



RAINEY INSTITUTE
Where the arts change lives

After School Program - Hough
Program Handbook
Effective September 1, 2023

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Cleveland, Ohio 44103
216-881-1766

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Dear Parents and Guardians,

Welcome to Rainey Institute’s After-School Program. It has been a long year and we are excited to bring in person programming back for the school year. We are delighted to have your child attend and hope they will find our

program a rewarding experience. This handbook is designed to give you a helpful insight into our program. It includes detailed information about the activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Rainey Institute After-School Program strives to provide an atmosphere where children can enjoy, grow, and learn through the arts. The staff always welcomes suggestions and ideas that will help us to make your child's time with us beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks go to the program leadership staff for their ongoing commitment to the After-School Program and to the teaching artists for their energy and the outstanding job they do with your children each and every day, and to your continued support and encouragement.

If you have any questions about the content of this handbook, please feel free to call me at 216-881-1766 or email me at jharris@raineyinstitute.org.

Sincerely,

Dr. Jennifer Harris

Dr. Jennifer Harris
Executive Director

Introduction of Rainey Institute

Our History

Rainey Institute is where the arts change lives by providing arts education programs for children in Cleveland. In 1904, the organization was created by Eleanor B. Rainey as part of the early Settlement House movement to help immigrants who settled in eastern Cleveland neighborhoods. Rainey reviewed and changed its mission in 1966 to become an arts education center for children in Cleveland. In January 2011, Rainey moved into the new 25,000 square foot community arts facility, just four blocks away. As a result, Rainey has expanded its traditional programs to serve more children and youth. Rainey Institute has experienced significant growth since moving into the new facility. We now serve over 2,500 children annually, from age 2 years of age 18.

Our staff recognize potential in all of its forms. Regardless of artistic ability, we enable children and youth to become positive, contributing citizens. Rainey Institute has been serving Cleveland families for over a century. Its longevity sets us apart and is a testament to the dedication and passion we have for the families in Cleveland.

Our Mission

Rainey Institute develops positive growth for Greater Cleveland's youth through education and engagement in the visual and performing arts.

Our Vision

Rainey Institute develops self-esteem, humanitarian values, work ethic, life skills, and hope in a new future for all program students.

Parent Feedback, Questions, or Concerns

It is our goal to ensure you and your child have the best experience. If, at any time you have a question or concern about our programs or services, please contact us at 216-881-1766 or by email so we may work with you to answer your question or resolve a concern:

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| Dr. Jennifer Harris, Executive Director | jharris@raineyinstitute.org |
| Brandon Lipford, Director of Arts Education | blipford@raineyinstitute.org |
| Devan Hayes, Dance Program Manager | dhayes@raineyinstitute.org |
| Christopher Vance, Music Program Manager | cvance@raineyinstitute.org |
| Meng-Hsuan Wu, Visual Arts Program Manager | mwu@raineyinstitute.org |
| Andrea Soncina-Hubbard, Arts Education Coordinator | asoncina@raineyinstitute.org |

Office Hours

The office is open daily Monday through Friday from 11:00 a.m. through 6:00 p.m. and from 9:00 a.m. to 3:00 p.m. on Saturdays, when programming is in session.

Program Schedule

Scheduled Closings

Rainey Institute is closed for holidays and also on specific days that the schools are closed. A calendar will be provided to parents and will also be made available on our website as well as posted in the facility. Reminders will also be sent out to parents for every closing via email and on our website and social media.

Unscheduled Closings

Rainey Institute will close when the Cleveland Municipal School District is closed for the day in planned and unplanned instances. Rainey Institute may close due to building maintenance (lack of water, heat, etc.). The Executive Director has the responsibility of deeming the conditions unsafe for students and to close the building. Parents will be notified by phone and email. In the case of planned or unplanned closures programming is not rescheduled. Performances may be rescheduled depending on the event.

Program Fees & Attendance

Program Tuition

Tuition is billed automatically on the 1st of the month and due by the 5th of the month. The \$25 non refundable deposit is due at time of registration and taken out of the first month's tuition.

If tuition is not paid your child will not be able to return until tuition is paid in full. All holidays, school closings, and breaks have been incorporated into the cost. Refunds will not be given for absenteeism due to illness or emergencies. If a withdrawn form is completed and two weeks are provided, a refund will be prorated from the last week of enrollment through the billing cycle.

Voluntary Withdrawal

If you intend to withdraw the student from our program, a withdrawal form must be completed by the front office. A two (2) week notice must be given in order for any tuition to be refunded. Any tuition paid from the date of withdrawal will be refunded. Refunds, in the form of the payment, will take up to two (2) weeks to process.

Late Pick Up Fee

A late pick-up fee will be charged after 6:05 p.m. at the rate of \$5.00 for the first minute and then \$1.00 for every minute after per child. Late fees will be charged and must be paid by the end of the week for the child to continue to attend. Rainey resumes the right to withdraw your child for excessive late pick ups.

