



REGISTRATION INFORMATION

Registration for ALL Solon city after school programs will begin on Saturday, May 5th at 10:00 am.

Registration will be available online and you are HIGHLY encouraged, by both facilities, to take advantage of this service. Staff will be at both the Community Center and Solon Center for the Arts that morning to take enrollment in-person. However, keeping in mind that registration is first come-first served, registering online may be quicker and will help to ensure that your enrollment is successful. Once after school spaces are filled, a waiting list will be started for each program.

HOW TO REGISTER ONLINE FOR ALL AFTER SCHOOL PROGRAMS

Step 1: Create your account on **MaxGalaxy**. If you have not done so yet, please log on to <http://solonarts.maxgalaxy.net> or <http://solonrec.maxgalaxy.net> (for Recreation and Solon Center for the Arts). Make sure you put a parent/guardian as the primary account holder, then add all family members at the bottom. You will need to enter your child's CURRENT grade. Recreation and SCA share the database, so you only need to create one account!

Step 2 (A4K PLUS ONLY- Grades 5 & 6): On May 5th at 10:00 am, our system will open in-house and online for registration. If registering for Arts4Kids PLUS!, select **Activity Registration** and find the program under the SCA Art page.

Step 2: You will need to purchase a **FREE 2018 - 2019 Summer Camp/After School Membership**. This is solely our way of collecting all of the necessary important information about each child. Again, this is FREE. Please fill out all the questions in their fullest, especially in regards to medical information, emergency contacts and authorized pick-ups.

Step 3: On May 5th at 10:00 am, our system will open in-house and online for registration. You will be able to register for both Recreation and Art Center after school activities together by selecting either **Arts4Kids Registration** on the Arts Center's Max Galaxy page or **Summer Day Camp & After School** on Solon REC's Max Galaxy page. Make sure you sign up for ALL SESSIONS and ALL DAYS that you will require. Make sure to register for all the extras you will need, such as Homework Hour, Specialty Theater, Specialty Art and Friday Fun Day.

Step 4: When registering online, you will be given the option to pay in full or use the payment schedule. If you choose the payment schedule, you will only be charged 10% of your registrations on that day. The balances will be automatically withdrawn from your credit card on the due dates listed. If you pay in-house, you will also have the option for a payment schedule, but may be required to come in to make your payment.

Payment Deadlines/Automatic Payment Withdrawal Dates:

- **Session I:** Friday, July 20, 2018
- **Session II:** Friday, September 14, 2018
- **Session III:** Friday, November 16, 2018
- **Session IV:** Friday, January 25, 2019
- **Session V:** Friday, March 15, 2019

The 10% payment on your registration day is NON-REFUNDABLE and NON-TRANSFERABLE. If you drop a day/session or change a day/session, you will lose your 10% deposit.

All refunds are subject to a \$3 service charge. Refunds will be given in full if requested at least 24 hours before the start of the child's first day of each after school session. During the student's first week of each after school session, refunds will be given in the amount of 50% of the registration fee. After the student's first week of an after school session, there is a no refund policy. Session deposits are completely NON-REFUNDABLE. Refunds are processed through the City of Solon Finance Department and take up to 3-4 weeks to process. Refunds from the city will come in the form of a check via the mail.

SCA & Solon REC make every effort to remind parents of upcoming payment deadlines/withdrawal dates at least a week in advance by sending a reminder email and handing out notes at pick up. However, these reminders are provided as a courtesy. Because the information is given to every parent at the time of enrollment, ultimately it is the parents' responsibility to be aware of these dates. Students may be removed from the program if payments are not made or funds are not available on time, regardless of whether or not a reminder was received.

GENERAL AFTER SCHOOL PROGRAM INFORMATION

SESSION DATES

- Session I: August 20, 2018 - October 19, 2018
- Session II: October 22, 2018 - December 21, 2018
- Session III: January 7, 2019 - February 15, 2019
- Session IV: February 19, 2019 - April 12, 2019
- Session V: April 15, 2019 - June 5, 2019

*Solon city after school programs follow the Solon School Calendar including teacher in-services, breaks and vacation schedules. If Solon Schools are closed due to inclement weather, there will be no after school programming held at any city facility.

