



**Art4Life**  
**Parent Handbook**  
**2025-2026**

# **Parent Handbook 2025-2026**

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## **SCHOOL CONTACT INFORMATION AND HOURS**

- If there is severe weather, Art4Life's hours may change. Please see our "Inclement Weather Policy."
- Art4Life is open for extended hours on most early dismissal days.
- Art4Life offers all-day (8 a.m. - 5 p.m.) care during in-service days and spring break. Attendance for these days requires additional monthly sign-up and fees. If at least 10 children are not signed up at your particular school, Art4Life schools will combine for the all days.

### **ABERNETHY**

AbernethyA4L@gmail.com

(971) 998-3352

2421 SE Orange St

Art4Life is located in the cafeteria and the auditorium.

Afternoon hours: Dismissal - 6 p.m.

Early release hours: Dismissal - 5 p.m.

### **RICHMOND**

RichmondArt4Life@gmail.com

(503) 962-9466

2276 SE 41<sup>st</sup> Ave

Art4Life is located in the cafeteria

Afternoon hours: Dismissal - 6 p.m.

Early release hours: Dismissal - 5 p.m.

### **WINTERHAVEN**

Art4LifeWinterhaven@gmail.com

(503) 803-8368

3830 SE 14<sup>th</sup> Ave

Art4Life is located in the portable building behind the school.

Afternoon hours: Dismissal - 6 p.m.

Early release hours: Dismissal - 5 p.m.

## PROGRAM AND SCHEDULE

### General Routine

#### After School

- The afternoon hours begin with attendance and snack.
- This period is followed by outdoor recess. Structured activities may also be available for any interested children.
- After recess, everyone participates in a teacher-led arts project.
- Following project time, we gear down for homework/storytime. The younger students will have a story read to them, or they may read to a teacher or the group. The older students are required to do homework or quiet reading. If your child needs extra time for homework, they may work on it during recess and free time.\*\*\* While at Art4Life, children will not be allowed to use Chromebooks or laptops.
- Our day ends with group clean-up and free play.

#### Sign-In / Sign-Out

Parents are required to escort their child (or children, if applicable) from the Art4Life pick-up area every afternoon that their child attends Art4Life. **Any individual other than the parent picking up children must present a photo ID to an Art4Life staff member. For the safety and security of your child, please email your Art4Life Site Director any additional individuals who are authorized to pick up your child from Art4Life.**

#### Late Pick-Up

- If your child is not picked up by 6 p.m. (5 p.m. on early dismissal days and ALL DAYS), a \$2.00-per-minute late fee will apply.
- When you arrive to pick up your child, you should pay such fees directly to the Art4Life teacher on duty. Your child will not be allowed to attend the Art4Life program until these fees are paid.
- **After three late arrivals, enrollment will be temporarily paused to discuss the situation with the Site Director.**

NOTE: If your child is not picked up by 7 p.m. (6 p.m. on early dismissal days and all days) without notification or a phone call, Services to Family and Children (“SFC”) will be notified. Once

SFC is notified, the parents or guardians must pick up the child at the facility. SFC is located at 529 SE Grand Ave, Portland, Oregon 97214, and may be reached at (503) 731-3134.

## Cooperation with Other After-School Activities

Children enrolled at Art4Life also participate in other after-school clubs such as Brownies, Chess Club, Cub Scouts, language/tutoring classes, intramural sports, and SUN programs. We are happy to work and support your children's schedules. **Completion of a [contracted class form](#) is required.** These forms can be found at the parent board at your child's school or you can [download them in the forms link](#). Children should always check in with Art4Life before attending any contracted class or club.

## Snack/Nutrition

- Art4Life serves a nutritious snack every afternoon.
- All snacks meet or exceed USDA standards.
- Monthly snack schedules are available on the parent board.
- If your child requires additional food or has specific dietary restrictions, please send healthy alternatives to Art4Life with your child. We are happy to store and serve those alternatives.
- Typical snacks include milk or juice, fresh fruit or vegetables, cheese or yogurt, and crackers or bread.

## Art Projects

Each month, Art4Life teachers create and implement projects that explore different disciplines (visual art, movement, dance, music, theater, writing, etc.) and study a different country/culture. A schedule of our daily art projects is posted monthly on the parent board. Children registered in the Art4Life program are expected to participate in the project every day.

## Movies

- Movies are rarely shown and usually viewed on a Friday or during All Days.

- All movies shown will be G-rated and will not encourage or portray violence.