Attendance

Parents need to contact Rainey Institute if their child is unable to participate in a program on any given day. Rainey will contact a parent if a student has not been present for three (3) days. In the case a student has not been present for a consistent 10 program days, Rainey will automatically withdraw the child. In this case no refund will be given for time the child was not in attendance. Any advanced payment will be refunded from the last day of the month of the child's attendance.

Make Up Classes

Rainey Institute does not reschedule canceled classes whether the student misses or the class was canceled due to an emergency or event beyond our control (no electricity, covid closure, etc.). Rainey Institute does not issue refunds for any missed classes.

Payment Methods

Payment must be made via our Active registration system by credit card.

Year End Statement

Parents may request a year end statement from Rainey Institute for tax purposes. Rainey Institute tax identification number is 34-6555952.

Non-Sufficient Fund Fee

There is a \$36.00 charge for all returned payments from the bank for insufficient funds. Checks will not be permitted after one insufficient fund charge.

Tuition Assistance

Rainey Institute participates in the Ohio ACE Scholarship program. [Eligibility guidelines](#) can be found on our website under the parent tab located on the bottom of the front page. Children who reside in a household with an Adjusted Gross Income (AGI) at or below 400% of the federal poverty level based on the household's most recent federal income tax return qualify for an ACE Educational Savings Account of up to \$1,000 per year.

All families needing tuition support must apply for Ohio ACE. If denied and the family is still in need of tuition assistance, the family may apply for tuition assistance through Rainey Institute. Applications are located on our website under the parent tab on the bottom.

Aid is provided based on income and extraordinary circumstances. The federal poverty guidelines are used to determine eligibility. Applications are available in the front office and online. The application must be completed and must be renewed annually. Students will receive formal approval of the aid within ten (10) business days upon completion of an application.

Definition of Household

Rainey Institute used the Ohio Department of Job and Family Services definition of household "a private residence including the members of the family living therein and/or unrelated individuals living in the same residence and sharing common living areas."

Supervision

Drop Off Process

All students must be signed in at drop off. If they are traveling to Rainey on a School Bus, staff will sign the students in. When parents or another caregiver are dropping off a student under the age of 18 yrs. old, they must walk the

student into the facility and sign them in. Doors will open 15 minutes prior to any program starting. If a program is in process, the student must wait in Ted's Place until the doors open.

Pick - Up Process

If the student is under the age of 18 yrs, Rainey will only allow for a person listed on the pick up form to pick up. We ask that the person picking up arrive 5 minutes prior to the end of class. Students are engaged in programming until that time and may have a difficult time finishing a piece of work or learning the choreography to a dance, lines for a play, or music for an instrument if picked up early on an ongoing basis.

Parking can get congested during pick up. Persons picking up must park in designated parking spaces to ensure the safety of those coming and going from Rainey.

Parental/Caregiver Responsibilities and Conduct

At no time will Rainey Institute tolerate belligerent, disrespectful and/or aggressive behavior by a parent or caregiver. Rainey has a no tolerance policy and in this case the parent/family member/caregiver will no longer be allowed to be onsite.

Release of a Child

Staff will release students under eighteen (18) years of age only to a person eighteen (18) years or older listed on the Pick Up form. If an emergency arises and the parent needs to have another person pick the child up, they must call and speak with an administrator and provide the "code" word.

Safety is our number one priority. The first time someone other than the regularly scheduled person picks the student up they must provide the code identified on the Pick Up form and show a valid photo identification prior to signing the student out. If the person does not have photo identification they will NOT be allowed to pick the student up. Please let your designee(s) know to bring photo identification ahead of time so that they do not forget their ID or take offense.

Staff will NOT release the student to anyone who appears to be under the influence of drugs or alcohol. In this case an emergency contact will be contacted to pick the student up.

Custody Agreements

A parent or legal guardian of a student participating in Rainey programming who is not the child's residential parent shall be permitted unlimited access to the facility and be afforded the same rights as the residential parent. In the case that the program has not met the parent he/she will be asked to provide a State ID prior to visiting or picking up their students. At no time will Rainey Institute enforce a custodial, parenting or a visitation schedule.

Protection Order

If, at any time, a protection order is filed for a parent/guardian/family member of a student enrolled in programming, the parent must provide documentation of the protection order. If the individual the protection order against attempts to have contact with the named student, the Police Department will be contacted. The parent will be notified after the incident.

Student Under 18 Years of Age Not Picked Up

In the case that the student under 18 yrs of age is not picked up at their regularly scheduled time, the staff will check to see if the parent left a message. If not they will wait until the end of the program and contact the parent. If the

parent does not answer they will contact the emergency pick up person listed. If the effort to contact the emergency pick-up person fails, the staff will try to contact the parent (s) one last time prior to calling children services. If a child is not picked up more than 2 times, the child will be withdrawn from the program.

Transporting Students In Staff Vehicles

Rainey Institute will NOT transport any student in a personal vehicle. If the student misses the bus, the parent will be contacted by the student or school to arrange for transportation to Rainey Institute or home. In the case of any emergency 911 will be called and the cost assumed by the parent.