TRANSPORTATION TO AFTER SCHOOL

Parents who intend for their child(ren) to take a Solon city school bus to Solon REC, SCA or SCA Dance Studios must fill out a *Transportation Request Form*, available in the Membership Package Information of the **FREE 2018 - 2019 Summer Camp/After School Membership**. **This form must be returned to an SCA or Solon REC staff member by May 25, 2018.** SCA & Solon REC will then ensure that it is sent to the Solon Schools' Transportation Department and updated each session to match your child's attendance. After this deadline, it is the parent's responsibility to submit this form directly to the Solon Transportation Department in order to confirm the child's spot on the bus.

Please know that Solon REC, SCA, Solon Schools and the Transportation Department have developed a system that ensures your child's safe arrival, on a Solon school bus, to their after school program. This system provides continuous adult supervision in their transition from school to their destination.

When the bus arrives at Solon REC, SCA or SCA Dance Studios, your child is always checked in by a staff member. If a child does not arrive at an after school program, a staff member immediately calls the child's school to determine if he/she was absent or picked up by a parent. The majority of the time, when the school is contacted, it is because a parent has picked their child up or the child is home sick and the parent forgot to report it to the after school program. In the event that a child is still not accounted for, the transportation department would then be contacted and would immediately get in communication with the driver of the child's bus. In the rare event that there is still a question about the child's location, parents would then be contacted.

Reminding your child that he/she is going to an after school location in the morning and/or writing a note to remind him/her is encouraged, especially at the beginning of the school year. This year, there will be book bag tags provided to each child attending a city after school program, outlining which location he or she goes to each day of the week.

Whether your child is sick or you have made different arrangements for after school, please contact the appropriate department to report their absence from their after school program.

AFTER SCHOOL ATTENDANCE

Although your child may not attend class, teachers and staff members have already planned for your child's arrival, snack, materials and participation for the entire session. Consequently, the city does not pro-rate, offer credits and/or accommodate make-ups for after school programs. It is the parents' responsibility to contact the appropriate department if their child will no longer be attending an after school program. If an extended illness or family emergency prevents your child from attending many classes for a prolonged period of time, please contact the appropriate program coordinator as soon as possible. Situations such as these are handled on a case-by-case basis.

AFTER SCHOOL SNACK

At each program, a small snack and drink will be provided to your child upon arrival. Please pack an additional snack or send money for the snack bar (if attending Solon REC), if your child has allergies, food restrictions or tends to need a larger snack than what is offered. SCA's Homework Hour and Specialty class students will be provided with a second snack and drink.

PICK UP FROM AFTER SCHOOL

Each program has its own pick-up and sign-out procedures. Please make sure you review these procedures the first week that your child attends his/her after school program. Staff will only allow your child to leave with a parent/guardian or an adult listed in the After School Release Information.

It is necessary for you to pick up your child **PROMPTLY** at the end of his/her class. If you are late to pick up your child, you will be assessed \$1.00 per minute late fee.

ABOUT THE ARTS4KIDS KINDERGARTEN CLUB

NEW! Exclusively for Kindergarteners who need time to unwind in a fun and creative setting. Students will be given reading and homework time until 3:30 pm followed by a variety of supervised activities from 3:30 pm - 5:00 pm. Flexible guardian pick-up until 5:00 pm.

