

FLOCS Conference 2018
November 8 and 9
Orlando, Florida

**“Creating a Quality After School Fine Arts Program:
Easier Than You Think!”**

This session will present some basic ideas for starting and running an after school Fine Arts program, and will attempt to answer some of the commonly asked questions regarding this service/business.
Especially useful for smaller schools that don't have a large Fine Arts budget and program.

**Hello, Mary Grisanty here, I teach both Art and Music at Trinity Christian Academy, and there is just so much that can be covered in a normal school year when both subjects are taught by the same person. I have been a part of Fine Arts after school clubs and classes throughout my 17 years here, and now I am running my own for the school. Smaller schools with modest Fine Arts budgets will benefit most by what I have learned about what works and what does not! Thank you.”

I. **WHY** would you EVER...

A. Know your goals and intent before you begin

1. Personal gain, monetary and professionally
2. To specifically provide further training to enhance an existing school class or program
3. To fill in the gaps of a school fine arts program affected by budget and time constraints
4. To provide students with alternatives to the usual afterschool sports programs, giving an outlet to those students with artistic interests
5. Because you love kids and want to provide parents and children with a convenient way to have experiences in art, music, dance, drama, etc.

II. **WHEN** and **WHERE**

A. Afterschool for us is 3:30, all classes have been released, and Aftercare program is in session

1. 30 minute sessions from dismissal to 6:00 when school closes
 - a. Teachers pick up the kids from the Parent-Pick-Up area, kids are brought to the school office for lessons by the parents, or we sign them out of Aftercare and check them back in when done

B. Lessons are given in populated areas of the school in rooms that have cameras

1. Accountability, accountability, accountability, and common sense caution

C. Lessons are given in rooms with teachers who don't mind sharing

1. What is being taught decides which room(s) will be used
 - a. One piano student is pretty quiet but one drum student is not!
 - b. One piano student takes little space but a drama class does not!
 - c. One piano student is pretty clean but 6 art students are....well, you get the idea!

D. Distance to class area must be factored into lesson time

E. Students should be accompanied during transition to and from class- no student is EVER left unattended, even when returning to Aftercare.

III. **WHO** does the teaching

A. Using those who teach other subjects during the day ensures a better quality program

- B. Using those who teach in your school (system) ensures a more consistent program
- C. Using those who teach in your school makes it easier to communicate with students, families, and teachers, making it easier to administrate and facilitate the program
- D. The perils of pulling instructors from the outside...

IV. **WHAT** about communication

A. Emails **(See attached samples)*

1. Using the the schoolwide integrated system is NOT recommended except in the introduction phase

2. Emails are individual, private, and personal, especially when involving class cost and other information

*a. At this time, I have chosen to make my emails friendly, and encouraging, and to ALWAYS assume that the parents have accidently missed or not received all 8 previous emails containing the same information...even when they haven't!

**This might change as the program grows, but right now, I want the parents to know I understand their sacrifice of time and money to give their children this experience in the arts.*

V. **HOW** to decide what to charge

A. Know your school's demographics

B. Know what lessons cost in other environments including materials, fees, etc.

C. Know what your school administration would like - registration fee?...fee and percentage?

D. Understand that, 1 Tim 5:18, "...The labourer is worthy of his reward."

E. Understand money translates into perception of value

F. Understand money enhances commitment

G. Incentive for paying on time

VI. **WHICH** methodology to use

A. **YES**, use published methods, with workbooks, performance books, practice books etc. (Quality education is enhanced by curriculum, this program is no different.)

B. Use **ONE** method across the board for all teachers of each instrument or field of study
1. Students can move from one teacher to another if necessary, or when moving to levels of greater difficulty.

C. Use stickers or other noteworthy signal to designate the pages finished, or the goal accomplished. Parents want to see the progress on paper as well as in performance.

VII. And finally **THE END** of the year performance opportunity or recital and/or mid year, “recital”

A. Christmas Virtual recital - optional but useful

B. End of Year Recital - A chance for parents to see their kids in action

1. One recital for everyone in the program?

Split recital for beginners and the more proficient?

2. Art students can display their works. If there is space, choir can perform.

C. Paid venue or school venue

D. Invite new students and families, or even send a blast invitation for those who may be interested in taking classes later.

“My personal reward is having kids who are excited, successful, and proud of their increasing mastery of an instrument or technique, and parents who are IMPRESSED by what their kids can do. I run my classes emphasizing FUN and ACHIEVEMENT with great amounts of verbal encouragement, stickers, and whatever else I can come up with!”

“Oh, and one more thing, my recommendation is that you don’t put your earnings in your budget. There is an ebb and flow to this business, and if money becomes an issue, it can cause you to lose track of your initial goals.”

EXAMPLES OF EMAIL COMMUNICATION:

FIRST GENERAL EMAIL and ORIENTATION FLYER-
(BLAST TO ALL STUDENTS GRADES K-8TH)

The TCA Afternoon
Music and Art Program

2018-2019

We are pleased to announce that **MUSIC** lessons are available on the Trinity campus. Mrs. ..., Ms. ..., Mr. ..., and Mrs.... will be offering classes after school through our Trinity Afternoon Music Program.