Transportation to Rainey on School Bus - After School Program Only

If the student misses the bus on any given day, they are considered to still be in the school's care, custody, and control. Therefore the school is responsible for contacting the parent to arrange for pick up or transportation to Rainey.

Use of Technology & Personal Devices

Technology (cell phones, tablets, etc.) is NOT permitted to be used for non-educational purposes while in programming at Rainey. There may be times when the students are asked to use a device for programming purposes. If the student's use of technology is disruptive to the class, the faculty has the right to confiscate it and return it at the end of the day. It is the student's responsibility to remember to pick it up when leaving. Rainey Institute is not responsible for lost or stolen items.

Food Program

Rainey Institute collaborates with the Greater Cleveland Food Bank to provide a "nut free" meal to students. A Food Bank dietician develops the menu to ensure it meets all USDA standards. Students will receive one serving of a fruit, one serving of a vegetable, a protein, a grain, and milk.

Meals are offered and served upon arrival for a two hour time frame. Students with health conditions that include food substitutions must have a Health Care plan on file prior to making any modifications. See Health Care Plan.

Health & Safety

Communicable Disease

Rainey Institute provides students with a clean and healthy environment in an effort to avoid contraction of a communicable disease. However, we realize that students become ill from time to time. Rainey Staff is trained to recognize the signs and symptoms of various communicable diseases. If a child presents with what appears to be a communicable disease, the parent will be contacted and the child sent home. The child will be unable to attend Rainey programming until free of the symptoms according to the Health Department Communicable Disease Chart or if a release from a physician stating the child may return to school is provided. Should a child have a communicable disease a notice will be posted to alert other parents of the symptoms.

Students Sent Home Due to Illness

A child exhibiting symptoms of an illness will be sent to the office away from other students so they can be monitored, then discharged to the parent. A child must be fever free for 24 hours without fever reducing medication, and able to participate in all activities before returning to Rainey.

First Aid & CPR Administration

There is always one staff member on site that has received training in First Aid, Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care.

In the case the injury/illness is assessed as being more severe, first aid will be administered and the parents contacted immediately to assist in deciding an appropriate course of action.

In the case of an injury/illness that is determined to be life threatening or need emergency treatment, the EMS will be contacted, parents will be notified, and a staff member will accompany the student to the hospital with all available health records. Rainey Institute is not able to serve any child whose parents do not provide permission to transport to emergency treatment.

Incident Reporting for students Under the Age of 18 years old

In the event of any of the following occurring the parent will be contacted that same day:

- The student receives a bump or blow to the head;
- The student has to be transported by EMS; or
- An unusual or unexpected event occurs which jeopardizes the safety of the student.

The person picking up your child will receive a copy of the incident and be asked to sign the report. If a child requires emergency transportation, the report shall be available twenty-four hours after the incident occurs.

Abuse Reporting Requirement

All staff members are mandated reporters of child abuse. If staff have suspicions that a student is being abused or neglected, they must make a report to the local children's services agency.

Medication Administration for students Under 18 Years of Age

Rainey Institute will only administer medication when it has been prescribed by the student's physician and written documentation is provided. Medication must be in its original container and administered in accordance with instructions provided by the physician's orders/prescription label. Rainey will not give the first dose of any medication to the student. The medication must not be expired nor should the actual prescription. If the student should have an emergency medication prescribed and it is not onsite, the student may not attend. Emergency medications must be onsite at all times the student is onsite.

Students with Health Conditions

In the case that a parent indicates the student under the age of eighteen (18 yrs) has a health condition a Health Care Plan will be completed and updated annually. All staff who interact with the student will be trained on the Health Care plan.

Evacuation

In order to prepare students for the unlikely evacuation, the center conducts fire drills, bad weather drills, and lock down drills. Should there be a need to evacuate due to fire, weather conditions, or loss of power or water to the center, our emergency evacuation destination is Fatima Family Center located at 6600 Lexington Avenue, Cleveland Ohio.

In the event of an incident where we need to evacuate, Rainey Institute will:

- Disseminate information to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at Rainey Institute.
- Describe how the organization is handling the situation.
- Keep parents informed about when and where Rainey Institute will resume services.

The following practices will be utilized to disseminate information externally when appropriate:

- Mass Communication System: When mass communication of a standard message is necessary a message will be sent via email to all parents.
- Social Media: Social Media may be used to disseminate information of a hazard or threat situation to students, parents, and the surrounding community.
- Computers: May be used for communication both within the school and to other sites. An assigned staff member(s) will post information such as school evacuation, closure or relocation on Twitter and Facebook page.

Student Conduct

In order to create the best possible environment for our students, we expect all students, teachers, and families to follow the Rainey Norms when they are here. The Rainey Norms are as follows:

The Rainey Norms

1. We are respectful of ourselves and others
2. We put forth our best effort
3. We are kind and considerate in our words and actions
4. We keep our Rainey space safe and clean
5. We follow staff instructions

In most situations, the student discipline can be addressed in the classroom by the teacher. Should a student continue to disrupt the learning environment, that student will be removed from the class and a written behavior report will be filed. A copy of this report is made available to the parent. Students who continue to display poor behavior may be subject to suspension or expulsion from the program at the discretion of the Program Manager.