Program Coordinator: Allison Urban, (440) 337-1400, aurban@solonohio.org

GRADES	DAYS	TIME	LOCATION	TUITION
K	Mon. - Fri.	Bus Arrival - 5:00 pm	SCA DANCE STUDIO	\$13.50 per day
K	Mon. - Fri.	5:00 pm - 5:30 pm	SCA DANCE STUDIO	\$6.00 per day

LIMIT: 20 students per day

ABOUT ARTS4KIDS

SCA's after school program provides an artistic and creative extended classroom experience for children in grades 1 - 4. This exciting program is comprised of four disciplines including Music, Theater, Movement and Art. During the first week of each new Arts4Kids session, students will take a tour of the disciplines offered on that given day. At the end of each of these days, students will be asked to give a first and second activity choice that they will then be placed in for the remainder of the session. This process will allow students the opportunity to experience the disciplines that interest them most while continuing to learn about the arts in a nurturing and educational environment. In order to allow all students a chance to take the disciplines of their choice, students who attend Arts4Kids three to five times a week may be asked to move to their second choice once or twice a week.

Program Coordinator: Christine A. Madden, (440)337-1401, cmadden@solonohio.org

GRADES	DAYS	TIME	LOCATION	TUITION
1 - 4	Mon. - Fri.	Bus Arrival - 4:30 pm	SCA MAIN	\$13.50 per day

LIMIT: 50 students per day

ARTS4KIDS CLASS OFFERINGS

ART: Lessons include drawing, painting, printing, ceramics, art history, composition and color theory. Teachers plan projects that allow for individual creativity, teach new skills and challenge the students' imaginations.

THEATER: Students will be introduced to acting and performance techniques through improvisation, ensemble training and theater games. All activities are designed to help students feel more comfortable on stage.

MUSIC: Students will learn elements of ear training, sight-reading, rhythm and pitch matching while progressing beyond what is presented in school. These principles are taught through games and activities that explore basic music theory and movement.

MOVEMENT: Students will explore a great range of movement styles. The movement curriculum helps students to discover how to use their bodies to tell a story, mimic animals and express emotions.

GUITAR (Monday only): Guitar class is designed to be enjoyable and educational for all students even if they have not played a musical instrument previously. Students will learn musical skills ranging from beginning note reading, rhythms, sight-reading, dynamics and ensemble playing.

VIOLIN (Tuesday only): Violin class is designed for the beginning student interested in playing orchestral string instruments. Students will learn basic technique, musical skills, and how to play with an ensemble.

** Arts4Kids Guitar and Violin are the only disciplines associated with the Arts4Kids program that require specific enrollment. Students wishing to take Guitar and/or Violin must be enrolled during the first session and continue for the school year. These courses must be selected prior to the start of Session I. Students must provide their own instrument.*

ABOUT ARTS4KIDS HOMEWORK HOUR

Students enrolled in this hour of supervised quiet time in the SCA Gallery will be given a second snack and time to do their homework. Parents are welcome to pick their children up any time between 4:30 pm and 5:30 pm. Enrollment follows the Arts4Kids calendar. Students may enroll by session and day. SCA cannot accommodate drop-ins.

Program Coordinator: Christine A. Madden, (440)337-1401, cmadden@solonohio.org

GRADES	DAYS	TIME	LOCATION	TUITION
1 - 4	Mon. - Fri.	4:30 pm - 5:30 pm	SCA MAIN	\$6.00 per day

LIMIT: 20 students per day

ABOUT SCA SPECIALTY CLASSES

The Specialty Theater and Art classes have been designed to allow students an extended after school classroom while enriching them further in the arts. Enrollment follows the Arts4Kids calendar. Students may enroll by session and day. SCA cannot accommodate drop-ins.

Program Coordinators: Maria Klein, (440) 337-1402, mklein@solonohio.org (Art/Friday Fun Day)

Christine A. Madden, (440) 337-1401, cmadden@solonohio.org (Theater)

GRADES	DAYS	TIME	LOCATION	TUITION
I - 4	Mon. - Fri.	4:30 pm - 6:00 pm	SCA MAIN	\$13.50 per day

LIMITS: 20 students per day (Art/Friday Fun Day)

16 students per day (Theater)

