

**MECA Out of School - Fall 2020 – Spring 2021 Application**

**Student Information**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_

MECA Class/Program: \_\_\_\_\_

School Attending: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School ID: \_\_\_\_\_ School District: \_\_\_\_\_

Any special behavior, learning differences, or medical instruction: \_\_\_\_\_

**Parent/Legal Guardian Name** (If student is under 18): \_\_\_\_\_

Home Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Mobile Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

\* Parent Email Address: \_\_\_\_\_

Please circle appropriately:

Number of Household members: \_\_\_\_\_

Gender: Male Female Disabled: Yes No Female Head of Household: Yes No

Ethnicity: African American Asian Hispanic White Native American Other

Yearly Household Income: Under \$5,000 \$5,001-\$9,999 \$10,000 - \$24,999 \$25,000-\$49,999 Over \$50,000

Primary Language: English Spanish Vietnamese Chinese Other Impacted by Hurricane Harvey: Yes No

Please mark if your student receive the following: Medicare \_\_\_\_\_ Medicaid \_\_\_\_\_

**Person to notify in case of an emergency (aside from parent):**

Name & Relationship to Student: \_\_\_\_\_ Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Family Doctor or Clinic: \_\_\_\_\_ Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

I agree to release MECA, the director, teachers, and assistants of any liability, whether on the premises, or in transit, while my son/daughter or myself is a participant of any MECA program.

I hereby give permission for the teachers and directors of MECA to aid and take my son/daughter to the nearest medical facility available in case of sickness or accident while under their supervision.

Signature of Parent/Guardian

Date:

\_\_\_\_\_

\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE-FOR OFFICE USE ONLY | FAVOR DE NO ESCRIBIR ABAJO DE LA LINEA-USO DE LA OFICINA**

\$30.00 Early Nonrefundable Registration fee      Monthly Payment: \$\_\_\_\_\_ | Payment Plan (if any): \$\_\_\_\_\_/\_\_\_\_\_ Pymt /Hrs  
 \$40.00 Nonrefundable Registration Fee      Is agreement signed: Yes No

Is Photo/Video Release Signed: Yes No      COVID Waiver Signed: Yes No

## Fall 2020 – Spring 2021 | Parent and Student Code of Conduct

MECA is dedicated to providing its students with the highest quality of classical, contemporary, and multicultural performing and visual arts education. In order to do this, MECA students must observe program policies. For those students who are minors, parents must take responsibility for their children's artistic and academic growth by supporting these policies.

The need for a disciplined environment requires the following from our students and parents. **Please read through and initial that you accept our guidelines.**

### Basic Rules \_\_\_\_\_

The need for a disciplined environment requires the following from students and parents:

- Monthly Payments are required the first week of each month. If payment is not made by the 15<sup>th</sup> of each month, student will not be able to continue class until payment is made.
- All past due fees **MUST** be paid prior to registering for the Fall 2020 semester
- Minors are not to loiter outside the building.
- Minors are not allowed to leave campus for any reason, including walking to nearby stores and restaurants.
- Drugs, weapons, and abusive language are not permitted at MECA under any circumstance.
- Students must be on time for class, attend each class for the full length of session and be picked up promptly after class day is over
- Due to current health concerns, COVID-19, no unauthorized visitors or parents are allowed in the building at any time.
- See attachment for new policy and procedures due to COVID-19.

**Out of consideration for the instructor, make up lessons can only be arranged if parent/student call before 12 pm on the day of scheduled class. If call to notify MECA of absence is not done by 12 pm, student is still responsible for class fee, NO MAKE UP lesson will be scheduled.**

### Disciplinary Action \_\_\_\_\_

Rules are made for the protection and well-being of the student body, and to promote the ideals of scholarship, character, and professional artistic conduct. Disregard of the rules of conduct calls for disciplinary action.

- First infraction: the student is given a verbal warning.
- Second infraction: a parent/teacher meeting is scheduled.
- Third infraction: if the problem persists, the student will be dismissed from MECA.

### Policies By Art Discipline \_\_\_\_\_

Dance and ballet folklórico students must be properly attired for class: dance shoes/boots, casual clothes that do not restrict body movement. Dance shoes/boots are to use **ONLY** in the classroom; students should wear another pair of shoes to walk outside the classroom and building. Jewelry is not allowed in the classroom and/or stage unless it's part of costume. Hair must be pulled back off of the student's face.