Progressive Discipline

Our goal is to transform the lives of your children by providing them the opportunity to experience the arts. We realize the student comes to our program after having to follow rules and focus all day at school. In an effort to support each child's learning, our staff use positive reinforcement strategies by acknowledging positive behavior, showing positive alternatives, modeling desired behavior, and encouraging the student to make the right choice and control their own behavior/solve problems through talking. In most situations, the student's discipline can be

addressed in the classroom by the teacher. Should the student continue to disrupt the learning environment, that student will be removed from the class and a written behavior report will be filed.

If any of the behaviors consist of breaking any of the following rules, the student will be an automatic removal from the classroom and the parent contacted to determine the appropriate course of action: *(Please note that this list is not exhaustive and administration has the discretion to add items to this list based on situation*)*

- Use of profanity or derogatory slurs toward a group
- Intentionally touching another's private parts or showing private parts to others
- Stealing
- Elevated verbal attack with a staff person or student
- Intentional destruction of any property
- Threatening physical fight or injury with an object (gun, rock, etc.)
- Use of a play weapon
- Purposeful attacks made to harm, intimidate or coerce someone perceived as vulnerable
- Spitting
- Physical fighting
- Locking students/faculty/staff out of a room

Zero Tolerance

There are some behaviors that Rainey Institute will not tolerate by children or adults while on the school bus, at the center, or during events/field trips. This behavior will result in a child's immediate suspension or expulsion from the program *(*Please note that this list is not exhaustive and administration has the discretion to add items to this list based on situation*)*.

- Use of or possession of drugs
- Use of or possession of a weapon
- Leaving the facility without permission - students only
- Intentional misuse of school emergency system
- Sexual acts (touching private parts, etc.) on self or another with/without permission
- Adult yelling and use of profanity toward staff

After any child has had multiple suspensions the Director of Arts Education and/or Program Manager will schedule a parent meeting to discuss the child's behavior and to develop an intervention plan. Rainey Institute will also provide resources/referrals for programs for support. If a parent refuses to meet, the child will be withdrawn from the program and/or organization.

School Bus Transportation Safety Rules

Children taking the school bus provided by Rainey Institute to/from programming must follow the rules in order to maintain safety on the bus at all times.

- Follow Rainey covid guidelines for mask wearing.
- When getting on the bus, go directly to a seat. Remain seated and facing forward for the entire ride.
- Talk quietly so the driver will not be distracted.
- No eating is allowed on the bus.
- If you need to talk to the bus driver: wait for the bus to stop, raise your hand, and call the driver's name.
- Never throw things on the bus or out the windows.

- Never play with the emergency exits.
- Keep the aisles clear at all times.
- When getting off the bus, make sure you walk (not run) NO PUSHING. Stay away from the bus wheels and watch out for moving cars!
- Once you get off the bus, go straight into the building so you can be logged in by an adult after school teacher.
- If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and they may begin moving the bus to tell an adult what your situation is. The driver will also check for forgotten items and bring them to a staff member.
- If you drop something near the bus. Tell the bus driver before you attempt to pick it up, so they will know where you are.
- When the bus approaches the stop to pick up students, always remain 20 feet away from the bus to be out of the "Danger Zone" and where the driver can see you.

****IMPORTANT**** If a child misses the bus from their school, the school has care, custody, and control of that child, therefore, the school will contact the parents to arrange for transportation to Rainey Institute or home. At no time is Rainey Institute staff allowed to transport a child in their vehicle.

If a child does not follow the school bus rules, the progressive discipline strategy above will be applied. Please note that in the case of a child's behavior on the bus resulting in a suspension, the school will be made aware of the incident as well.

Lost and Found

Should a student leave an item at Rainey it will be placed in a box in the coat room. Students should not bring valuable toys/items to Rainey. Rainey is not responsible for lost or stolen items.

Rainey Dance Academy

Welcome to Rainey Dance Academy! We are excited to share our passion for dance with you over the next few months. Enclosed you will find important information related to expectations set as students of Rainey Dance Academy. Please read over this information carefully and do not hesitate to contact us with any questions, comments, or concerns.

Rainey Dance Department

The Dance Department at Rainey provides low-barrier arts education in a safe community for expression and growth with a holistic approach to learning and development. Within our mission, one of our primary goals is to maintain a dance education program that allows dancers the opportunity to develop their technical abilities while also exploring their individuality and artistic expression. By mastering principles of balance, flexibility, and strength, dancers will gain valuable life skills that can apply to personal and professional situations

Rainey Dance Academy

Rainey Dance Academy provides passionate, curious, and collaborative young dancers in Greater Cleveland with pre-professional dance education and the necessary tools for aspiring dancers to succeed artistically, professionally, and personally. It is our vision to *uplift the value of dance*, inspiring participants to view dance as an equal career & educational opportunity, while motivating dancers to learn and present their best selves.