### Toys and Other Devices

- Art4Life does not allow toys, cellular phones, or electronics of any kind in the program.
- Art4Life follows the school's guidelines for smartwatches.
- We have experienced that toys create more conflict than joy among our students.
- Art4Life follows the school's guidelines for Magic Cards, Pokémon Cards, and other similar games.
- If your child uses a fidget or focus tool, please let us know so we can ensure clear expectations for those items.

### Art4Life Daily Schedule:

#### Richmond & Abernethy

##### AFTERNOON CARE:

2:15 - 2:30 Students arrive; announcements and attendance

2:30 - 2:45 Snack time

2:45 - 3:30 Outdoor recess

3:30 - 4:30 Teacher-led project

4:30 - 4:45 Clean up time

4:45 - 5:15 Homework/Quiet Reading/Story time

5:15 - 6:00 Free time

#### Winterhaven

##### AFTERNOON CARE:

2:30 - 2:45 Students arrive, attendance, snack

2:45 - 3:30 Outdoor recess

3:30 - 5:00 Teacher-led project

5:00 - 5:30 Homework/Quiet Reading/ Story Time

5:30 - 6:00 Free time

## EARLY RELEASE SCHEDULE:

Abernethy and Richmond schools release children at 11:50 AM  
Winterhaven School releases children at 12:45 PM,

### Abernethy & Richmond

11:50-12:45 - Attendance and Recess

12:45-1:00 - Snack 1

1:00-2:15 - Project 1

2:15- 3:00 - Recess

3:00- 3:30 - Quiet Time

3:30- 3:45 - Snack 2

3:45-4:30 - Project 2

4:30-5:00 - Free Time

### Winterhaven

12:45-1:00 Attendance and Snack

1:00-1:45 Recess and Bathroom Break

1:45-2:30 Project

2:30-3 Quiet Time

3-3:45 Recess and Bathroom Break

3:45-4 Snack

4-4:30 Project

4:30-5 Free Time

## FIELD TRIPS and ALL-DAYS

- On days when Portland Public Schools are closed but Art4Life remains open (in-service days and most vacation days), our operating hours will be from 8 a.m. to 5 p.m. (\*\*NOTE ALL DAY TIME CHANGE!)
- Art4Life is closed on federal holidays and winter break.
- All Days are at our Abernethy location- 2421 SE Orange Ave, Portland, OR.
- Families will receive a monthly all day signup link.
- **The cost of an all-day is \$75 per day.**

- Sign-ups or cancellations for All Days must occur at least one week before the day, regardless of when reminder emails are sent.
- Children must bring lunch, weather-appropriate clothing, and a small fee to cover bus tickets and admission costs.
- All days can accommodate a maximum of 40 children.
- Attendance on these days is **NOT** included in regular tuition at the beginning of each month.
- All-day tuition information is on our fee schedule and will be charged to the following month's bill.
- We will notify you in advance of all field trips.
- Field Trip Release forms are located within the enrollment packet.
- Details regarding departure and return times will be on the parent board and the sign-in/sign-out sheet.
- We will increase the adult/child ratio well above the minimum by adding staff when possible and asking parents to attend when possible.
- Each child will wear a name tag with an Art4Life phone number.
- Art4Life uses the public bus system for school-age field trips on All-Days and on some regular afternoons, as well.
- Typical field trips include attending the Symphony, visiting the Chinese gardens or the Portland Zoo, touring the Pearl District galleries, roller/ice skating, swimming, visiting the library, hiking at local parks, and visiting museums.

Goal: To provide interesting, safe, and FUN field trips, emphasizing exposing children to the arts, our city, and other cultures.

Destination: Generally within the Portland metropolitan area.

Transportation: Walking, City bus, or Max train, when needed.

Length: Typically, field trips begin at 10:30 a.m. and we return before 4 p.m. Parents are to provide their child with a healthy lunch and a fee for the field trip and bus fare if needed.

**Parents will be notified in advance of exceptions to these hours.**

Staffing: The program ratio of 1 adult for every 10 children will be maintained for field trips. Parents are always welcome to accompany the group on field trips.

Notification: Spontaneous field trips rarely occur, but if they do, they are within walking distance, and we will leave a note about our location. You can contact us by cell phone at any time. See the School Contact Listing on Page 1 for the contact telephone number for your child's school.

Additional Fees: Parents will be asked to supply their children with the admission price for the trip.

NOTE: IF SIGN-UP IS BELOW 10 CHILDREN, PLEASE NOTE WE WILL CANCEL THE ALL-DAY EVENT. WE WILL NOTIFY YOU ONE WEEK IN ADVANCE.