SPECIALTY CLASS OFFERINGS

MONDAY: Art

TUESDAY: Art & Theater

WEDNESDAY: Art

THURSDAY: Theater

FRIDAY: Friday Fun Day

**SCA reserves the right to cancel any of the 4:30 pm - 6:00 pm Specialty classes due to insufficient registration prior to the start of the semester. In the case that your student's Specialty class is canceled, you will be notified promptly and given the opportunity to move to another class (and pay or be refunded the tuition difference) or withdraw and receive a full refund.*

ARTS4KIDS PRESENTATION DATES

The Arts4Kids Program and Specialty Theater classes will have presentations five times a year at the end of each session. These presentations will be held in the SCA Theater during the last 20 - 30 minutes of class on the day(s) your child attends. Please see the attached calendar for specific dates and times.

ABOUT ARTS4KIDS PLUS!

Arts4Kids PLUS! is an art program specifically designed for students in grades 5 and 6. Students will be given study time from 3:45 pm - 4:30 pm with regular art instruction from 4:30 pm - 6:00 pm. Bus transportation will be provided from Orchard Middle School. A snack will be provided.

Program Coordinator: Maria Klein, (440) 337-1402, mklein@solonohio.org

GRADES	DAYS	TIME	LOCATION	TUITION
5 - 6	Tues. & Thurs.	Bus Arrival - 6:00 pm	SCA ART ROOM	\$18.00 per day

LIMIT: 12 students per day

**Please remember to take home class projects at the end of each session and your personal belongings each day. SCA will only hold items for two weeks after the end of the session.*

ABOUT THE SOLON REC AFTER SCHOOL PROGRAM

The Solon REC will, once again, be offering its very popular after school program. At the time of registration, you will choose which days your child will attend. Specific days you choose will remain the same for the entire session. A variety of activities are offered, such as homework time, crafts, games, gym, rock wall, outside, etc. In addition, other youth programs offered by Solon Recreation Department are available at a 10% discount. Additional forms will need to be completed on your child's first day of participation (Homework & Reading, Park Permission Slip & Behavioral Form.)

Program Coordinators: Dina Snook, (440) 248-5747, dsnook@solonohio.org

Tracy Sullivan, (440) 337-1428, tsullivan@solonohio.org

GRADES	DAYS	TIME	LOCATION	TUITION
I - 4	Mon. - Fri.	Bus Arrival - 6:00 pm	SCC ARTS & CRAFTS RM	\$13.50 per day

LIMIT: 60 students per day

OLON CITY AFTER-SCHOOL CALENDAR 2018 - 2019 SCHOOL YEAR

July 20: Session I Balance Payments Due

**Session I
(August - October)
9 weeks**

Monday	Tuesday	Wednesday	Thursday	Friday
20-Aug ♦TOUR	21-Aug ♦TOUR	22-Aug ♦TOUR	23-Aug ♦TOUR	24-Aug ♦TOUR
27-Aug	28-Aug	29-Aug	30-Aug	31-Aug
3-Sep SCA CLOSED	4-Sep	5-Sep	6-Sep	7-Sep
10-Sep NO CLASS	11-Sep	12-Sep	13-Sep	14-Sep ♦ Session II Balance Payments Due
17-Sep	18-Sep	19-Sep NO CLASS	20-Sep	21-Sep
24-Sep	25-Sep	26-Sep	27-Sep	28-Sep
1-Oct	2-Oct	3-Oct	4-Oct	5-Oct
8-Oct	9-Oct	10-Oct	11-Oct	12-Oct NO CLASS
15-Oct ♦ A4K SHOW 4:05 PM	16-Oct ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	17-Oct ♦ A4K SHOW 4:05 PM	18-Oct ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	19-Oct ♦ A4K SHOW 4:05 PM
7 DAYS \$94.5 / \$42	9 DAYS \$121.50 / \$54 / \$162	8 DAYS \$108 / \$48	9 DAYS \$121.50 / \$54 / \$162	8 DAYS \$108 / \$48