Rainey Dance Academy will:

1. deliver exceptional technical dance instruction, led by a seasoned faculty, offering an extensive range of dance styles for a comprehensive learning experience.
2. create a welcoming and supportive atmosphere that prioritizes diverse content and field experiences.
3. provide a comprehensive dance education that positively impacts students' personal and academic growth through arts integration and discipline.

Class Style Descriptions

Technique Classes cover a wide range of topics throughout the year. Turns, tricks, leaps, flexibility, as well as overall strength and conditioning are covered. Technique classes focus on maintaining consistency in alignment while performing choreography. Dancers will learn various movement principles that will allow them to navigate through space safely when executing various skills.

Supplemental Classes provide dancers with context to the techniques and movement principles being learned in the studio. From dance labs to digital games, dancers will dive deeper into the Dance World through other common core subjects.

| Class Styles Offered | Modern dance was created through an artistic rebellion from the traditional standards of Ballet. Overall movement in modern dance is grounded with a focus on the torso and flexibility of the spine. Our program has a focus on Horton technique with introductions to Hawkins, Graham, Dunham, and Limón. | Jazz dance is a social dance style that emerged at the turn of the 20th century when Black Americans blended traditional African steps with European structures of movement. It is a unique blend of ballet and modern combined with popular dance emphasizing exaggerated movements, high energy, and personal style. | Ballet dance is a classical dance form demanding grace and precision, employing formalized steps and gestures to create expression through movement. | Hip Hop dance is a style of movement that emerged from Black and Latin communities in the 1970s, characterized by bounces and rocks, executed to Hip Hop music. Dancers will have the opportunity to release aggression through edgy, sharp movements alternating with smooth and relaxed nuances mixed with their own personal style. | Supplemental Classes rotate fun games such as Matching, Bingo, and other Handouts to assist with immersing students into the "dance world". Dancers will have the opportunity to develop individual and group projects in dance related fields such as Dance Fitness, Health & Wellness, Etiquette, Vocabulary, History & Culture, and Dance Composition. | Rainey Dance Ensemble unifies dancers interested in elevating their dance experience through additional dance technique, performances, competitions, and residencies with Guest Choreographers. Ensemble is for dancers who are dedicated to the art of dancing and performing as a group. Rainey Dance Ensemble has a required audition and additional weekend commitments from time to time. |
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| | <p>Dancers will learn the elemental concepts of space, time, and force while building core strength and flexibility in a fun and encouraging environment.</p> <p>Through technique classes and supplemental classes, dancers will connect to the rich history of American Modern Dance and the cultural contributions of African, Black American, West Indian, Caribbean, and Asian cultures. They will gain knowledge about the pioneers of Modern dance and how they played a role in society through activism, protest, and community involvement.</p> | <p>Dancers will perform isolations of the body, improving performance quality and developing complex rhythms and patterns.</p> <p>Dancers will cover many styles and genres such as Broadway, Street, Latin, Pop, and Contemporary.</p> <p>Through technique classes and supplemental classes, dancers will find out who was entertaining audiences throughout the decades and the many icons that influence our culture today!</p> | <p>Ballet provides dancers with discipline, structure, and routine so they have a foundation to build upon movement principles. Dancers will learn the fundamentals of Classical Ballet technique before engaging in and exploring styles such as Neoclassical, Contemporary, and Romantic Ballet.</p> <p>Dancers will perform barre and center work and expand on their ballet vocabulary with an introduction to more detailed combinations building upon their prior experience.</p> <p>Dancers will connect and learn about Ballet's royal roots in France and Italy, the lack of access and inclusion and how that has evolved and shaped dance today.</p> | <p>Hip Hop is the pinnacle of self-expression and social dance, allowing dancers to take movements observed and put their spin on the steps.</p> <p>Dancers will connect their community and culture today to the Black and Latin communities and trailblazers of Hip Hop culture that influence entertainment, fashion, music, and art worldwide.</p> <p>Through technique class and supplemental classes, dancers will undergo their own evolution as they journey through the various styles that have evolved today such as Popping, Locking, Krump, Wacking, House, Funk, Step, and more.</p> | <p>Students will have the opportunity to express themselves, connect to their lineage, increase their knowledge about dance, and more through written work, labs, explorations, activities, and other various assignments to allow them to apply their training in other contexts.</p> | <p>Dancers will engage in additional rehearsals to learn choreography for competitions and additional performances. The Ensemble will attend conventions to receive training from industry dance teachers and will focus on the performance aspect of dance.</p> <p>Ensemble dancers have a rehearsal schedule based on their upcoming performances. They will have the opportunity to participate in Fun Fridays between rehearsals and other events.</p> |

Dancer Expectations

Attendance

The instrument used in dance is the body, requiring dancers to be present in order to receive the full benefit of the program. Regular attendance is crucial for a dancer's progress and overall success of a performance. All dancers are expected to attend all scheduled classes, rehearsals, and productions promptly and consistently. To ensure the integrity of our semester productions dancers are allowed up to three (3) absences per semester, whether excused or unexcused. Beyond this limit, dancers risk being removed from participation in semester productions.

