teaching assistant.

Taking Artwork Home

Students make art every session, but some projects need time to dry or cannot go home right away. On the final day, caregivers should check in with the teacher to make sure all artwork makes it home.

Ceramics Pick Up Information

- Ceramic pieces are ready for pick-up three weeks after the final class or camp date. We will email the guardian with instructions for where and when to collect them.
- Pieces are held in the ceramics studio and may be picked up during regular business hours once ready.
- **Summer camp:** work from all summer camps is held until the end of September.
- **Afterschool and other classes:** work is held for up to three months.