**\*\*\*Ballet Folklorico classes have a fee of \$55 that will not be prorated unless MECA/MECA Instructor have to cancel classes. Please initial confirming that you have received the letter about this update and understand the new guideline. \_\_\_\_\_**

Music and mariachi students are expected to provide their own instrument and accessories as well as take care of the instrument. This includes (where applicable) extra strings, valve oil, cleaning cloth, blank pages of staff paper, pencil, etc. If a student does not have an instrument, MECA may be able to rent an instrument to the student, depending on availability. Teachers may individually require students to also purchase instrument method books or other learning materials.

### MECA Performances \_\_\_\_\_

Students (youth and adults) may participate in performances that are scheduled by MECA. Major productions may require an audition. Do not register for performance classes if you are not willing to participate in performances. MECA's performing arts students may be required, on occasion, to perform during school hours. If students are absolutely unable to leave school for performances, please inform the ensemble director or instructor of such conflicts. Students are eligible to audition for major productions, if they are enrolled during the semester(s) of the production. Only the most qualified students for the role will be selected. Being enrolled at MECA does not guarantee being cast in a MECA production.

Please be advised that any student participating in an outside professional or student instrumental or dance organization may **NOT** be allowed to join a MECA performing ensemble due to schedule conflicts that may arise with the other entity, as well as time needed to attend to your academic studies. Visiting former MECA students now in college/university are exempt from this restriction.

### Academic Requirement \_\_\_\_\_

**It is required that student's turn in their report cards to Support Service department every 6 weeks of reporting time frame.** Students are expected to maintain a C average and above in all school classes. For this reason, MECA provides tutoring and other academic assistance for students who need it. **Students who fail to maintain a C average in their academic studies and who fail to meet with staff from MECA's Support Services Department to arrange tutoring and assistance will be restricted from performing and potentially suspended from arts classes until their grades improve.** All students must meet monthly with MECA's Support Services Department to provide updates on their academic standing.

MECA pledges to promote, support, and encourage the best from each student. Therefore, the signatures of the student and/or parents are required on the application form, signifying understanding and agreement with the guidelines.

## Accident or Injury Release

I agree to release MECA, its Board of Directors, and Executive Director, faculty, and staff, from any injury or accident whether on the premises, or in transit while my son, daughter, or myself is a participant of the MECA program. I hereby give permission for the directors, instructors, or staff of MECA to aid or take my child or myself to the nearest medical facility available in case of sickness or accident while under their supervision. One parent signature required if student is under the age of 18.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Photo/Video Release Form

By signing this release form, I authorize MECA, to use the following personal information:

- (1) My Picture - Including photographic, motion picture, and electronic (Video) Images
- (2) My Voice - Including sound and video recordings.

I hereby grant to MECA, its subsidiaries, licensees, successors and assigns, the right to use, publish, and reproduce, for all purposes, my name, pictures of me in film or electronic (video form), sound and video recordings of my voice, and printed and electronic copy of the information described in sections (1) and (2) above in any and all media including, without limitation, cable and broadcast television and the Internet, and for exhibition, distribution, promotion, advertising, sale, press conferences, meetings, hearings, educational conferences and in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. This permission shall continue forever unless I revoke the permission in writing.

I further grant MECA all right, title, and interest that I may have in all finished pictures, negatives, reproductions, and copies of the original print, and further grant MECA the right to give, sell, transfer, and exhibit the print in copies or facsimiles thereof, for marketing, communications, or advertising purposes, as it deems fit.

I hereby waive the right to receive any payment for signing this release and waive the right to receive any payment for MECA us of any of the material described above for any of the purpose authorized by this release. I also waive any right to inspect or approve finished photographs, audio, video, multimedia, or advertising recordings and copy or printed matter or computer generated scanned image and other electronic media that may be used in conjunction therewith or to approve the eventual use that it might be applied. I acknowledge that I have read the foregoing and I fully understand the contents.

IN WITNESS WHEREOF, I have executed this release on this \_\_\_\_ day of \_\_\_\_\_, 2020

Student Name: \_\_\_\_\_

Parent Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## MECA – 2020 Summer Out of School Time | Addendum – Policy and Procedures

It is MECA's priority to provide a safe and healthy environment for all students. Due to the current COVID-19 (Coronavirus), we will be implementing additional guidelines that all students, parents, teaching staff and administrative must follow. At the end of this document all parents will be required to sign this document in acceptance of the new policy and procedures. NO EXCEPTIONS.