Punctuality is vital for a smooth and productive dance environment. Dancers who are consistently late or leaving early (more than 30 minutes) risk participation in semester productions.

Group routines rely heavily on the synchronization and coordination of all dancers. Consistent attendance is essential for choreographers to develop routines effectively and ensure dancers perform at their best.

*The following are considered **excused** absences:*

- Death in the family
- Scheduled school programs, classes, or performances required for credit
- Wedding or religious dedication of you or your family
- If you are (mentally or physically) ill, infectious, or contagious.

Additional notes:

- In the case of mild injury or mild illness, dancers will be tasked with a nonphysical form of participation. Nonphysical participation includes, but is not limited to, journal writing, assisting Teaching Artists & assistants, class observation, etc.
 - Examples of mild injury include a pulled muscle, rolled ankle, and swollen/stiff/sore joints
 - Examples of mild illness include headache, menstrual cramping, and stomach aches
- Attendance at all classes the week of performances are required. Unexcused absences during this time may result in the removal of the absent dancer from sections, entire pieces, or the performance overall
- Failure to attend classes on time (without reasonable, advanced communication) can lead to denied class participation. Two (2) unnotified tardies will count as an unexcused absence
- Failure to attend class in dress code can lead to denied class participation. Two (2) appearances without assigned attire will count as an unexcused absence
- ***Excessive absences/tardies could result in not performing, or dismissal from the program.***

Communication - BAND

[BAND](#) is a mobile community application that facilitates group communication. The Rainey Dance Department will utilize this platform to ensure instant communication during in-person instruction. Both guardians and dancers are asked to [create a BAND account](#) and join their appropriate closed group (once invited via the phone or email on file) in order to access:

- Post-class assignments
- Rehearsal footage
- Urgent updates
- Sign-up opportunities
- Program calendar

- Performance details
- Important files... & more

Tips and how-to instructions in relation to the usage of BAND will be provided at orientation; however, it is independently accessible via web search engines.

Class Attire

To maintain a unified and professional appearance, all dancers must wear all-black attire to every class, rehearsal, and production. The required uniform includes a black leotard, shorts, tights, and appropriate dance shoes. Gentleman's required uniform includes a black dance top, shorts, tights, and appropriate dance shoes.

- **Prior to receiving required uniform:** all black athletic attire that does not restrict movement.
- No outside shoes are to be worn inside the studio at **any** time.
- Arrive and depart from Rainey with additional clothing to appropriately cover up all dance attire while outside.
- Jeans/ Denim/ Khaki Pants are not permitted for movement classes.
- Hair is to be pulled back away from the face either in a ponytail or bun.
- Aside from studded earrings, no jewelry should be worn during classes or performances.
- For young gentlemen, black dance belts are suggested as appropriate undergarment. For young ladies, sports bras are suggested as an appropriate undergarment. Undergarments are not provided.

Dancers who are not in uniform will be marked absent for that class and receive an alternative assignment. Consistent violations of the dress code may lead to further consequences, including potential removal from participation in semester productions.

The Rainey Institute Dance Department will provide one (1) set of rehearsal attire (including shoes) for each dancer. Parents will be required to sign and acknowledge their responsibility for replacing any missing items. It is important that dancers take care of the provided attire to ensure its longevity throughout the program.

Music Programs at Rainey

Welcome to the Rainey family and welcome to our music program! We are thrilled to be working with your young musicians and we are excited to see what the rest of the year has in store.

On the following pages you will find detailed information about our various programs and the policies/procedures that are specific to each. Please be sure to read through them and do not hesitate to reach out if you have any questions.

Sincerely,

Christopher Vance
Music Program Manager

El Sistema

El Sistema@Rainey's mastery-based orchestral instruction makes music fun while inspiring focus and teamwork. Our young musicians study violin, viola, cello, or double bass through 90 minutes of daily orchestra classes. Instruments are provided. Professional musicians and classically-trained teaching artists provide instruction and students perform monthly concerts for friends, family and the community.

- **Attendance.** The success of El Sistema@Rainey is based on intensive daily instruction and it is essential that young musicians attend each day in order to receive the full benefits of our program.
 - Our rehearsal time begins at 4:00 pm and ends at 6:00 pm each day and we ask that your musician be present for the entire duration of rehearsal.
 - Additionally, we require that all musicians be present at all rehearsals during the week of a concert, including the dress rehearsal.
 - Any absence during that week may result in your musician not participating in that concert.
 - Should an unavoidable scheduling conflict occur, please notify the El Sistema Program Manager as soon as possible.
- **Instruments.** Instruments are provided free of charge to all registered El Sistema students.
 - For Debut Orchestra musicians, these instruments *are to remain at Rainey*; Debut Orchestra musicians are not permitted to take their instruments home.
 - Musicians in our intermediate and advanced level ensembles, Concert Orchestra and Chamber Strings, are permitted to take their instruments home with a signed instrument loan agreement. This form is available from the El Sistema@Rainey Coordinator and must be submitted before the musician may take their instrument home.
 - For families who would like to purchase or rent an instrument for their musician, for use outside of Rainey, we ask that you first speak with an El Sistema teacher or program manager so that the correct size is purchased or rented. A list of reputable local instrument dealers is available and we would be happy to point you in the right direction.