#### ALL DAY SCHEDULE (No Field Trip)

8:00-8:30 - Morning arrival, quiet activities, morning project

8:30 - Review the day's expectations

8:45-9:00 - Wash hands and breakfast snack

9:00-9:45 - Recess

9:45-11:15 - Project(s)

11:15-12:30 - Wash hands, lunch, and recess

12:30-2:00 - Project(s)

2:00-2:30 - Quiet time

2:30-2:45 - Wash hands and snack

2:45-3:15 - Recess

3:15-4:15 - Project(s)

4:15-5:00 Cleanup/free time/recess

#### ALL DAY SCHEDULE (With Field Trip)

8:00-8:30 - Morning arrival, quiet activities, morning project

8:30 - Go over the day's expectations

8:45-9:00 - Wash hands and breakfast

9:00-9:45 - Recess

9:45-10:30 - Project (s)

10:30-10:45 - Prepare for field trip and go over expectations

10:45-2:00 - Field trip, lunch, recess, etc.  
2:00-2:30 - Quiet time  
2:30-2:45 - Wash hands and snack  
2:45-4:00 - Project(s)  
4:00-5:00 - Recess/Free time / second recess

## **BILLING AND CHANGE OF SCHEDULES (“COS”)**

### Payment and Late Fees

Monthly bills are emailed before the 1<sup>st</sup> of each month and are **due the 1st** of each month. They are emailed to the first email address in your child’s enrollment packet. Please let your site director know if you would like a different or an additional email to be included. There is a two-email limit to each child’s billing information.

- Art4life is a non-profit, tuition-based program that issues monthly invoices.
- Art4Life does not prorate based on individual schedules.
- Drop-in services are available for a \$40 fee for children registered in the program if space allows.
- As a courtesy, Art4Life does not charge for August or extra for months with more than four weeks.
- Art4Life only prorates the months of December and June.
- Art4Life does not prorate or refund tuition for severe weather closures or unpredictable closures such as pandemics or strikes.
- Art4Life operates several after-school locations; thus, parents must label all payments with their child’s first and last names and the school where the child attends. All billing is under the CHILD’S NAME.
- You can hand-deliver your payment to an Art4Life Site Director, bill pay, or mail your payment to 3421 SE 21st Ave, Portland, OR 97202
- Parents are responsible for their bills regardless of their child’s attendance.
- Art4Life does not offer automatic credit card withdrawal services or credit card payments due to fees.
- Most banks and credit unions offer a service that provides electronic check services (bill-pay). If you choose to set this up with your financial institution, please make sure those payments are labeled with your child’s full name and school and sent to 3421 SE 21st Ave Portland, OR 97202
- Failure to pay tuition in full by the 1<sup>st</sup> of each month will result in a \$25.00 late fee. An additional \$25.00 late fee will be applied monthly until the balance is paid.

- After three months of nonpayment, your child will be removed from the program, and all information regarding non-payment will be forwarded to an attorney.
- Any questions or concerns regarding billing and payment can be directed to [Art4Life.Billing@gmail.com](mailto:Art4Life.Billing@gmail.com)
- There will be no refunds after the first day of school.
- **THERE ARE NO REFUNDS FOR SNOW DAYS, SICK DAYS, PANDEMICS, STRIKES, OR UNEXPECTED ABSENCES.** Art4Life continues to pay staff in these circumstances.

### Change of Schedule

Art4Life is a tuition-based, non-profit organization that issues billing statements at the start of each month. We can accommodate schedule changes if we receive written notification in the form of a [Change of Schedule \(COS\)](#) by the 10th day of the month prior to the next billing cycle. COS forms can be found at the parent board or [HERE](#).

- To change a child's schedule, parents must submit a COS form by the tenth day of the month prior to the next billing cycle.
- COS forms can be found on your school's parent board or on our website.
- To permanently change a child's monthly schedule, parents must submit a COS form by the 10th day of the month before the next billing cycle.
- To change a child's monthly schedule just for a particular month we require a COS by the 10th day of the month prior to the next billing cycle.
- To discontinue a child's care we require a COS by the 10th day of the month prior to the next billing cycle.
- Verbal notifications will not be honored.
- Art4Life does not refund for sick days, vacation days, inclement weather closures, strikes, or unforeseen closures such as pandemics.

## Scholarships

- You may apply for a partial scholarship if a family does not qualify for the Employment Related Day Care program.
- Art4Life offers partial scholarships to those families who qualify.
- Applications for partial scholarships are available at the parent board or [here](#).
- Enrollment fees are not included in partial scholarships or Employment Related Daycare Assistance payments.
- Payment is due on the first of each month.
- Families must reapply for a new scholarship each year.
- Families must reapply for a summer scholarship for our summer program.