**Session II
(October - December)
9 weeks**

Monday	Tuesday	Wednesday	Thursday	Friday
22-Oct ♦TOUR	23-Oct ♦TOUR	24-Oct ♦TOUR	25-Oct ♦TOUR	26-Oct ♦TOUR
29-Oct	30-Oct	31-Oct	1-Nov	2-Nov
5-Nov	6-Nov	7-Nov	8-Nov	9-Nov NO CLASS
12-Nov	13-Nov	14-Nov	15-Nov	16-Nov ♦ Session III Balance Payments Due
19-Nov	20-Nov	21-Nov NO CLASS	22-Nov SCA CLOSED	23-Nov SCA CLOSED
26-Nov	27-Nov	28-Nov	29-Nov	30-Nov
3-Dec	4-Dec	5-Dec	6-Dec	7-Dec
10-Dec	11-Dec	12-Dec	13-Dec	14-Dec
17-Dec ♦ A4K SHOW 4:05 PM	18-Dec ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	19-Dec ♦ A4K SHOW 4:05 PM	20-Dec ♦ A4K SHOW 4:05 PM	21-Dec ♦ A4K SHOW 4:05 PM
9 DAYS \$121.50 / \$54	9 DAYS \$121.50 / \$54 / \$162	8 DAYS \$108 / \$48	8 DAYS \$108 / \$48 / \$144	7 DAYS \$94.5 / \$42

**Session III
(December - February)
6 weeks**

Monday	Tuesday	Wednesday	Thursday	Friday
24-Dec WINTER BREAK	25-Dec	26-Dec	27-Dec	28-Dec
31-Dec WINTER BREAK	1-Jan	2-Jan	3-Jan	4-Jan
7-Jan ♦TOUR	8-Jan ♦TOUR	9-Jan ♦TOUR	10-Jan ♦TOUR	11-Jan ♦TOUR
14-Jan	15-Jan	16-Jan	17-Jan	18-Jan NO CLASS
21-Jan SCA CLOSED	22-Jan	23-Jan	24-Jan	25-Jan ♦ Session IV Balance Payments Due
28-Jan	29-Jan	30-Jan	31-Jan	1-Feb
4-Feb	5-Feb	6-Feb	7-Feb	8-Feb
11-Feb ♦ A4K SHOW 4:05 PM	12-Feb ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	13-Feb ♦ A4K SHOW 4:05 PM	14-Feb ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	15-Feb ♦ A4K SHOW 4:05 PM
5 DAYS \$67.50 / \$30	6 DAYS \$81 / \$36 / \$108	6 DAYS \$81 / \$36	6 DAYS \$81 / \$36 / \$108	5 DAYS \$67.50 / \$30

**Session IV
(February - April)
8 weeks**

Monday	Tuesday	Wednesday	Thursday	Friday
18-Feb SCA CLOSED	19-Feb ♦TOUR	20-Feb ♦TOUR	21-Feb ♦TOUR	22-Feb ♦TOUR
25-Feb ♦TOUR	26-Feb	27-Feb	28-Feb	1-Mar
4-Mar	5-Mar	6-Mar	7-Mar	8-Mar
11-Mar	12-Mar	13-Mar	14-Mar	15-Mar ♦ Session V Balance Payments Due
18-Mar	19-Mar	20-Mar	21-Mar	22-Mar
25-Mar SPRING BREAK	26-Mar	27-Mar	28-Mar	29-Mar
1-Apr	2-Apr	3-Apr	4-Apr	5-Apr
8-Apr ♦ A4K SHOW 4:05 PM	9-Apr ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	10-Apr ♦ A4K SHOW 4:05 PM	11-Apr ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	12-Apr ♦ A4K SHOW 4:05 PM
6 DAYS \$81 / \$36	7 DAYS \$94.50 / \$42 / \$126	7 DAYS \$94.50 / \$42	7 DAYS \$94.50 / \$42 / \$126	7 DAYS \$94.50 / \$42