- **El Sistema Private Lessons.** Musicians that participate in *Chamber Strings* (our top level group) receive one 30 minute private lesson each week with one of our teaching artists. This gives our musicians an opportunity to deepen their mastery of their instrument and work on skills and repertoire beyond the orchestral classroom.
 - These lessons are not a part of our private lesson program, but are included in the El Sistema program fee.
 - Specific times will be arranged in advance between the teachers, parents, and students. Please contact the program manager for more information.
- **Concert Attire.**
 - For Friends and Family Concerts at Rainey, we ask that students simply wear school appropriate clothing- there is no need for formal attire at our Friends and Family concerts.
 - For performances in the community such as International Cleveland Community Day or the Cleveland Orchestra Community Open House, we ask that students wear their El Sistema@Rainey shirt with black pants and black shoes.

Intergalactic ART

Dear Intergalactic ART Families,

Welcome to Intergalactic ART! We are excited to be spending a lot of FUN time with your young artists and we look forward to seeing their sparkling ideas come true through their creation.

On the following pages, you will find detailed information about our Intergalactic ART schedule of class and exhibition as well as other relevant information about our program. Please read through and do not hesitate to reach out if you have any questions.

Sincerely,

Meng-Hsuan Wu
Visual Arts Program Manager

Rainey Institute 1705 E. 55th Street
Cleveland, OH 44103
P: 216.881.1766
E: mwu@raineyinstitute.org

Rainey Visual Arts Program

Rainey Visual Art Program is devoted to creating a safe learning environment, as well as a thriving arts community, which is diverse culturally, ethnically and economically. Our mission is to provide high quality visual arts education that helps students to achieve their fullest potential. All students will have an opportunity to experience a wide range of art media with projects that start at each student's skill level and utilize many tools to bring to fruition. We encourage the creation and appreciation of the visual arts by fostering imagination, critical and creative thinking, artistic expression, collaboration, cultural awareness, and community engagement.

Intergalactic ART

Intergalactic ART offers Visual Arts classes that nurtures creativity and innovation by providing age-adaptable art projects and integrated art forms for youth. Students will absorb hands-on experiences in a fusion of visual art in both 2D and 3D media including Painting, Sculpture, Ceramics, and Digital Art. Students will learn to integrate their art experiences with diverse academic subjects and cultures. They will hone self-expression, communication, teamwork, and problem solving skills through a variety of artistic approaches and sustained effort.

Student Groupings

EXPLORATORY ART

Grade K-2nd | Beginner Art Class

MASTERY ART

Grade 3rd -4th | Intermediate Art Class

Grade 5th -8th | Advanced Art Class

Intergalactic ART | Course Navigation:

Green - (Grade K-2nd) | Yellow - (Grade 3rd-4th) | Blue - (Grade 5th-8th)

| | Exploratory Art | MASTERY ART | |
|--------------------------|--|---|---|
| | Beginner Art Class | Intermediate Art Class | Advanced Art Class |
| | Grade K-2 nd | Grade 3 rd -4 th | Grade 5 th -8 th |
| 2022 SEP. MAY | (1) Ceramic Studio for Beginner (2) <u>Fun Art</u> : Color Study, Drawing, Painting, Collage, and Sculptural Craft | (1) Ceramic Studio (2) Element of Art (3) Digital Art: World of Art Maker Class (Graphic Design, vinyl cutting, laser engraving) (4) Stop-Motion Animation (5) Film & Animation Appreciation | (1) Ceramic Studio (2) Multimedia Art (Painting & Sculpture) (3) Storytelling with Sequential Art (4) Digital Art: Game Design (5) Film & Animation Appreciation |

Intergalactic ART | Weekly Class Schedule | Monday-Friday | 4-6PM

September 2023 -May 2024

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-------------------------------|--|-----------------------|--|-----------------------------|
| Grade K-2 nd | Exploratory Art | | | | |
| Grade 3 rd -4 th | Film & Animation Appreciation | Ceramic Studio | Stop-Motion Animation | Digital Art: World of Art Maker Class (Graphic Design, vinyl cutting, laser engraving) | Element of Art |
| Grade 5 th -8 th | | Multimedia Art (Painting & Sculpture) | Ceramic Studio | Storytelling with Sequential Art | Digital Art: Game Design |

Teaching Faculty

- Meng-Hsuan Wu | Program Manager
- Gina Washington | Teaching Artist for Ceramic Studio
- Leah Aki Wood | Teaching Artist for Animation Art Class
- Ashley Krug | Painting and Sculpture Class

- Chuldney O. Patterson | Elements of Art & Storytelling with Sequential Art
- Cheryl Clements & Vernon Clements | Teaching Artist for World of Art Maker Class
- Robert Brown | Game Design

Important Dates

- Thursday, September 15th, 5:30-6:00 pm | Intergalactic ART Family Meeting
- December 12th - December 16th | Intergalactic ART Student Winter Exhibition
- May 15th – May 19th | Intergalactic ART Student Spring Exhibition

Parent & Student Expectations

Attendance

DAILY attendance is Strongly recommended for students to receive the complete benefits of our program. Rational excused absences are acceptable. Please understand the success of students' learning result is strongly connected to their participation and ability to catch up the curriculum coherence.