## BEHAVIOR POLICIES

### Positive Behavior Interventions and Supports

Art4Life participates in district-wide training for Positive Behaviors Interventions and Supports. Our staff supports the children in learning responsibility and respect for themselves and others. Our role is to help children learn to cooperate with one another, to develop self-control, and to learn problem-solving skills. If problems arise, we follow this three-tiered course of action:

- Children are welcome to take a break from the group if they are feeling frustrated, tired, or overwhelmed. Safe spaces for children to take a break, both inside and outside, will be discussed with the children. We hope the children can recover and rejoin the group after 10 or so minutes.
- If your child uses an accommodation, please let us know.
- Art4Life is unable to provide one-on-one care for children. If your child requires one-on-one assistance, please let us know.
- When a child requires redirection, a staff member will restate the agreed-upon expectations.
- If a redirection is needed a second time for the same behavior problem, a teacher will discuss how the group is being affected and will work to create a strategy for success. This reflection may be a written or verbal discussion and will be communicated with the child's

parents at the end of the day.

- If redirection is still needed for a third time, the staff of Art4Life will meet with the parent and work with the school principal, the child's school teacher, and any other school support staff to help the child return to a respectful and positive space at Art4Life.

***You know your child best, so please let us know of any specific approach you would like us to take when discussing behavior and progress with your child. Your participation is key to your child's success.***

Art4Life reserves the right to skip any of these steps if the severity of the behavior or circumstances warrants it.

- Continued enrollment in the Art4Life program is at the sole discretion of Art4Life. Notwithstanding the Behavior Contract referenced in the Enrollment Packet, any behavior by the parent(s) or the student(s) that is detrimental to the Art4Life program or its employees may result in immediate expulsion from the Art4Life program.

#### Behaviors Considered Serious Infractions

- Punching
- Kicking
- Biting
- Enticing students with the intent to hurt another person, an animal or someone's personal property, etc.
- Uttering verbal abuse or using inappropriate language directly at another person.
- Consistently defying rules: not listening to the teacher, hiding, going where teachers cannot see the student, and leaving the group.

Children's behavior on field trips must be exceptional. Complaints from host organizations or unsafe conduct will be considered a serious infraction.

## Behavior Plan

If your child repeatedly engages in unsafe behavior, we will ask to meet with the child's parents, the child's school teacher, the principal, and school counselor to create a plan so your child can safely engage at Art4Life in the afternoons. This plan is not intended to remove your child from the program, but to find solutions that create a positive space for all that attend Art4Life.

If your child repeatedly engages in unsafe behavior, it may be necessary to create a plan to help them stay safe and respectful while at Art4Life. Because of safety and discipline concerns, your child must understand how future incidents of this manner will be handled. This plan is not intended to remove your child from the program, but to find solutions for positive behavior.

## Protocol Regarding Serious Infractions

If a child carries out any serious infractions, they will need to be picked up immediately by a parent, guardian, or someone authorized in the enrollment packet. Parents are expected to reiterate why these actions are unacceptable and dangerous and help the child understand what actions are appropriate while at Art4Life.

If this behavior occurs again, the child will be sent home. To return to the program, a meeting with the child's parents, school teacher, school counselor, principal, and the Art4Life Site Director will take place to discuss strategies to support your child.

These meetings are intended to help your child succeed in the program. This meeting will often include the school teacher, school counselor, Art4Life Site Director, school principal and/or the home-room teacher.

## EMERGENCY PROCEDURES

- If your child is injured while at Art4Life or becomes very ill, you will be notified immediately.
- If you are unavailable, the emergency contact person on your child's application will be notified.
- If the child requires immediate medical attention, he or she will be taken to the nearest hospital by ambulance, with his/her medical release form.
- Every attempt will be made to reach you before any medical procedures are applied.
- You will meet us at the hospital as soon as possible.

In the event of a fire in the building, the children will be evacuated to the field next to the school.

- You will be telephoned if possible.
- If we cannot re-enter the building safely, the children will be evacuated to the locations listed below or where officials direct us to go.
- Please report to the location listed below to retrieve your child, and please be sure to check in with Art4Life staff before leaving with your child.
- Parents should list an emergency contact with Art4Life that can safely and promptly pick up their child in the occurrence of a natural disaster or sudden weather emergency.
- Children will only be released to those listed on the child's enrollment packet. If you want to add more people to that list, please email your school's site director or submit this in writing.
- Your child's school and Art4Life do not share information regarding those people authorized to pick up your child.
- PLEASE MAKE SURE TO CHECK IN WITH AN ART4LIFE TEACHER WHEN PICKING YOUR CHILD UP FROM AN EMERGENCY LOCATION.