**Session V
(April - June)
8 Weeks**

Monday	Tuesday	Wednesday	Thursday	Friday
15-Apr ♦TOUR	16-Apr ♦TOUR	17-Apr ♦TOUR	18-Apr ♦TOUR	19-Apr SCA CLOSED
22-Apr NO CLASS	23-Apr	24-Apr	25-Apr	26-Apr ♦TOUR
29-Apr	30-Apr	1-May	2-May	3-May
6-May	7-May	8-May	9-May	10-May
13-May	14-May	15-May	16-May	17-May
20-May	21-May	22-May	23-May	24-May
27-May NO CLASS	28-May ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	29-May ♦ A4K SHOW 4:05 PM	30-May ♦ A4K SHOW 4:05 PM ♦ SPEC. SHOW 5:40 PM	31-May ♦ A4K SHOW 4:05 PM
3-Jun ♦ A4K SHOW 4:05 PM	4-Jun ♦ GROUP ACTIVITY	5-Jun ♦ GROUP ACTIVITY	NO CLASS	NO CLASS
6 DAYS \$81 / \$36	8 DAYS \$108 / \$48 / \$144	8 DAYS \$108 / \$48	7 DAYS \$94.50 / \$42 / \$126	6 DAYS \$81 / \$36



SOLON DAY CARE /SPECIAL TRANSPORTATION REQUEST

Rev. 1/18

Office: 440-349-6250

Fax: 440-248-1402

DAY CARE TRANSPORTATION IS NOT GUARANTEED. In order for us to transport your child to day care we must have a minimum of 5 children from your school going to that day care location. In addition, day care transportation is limited to the number of seats we have available for transport. If our day care transportation bus becomes full, then we will not be able to transport your child until such time as space becomes available. **For the safety of your child, you may only select TWO (2) drop off locations. Your home address will count as one of the two locations if you wish to have your child dropped off there on select days.**

WE REQUIRE A MINIMUM OF 48 HOURS NOTICE TO FILL TRANSPORTATION REQUESTS.

STUDENT NAME: _____ PHONE: _____

ADDRESS: _____ EMERGENCY PHONE: _____

SCHOOL: _____ GRADE: _____ EFFECTIVE DATE: _____

PARENT SIGNATURE: _____ DATE: _____

PLEASE CHECK YOUR CHOICES. STUDENTS ARE PERMITTED TWO (2) DROP OFF LOCATIONS ONLY, INCLUDING THEIR HOME.

- ARTS CENTER:** Session 1 (8/20 - 10/19) Session 2 (10/22 - 12/21) Session 3 (1/7 - 2/15)
- Grades 1 - 4 Session 4 (2/19 - 4/12) Session 5 (4/15 - 6/5)

OR

- SCA DANCE:** Session 1 (8/20 - 10/19) Session 2 (10/22 - 12/21) Session 3 (1/7 - 2/15)
- Grade K Session 4 (2/19 - 4/12) Session 5 (4/15 - 6/5)

OR

- ARTS CENTER:** Session 1 (8/20 - 10/19) Session 2 (10/22 - 12/21) Session 3 (1/7 - 2/15)
- Grade 5-6 Session 4 (2/19 - 4/12) Session 5 (4/15 - 6/5)

- PM DROP-OFF** ALL WEEK **OR** MON TUE WED THU FRI

- REC CENTER:** Session 1 (8/20 - 10/19) Session 2 (10/22 - 12/21) Session 3 (1/7 - 2/15)
- Grades 1 - 4 Session 4 (2/19 - 4/12) Session 5 (4/15 - 6/5)

- PM DROP-OFF** ALL WEEK **OR** MON TUE WED THU FRI

HOME ADDRESS

- PM DROP-OFF** ALL WEEK **OR** MON TUE WED THU FRI

TRANSPORTATION DEPT. USE ONLY			
BUS # _____	TIME: _____	STOP LOCATION: _____	DAYS: _____
BUS # _____	TIME: _____	STOP LOCATION: _____	DAYS: _____