Beginning piano, guitar, drums, voice, clarinet, and saxophone classes are available, along with intermediate and advanced piano, voice, drums, saxophone, and clarinet. Classes are available for Kinder through Adult, and the cost is \$25.00 for each 30 minute session.

After the success of our Summer **ART** Intensives, we'll be offering a new one in the Fall for students in grades **4th through 8th, "2D and 3D drawing."** It will be taught by our artist in residence, Mrs. on **Tuesdays from 3:30 to 5:00**, and will run for a total of 12 weeks, with a cost of \$10 per session.

We also offer a **general Art Club** for students in **2nd and 3rd** grades, featuring a variety of art projects, also on **Tuesday afternoons from 3:30 to 5:00** and costing \$10.00 per session.

Elementary CHOIR is now part of the TCA Afternoon Program. The choir is for students from **2nd to 6th grade**, and it meets on Mondays, (4th through 6th grades,) and Fridays, (2nd and 3rd grades.)

There is no additional cost for this activity after the registration fee.*

*(*There is a \$25.00 enrollment fee for all of our afternoon music/art activities for registration and facility usage. Once this is paid to the school, you are able to participate in as many activities as you choose for the entire school year and Summer.)*

If you are interested in this after school program, please email Mrs. Grisanty at grisanty.mary@tcamail.org with your phone number and she will get back to you with session availability. Thank you.

SECOND GENERAL EMAIL

(BLAST TO ALL STUDENTS GRADES K-8TH)

Dear Parents, just a reminder that our new Fall Art Club for students in grades 4 through 8, “2D/3D Drawing,” will be starting the week of September 10th. It will be taught on Tuesdays from 3:30 to 5:00, with a cost of \$10.00 per session.

We will also be offering a general Art Club for students in 2nd, 3rd, and 4th grades, featuring a variety of art projects. This will also be taught on Tuesdays from 3:30 to 5:00, and it also will be \$10.00 per session. Seats are limited to 12, so please sign up today.

Both Clubs will provide a take-home kit that allows them to continue what they have learned at home.

Music Lessons in guitar, piano, voice, clarinet, saxophone, and drums are also available.

Senior Choir for grades 4-6th is on Mondays from 3:30 to 4:30. If your 4th grader cannot attend Monday, they can attend Friday, 3:30 to 4:30.

You register one time if you want to do 1, 2, 3, or more of these. The form is found below and needs to be returned to the school office with a registration fee of \$25.00 for the school. Please submit this fee this week.

If you are interested in either of these offerings, please email me for more information.

Blessings, Mrs. Grisanty

THIRD EMAIL AFTER PARENT RESPONSE (INDIVIDUAL)

Dear TCA Afternoon Music and Art Parents,

Once again thank you for your interest in our new afterschool program. The next step in securing your child’s spot is for you to read, sign, and return this form, along with the registration fee for \$25.00 to the TCA office. Checks should be made payable to, “Trinity Christian Academy,” and should be notated as, “Art/Music Registration.” This form* and the payment must be received no later than **Friday, September 23rd** for me to be able to finalize the scheduling. (Please do not send this to your child’s homeroom teacher, but have them give it to me or drop it off at the school office.)

We will be starting lessons the first week of October and you will receive a bill for the number of classes contained in October next week, along with more information regarding ways to pay. For any further questions, please email me at the school and include a current phone number where I might reach you. Be blessed.

TCA Afterschool Art, Choir and Music Program

Extracurricular Program Permission Slip

Please check which programs your student would like to participate in.

One \$25 Registration fee per student, (payable to TCA), gives you access to all programs.

Child's Name (please print) _____ Grade _____

has my permission to participate in the following 2018-2019 programs:

_____ **ART:** Tuesdays 3:30-5:00 Cost \$10 per session and one time material fee of \$25.00 **payable to Mrs. Grisanty.**

_____ **CHOIR JUNIOR:** Grades 2-3 Fridays 3:30-4:30 Cost: none after registration

_____ **CHOIR SENIOR:** Grades 4-6 Mondays 3:30-4:30 Cost: none after registration

_____ **MUSIC LESSONS:** Scheduled Monday – Friday 3:30-6:00 Cost: \$25 per 30 minute session and one time material fee of \$25.00, **payable to Mrs. Grisanty.** Instrument lessons offered (please check instrument).

_____Piano _____Guitar _____Drums _____Clarinet _____Saxophone

Parent Signature: _____ Date: _____

Parent Name: _____ Phone # _____

Email address: _____

Contact Mrs. Grisanty at grisanty.mary@tcamail.org if you have any questions.

PLEASE NOTE THAT THE ART, CHOIR AND MUSIC PROGRAMS DO NOT OPERATE ON HALF DAYS, OR WHEN SCHOOL IS NOT IN SESSION.

TROUBLESHOOTING PROBLEMS (BLAST TO REGISTERED MUSIC STUDENTS)

Hello everyone, I need to take a minute to go over some basic information with you regarding the piano, drum, and voice classes.