Additional notes:

- Should an unavoidable scheduling conflict occur, please notify the Visual Arts Program Manager prior to the start time of the class. Failure to attend classes on time or excessive absences (without reasonable, advanced communication) **could result in not participating in the exhibition, or dismissal from the program.**
- After three (3) unexcused absences the child will be released from the program.

Personal Belongings

In order to create a learning-focused environment, students are not allowed to use the following personal belongings, such as electronic games, cell phones, tablets, trading cards, toys etc., during all Intergalactic ART classes. Except for Digital Art classes, students may use cell phones or tablets as project tools with the consent of the teachers. Rainey Institute Afterschool Program, Program Manager, and Staff are not responsible for lost or stolen items.

Class Policies and Behavior Management

The goal of the Intergalactic ART Program is to be positive, fun and a safe place. We expect all students, staff and families to follow the Rainey Norms (Please see page 17) and to respect the program policies. Particular class rules/policies will be fully communicated with families and students by Visual Arts Program Manager from time to time during the Afterschool Program. Parents, children and program staff must all work together to provide the best program for the students.

Additional notes:

- Incident reports will be provided to parent/guardian when students refuse to follow class direction or get involved in special/critical class incidents.
- After three (3) incident reports are released to parents, which show similar or repeating issues, an individual **Parent/Guardian Meeting** will be arranged by Visual Arts Program Manager (or Director of Arts Education) to further communicate the solution for better assisting students in overcoming their learning difficulties and their behavior improvement.

Space Maintenance

Students will learn and be asked to clean up work/play stations after class activities have been completed (sweep, pick-up paper, wash or put away materials, supplies and equipment).

Class Attire

Students are expected to dress comfortably. Parents are highly recommended to prepare old T-shirts or aprons for students to wear during classes due to the various art materials used in class.

Art Adventures

Dear Art Adventures Families,

Welcome to Rainey's Art Adventures Program! We are so excited to begin this year of creative exploration in music, dance, drama, and visual arts with a new class of young Adventurers! Below you will find important information about the program and expectations for participation. Please read over this information and feel free to contact us with any questions, comments, or concerns.

Art Adventures

Rainey's Art Adventures (AA) Program provides K-2nd grade students an exciting and exploratory learning experience in the arts, with weekly classes and projects in music, dance, drama, and visual arts. Each day, students will engage in a new art form, rotating classes led by Rainey's professional teaching faculty, as well as our Early Childhood Education Coordinator. The AA experience is age and developmentally appropriate for young learners, fun, creative, and designed to awaken children to the incredible joys, possibilities, and adventures the arts offer to our lives! This year the kindergarten aged students will have the opportunity to work one on one with their own professional teaching artists to ensure that each child is experiencing the art form at their own pace.

Weekly Schedule

Monday's | *Artsy Adventures*

Tuesday's | *Musical Adventures*

Wednesday's | *Adventures on Stage*

Thursday's | *Dancing Adventures*

Friday's | *Surprise Adventures*

AA Performances & Events

Our young adventurers will present and share their discoveries in performances, exhibits, and programs throughout the year. Dates to be announced!

STAGES Performing Arts Program

Dear STAGES Families,

Welcome to Rainey's STAGES Performing Arts Program! We are thrilled, once again, to strike up the lights, open the curtains, and witness the unique and gifted performers right here in our Rainey family. Below you will find important information about the program and expectations for participation. Please read over this information and feel free to contact us with any questions, comments, or concerns.

It's showtime!

Brandon Lipford
Director of Arts Education
(216)881-1766 x16
blipford@raineyinstitute.org

STAGES

STAGES is a creative catalog program, exploring the many platforms and disciplines of performing arts. The program offers passionate young performers a unique opportunity to explore, study, train, and engage in various dimensions of stage performance, including drama, dance, vocal performance, stand-up comedy, performance poetry, and public speaking, as well as studio recording and the behind-the-scenes work of stage production, writing, directing, and producing.

This immersive and creative learning experience is wide-ranging, educational, and fun, and helps students build the confidence and skills to excel on any stage!

Weekly Schedule

Monday's | ***Vocal -or- Dance Performance & Digital Recording Arts***
Tuesdays, Wednesday's & Friday's | ***Drama Performance***
Thursday's | ***Dance Performance***

Performance Dates

STAGES Performances will be free and open to our community. Dates to be announced!