### Changes from the Original Registration form

- a. Parents will not be able to enter and exit the building as in prior semesters. Depending on age, which is specified below, parents should drop off and pick up the student in front of their classroom or the building.
- b. Payments are preferred in credit card form (payment can be made by phone or set up on recurring basis by completing and authorization form.)

### Safety Protocols

Parents must abide by the following guidelines

1. Staying home when appropriate
  - a. Do not bring student to program if they are not feeling well
    - i. Fever above 99.9°F,
    - ii. Coughing, Loss of taste or smell, Difficulty breathing, Any other COVID-19 related symptoms
  - b. If you or your student has:
    - i. Been sick in the last 14 days
    - ii. Have had close contact with a person with COVID-19
    - iii. Have tested positive or showed symptoms of COVID-19
2. Parents Drop-off and Pick-Up
  - a. Students between the ages of 5 – 12 may have 1 parent accompany them to class to drop off and pick up. Parent cannot wait in classroom. Students that are 13 and over must be dropped off in front of building and promptly picked up after class is done.
  - b. All students/parents entering the building will be screened prior to proceeding into the building or classroom. During screening process student/parent will get temperature taken and must answer the COVID-19 Health questions (see below) each day to satisfy admission into class. If the answer to any of these questions is "yes" the student will be asked to remain home.
  - c. Students will also Hand Sanitize prior to entering classrooms
  - d. Should a parent have a legitimate need (**reason must be pre-approved prior to the date entering**) to enter the building, the parent will be screened and must abide by the building regulation such as wearing masks and maintaining 6 feet social distance regulation.
3. Parents are required to provide
  - a. Face mask for student to wear daily. If using washable mask they must be cleaned daily.
  - b. All students will be required to bring their own instrument and any other books used for the class. (for example the Suzuki Book I and/or piano books)
  - c. Children are encouraged to bring in their own water bottles. Refill stations are available.

### New MECA guidelines

1. All staff will be trained on appropriate cleaning and disinfecting hand hygiene and respiratory etiquette. Therefore a 10 minute time has been set aside in between classes for instructors to sanitize any items that were used in the previous class.
2. Daily Prescreening of students:
  - a. Check temperatures of students when they arrive
  - b. Visual signs of illness such as flushed cheeks, rapid breathing, difficulty breathing, fatigue and so on
  - c. Staff performing temperature check should wear gloves and clean thermometer with alcohol swab frequently if applied on skin.
3. If student or staff member is diagnosed with COVID-19:
  - a. MECA will advise all parents immediately by phone/email/in writing
  - b. If one case occurs:

- i. MECA will begin disinfecting process overnight and close for a day
- ii. Contact Trace

- 4. If more than 2 cases occur within a week:
  - a. Determine if we should close for the rest of the week or longer
- 5. Anyone diagnosed with COVID-19 will not be allowed to return.

By signing below, you are confirming you have received, read and abide with the addendum of MECA's policies and procedures.

Student/Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please be advised guidelines are subject to change at MECA's discretion\*\***

## COVID-19 RELEASE AND WAIVER OF CLAIMS ADDENDUM ("Release")

The undersigned, in my capacity as parent or legal guardian, hereby acknowledges the health risks and dangers associated with the transmission of the COVID-19 virus, and other communicable diseases, and recognizes that exposure to the COVID-19 virus, or other communicable diseases, could occur while my child is in the care of the MECA, Multicultural Education and Counseling through the Arts. As such, and in consideration for child care services to be provided by MECA, Multicultural Education and Counseling through the Arts.

I, as parent and/or legal guardian, have read and fully understand and acknowledge the contents of the Release and agree that I am voluntarily waiving, releasing, indemnifying and discharging MECA, Multicultural Education and Counseling through the Arts and its officers, directors, employees and volunteers from any and all liability, damages, and each and every action (collectively, "Claims") by participation in and/or associated with the child care services including, but not limited to exposure or transmission of the COVID-19 virus.

I represent that I have full authority to sign on behalf of the child and that my signature binds each other person having authority to make decisions on behalf of the child.

My signature below is confirmation that I have read and fully understand and acknowledge the contents of the Release and agree that I am voluntarily waiving, releasing, indemnifying and discharging MECA, Multicultural Education and Counseling through the Arts and its officers, directors, employees and volunteers from the Claims.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent must sign if student is under 18 years of age