All the monthly unit class fees that you are billed **MUST** be into the school office and directed to my box or Ms. B's box **BEFORE** the first class.

Because there has been some confusion of money going into the school finance office and being added to your school account, I am now asking that you **put the money, whether check or cash, into an envelope with the teacher's name on it AND request that that money be put in our boxes.**

Please remember to notify **ME** if your child will not be able to take their class on any given day. That includes, absences or pickups from school. We will give you a credit or a make-up class for this missed time. If you don't notify us and we wait for you, we may not be able to make that class up.

Please remind your child to bring in their music books, as we do not have extra books for them to use.

And lastly, it is very important that you establish some sort of home practice schedule with your child if you want to get the most out of your investment.

Thank you so much for observing these guidelines, and thank you again for allowing us to work with your talented child! Mrs. A.

MISC. RESPONSE/REMINDERS

Billing

Good morning, there are 4 Monday lesson days in November, so your November bill is 4 x _____
-5% for paying by the 1st = _____

NOVEMBER LESSONS - _____

If you pay by the first, in December you will receive an additional 5% off your bill!

Remember the monies go directly to the teacher.

Thank you, Mrs. A.

Schedule Changes

Good afternoon, I hope this finds you and your family well and safe! I have had a schedule change on

Thursdays and before I look to the waiting list, I wanted to make sure you did not want the slot. On Thursday, the time slot before Susie Q.'s 5:00, has become available. Are you interested in changing from the 5:30 time? Please let me know as soon as possible. Be blessed.

Bill Reminders

Good evening! Just checking in to remind you that Susie Q.'s November/December lessons will be _____ for 5 lessons minus one credit for the wedding, or _____

Please let me know if you have already paid, as I will need to track it down. Have a blessed evening!

Upon missing a payment deadline:

Good morning, Ms. B. let me know that she has not yet received the payment for your September lessons. Did you turn them into the office? Please let me know so that I can communicate with bookkeeping and track it down. Be blessed.

Upon not following a previous instruction or disregarding previous communications:

Good evening. I am so sorry to hear Susie Q. came to her lesson yesterday and we were not here. Classes will begin NEXT week, but I am concerned that you did not receive our information emails with that start date. Could you check and make sure they are arriving correctly. If not, please let me know so I can troubleshoot from this end. Blessings,

Upon not picking child up on time and being charged for Aftercare or using us as babysitters.

Good evening, well, it has been an eventful month for our program! We have increased our total attendees by 50%, and we were fortunate to increase our teachers by 1. I am so very excited by what I am seeing as kids are learning to play music, learning all kinds of art skills, and learning to sing, alone and as a group. As you can imagine, the more children that participate, the more possibilities for crossed communication can occur.

We have had children who do not get to their class or to their choir rehearsal and end up in Aftercare. We have had children who do not get picked up after the classes or rehearsals and end up in Aftercare. We have had children who say they are supposed to go to Aftercare and their parents come and tell us that they are not supposed to go to Aftercare. I have had to ask the finance office several times to not charge the student's who were not supposed to be in Aftercare.

I am sure that as the children get used to the schedule they will get better at getting where they are supposed to be when they're supposed to be there. And I can assure you that at no time has the school not known where your children were, with a teacher, in Aftercare, or with a music/art teacher. However, we are instituting the following procedures and there will no longer be any exceptions:

1) Please check with your child's teacher to know exactly when a music lesson is over. The teacher will walk your student out to the front of the JLC or to the office where they need to be picked up. Because

the teacher needs to get another student for another lesson, there can be no lag AND the office cannot allow your student to remain by themselves. So if you do not arrive at the dismissal time your child will be checked into Aftercare and you will be charged.

2) I've spoken to the other teachers and they are willing to allow your child to stay in the music lesson classroom from parent pick-up time, (3:30,) until the time for their lesson, but after the lesson you must pick them up or they will be checked into Aftercare and you will be charged.

3) All of our music and art after school activities are run by one teacher. We walk and pick up the kids from parent pick-up and then we take those kids, usually at least 20, to the JLC for practice or lessons. One teacher, twenty or more kids. There is no way that the one teacher can be checking in Aftercare to see if a child ended up there when they were supposed to be in an activity, checking with the office to see if the child came to school, or checking to see if they stayed for office hours etc.

We also cannot ask the Aftercare workers to be cognizant of your child's schedule, as they have many other kids and much to do.

So you need to discuss with your children, from 2nd grade up, if they are responsible enough to get where they need to go every afternoon. The teachers are showing up as scheduled, but you must decide if your child can be in charge and responsible to follow the teacher. If you don't think your child can do this, then it is probably too early for them to be involved in the Afternoon Music and Art and Choir Program.

If you decide that your child is not able to go where they need to go, when they need to be there, please email me. I cannot return your registration money or the lessons already done, but I will return the materials fee and any lessons not yet taken that were paid in advance.

I will need an email response that you have read and understood the following information.

Thank you for your time and be blessed, Mrs. Grisanty

www.thefullvoice.com

www.mymusicstaff.com

<https://composecreate.com>

www.teachpianotoday.com

www.moonclerk.com

CUT TIME

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