## **Emergency Locations to Retrieve Children**

Abernethy St. Philip Neri Catholic Church at 2408 SE 16<sup>th</sup> Ave

Richmond Central Christian Church at 1844 SE Cesar Chavez Blvd

Winterhaven Cleveland High School at 3400 SE 26<sup>th</sup> Ave

## **STAFFING**

Since we are an arts and culture program, most of our staff members have degrees in Fine Arts or Performing Arts.

Art4Life exceeds the state-required ratio of one teacher per 15 children by providing one staff member per ten children.

Our staff members carry out the policies and protocols of the Department of Early Learning and Care of Oregon and Art4Life to provide a safe and fun after-school environment.

Three professional references are checked before hiring staff, and all Art4Life staff must pass a state-issued FBI background check, including fingerprinting, before working with the children. In addition, all staff maintain CPR and First Aid certifications, have current food handler's cards, and obtain 15 credit hours of training, eight of which are in Early Childhood Education.

Within the first 90 days of employment with Art4Life, staff must complete training on recognizing and reporting child abuse and neglect based on Oregon law and practice. In accordance with Oregon law, Art4Life staff are required to report any "reasonable suspicion" of child abuse to the Department of Human Services and Child Protective Services. After filing a report, the Department will assess the information and take further action if necessary. Art4Life staff are also required to complete yearly online training regarding recognizing and reporting child abuse.

All of these requirements are regularly monitored by a licensing representative from the state of Oregon's Department of Early Learning and Childcare (DELCC).

## **DEPARTMENT OF EARLY LEARNING AND CHILDCARE**

Art4Life is licensed by Oregon's Department of Early Learning and Childcare (DELIC) and participates in yearly inspections of all staff qualifications, the completion of children's records, as well as program observation and inspection of each site. We are also required to have yearly fire and sanitation inspections. The school principal is the only person who can assign us space, and the DELIC is the only agency that can certify the space and determine capacity. It is important to note that the capacity for after-school programs differs from space capacity during the school day.

Current copies of relevant sanitation, fire, and Child Care Division inspection forms are available upon request. Questions regarding compliance with licensing, regulations, or complaints can be directed to DELIC (503) 669-7112.

## **HEALTH AND WELLNESS**

We understand that children sometimes experience minor illnesses. To help prevent the spread of illness, please keep your child home for at least 24 hours after experiencing any of the following: sore throat, runny nose, skin rash, diarrhea, inflamed eyes, fever, nausea, vomiting, cough, head lice, or earache.

In the event of a reported case of head lice, we will notify all families while maintaining strict confidentiality.

## **INJURY, ILLNESS, AND MEDICATIONS**

All Art4Life staff are trained and certified in First Aid, CPR, and AED use. In addition, clear expectations regarding behavior and boundaries are instilled in each program with safety in mind. First Aid kits are on site with each group of children and comply with DELIC standards.

If a child sustains a serious injury or becomes ill while in the care of Art4Life, staff will follow first aid protocol, find a comfortable place for the

child to rest, and call the parents to notify them of the situation. If needed, 911 will be called. An Accident/Injury/Incident report will be filled out by Art4Life staff and a copy will be given to the child's parent(s).

If a child needs to take any type of medication while at Art4Life, parents should submit a medication form along with the medications. Art4Life staff will keep these items in a safe, locked location as well as supervise and document when these medications are used.

If a child enrolling in the program has a chronic illness issue, Art4Life will request a meeting with the parents to discuss any Emergency Action Plans or specific protocols.

## **ENROLLMENT**

Art4Life has two lotteries for registration- the first lottery is for families that are currently enrolled in Art4Life, and the second lottery is for families who are new to the program. Both returning and new families must complete a new registration packet in order to be included in the enrollment lotteries.

Enrollment packets for the upcoming school year are released in the Spring and can be accessed through our website, [Art4Life.net](http://Art4Life.net). Please email completed packets to your school's Art4Life Site director or deliver a completed packet to an Art4Life staff no later than the last day of school.

Art4Life will use the order determined by the first lottery to begin to fill enrollment spots in the program. We will use the order determined by the second lottery to fill any spaces remaining in the program.

Your school's site director will let you know via email if your registration is confirmed. You will have two weeks to make both the enrollment fee and the first month's tuition payment.

If payment is not received within those two weeks, your spot will be released to the next person on the waitlist.

Art4Life prioritizes families that qualify for [Oregon's Employment Related Day Care subsidy program](#). If you are eligible for this subsidy, please submit a completed registration form with confirmation from your

caseworker that assistance will be provided no later than the last day of school.

Art4Life cannot guarantee that all returning students will be offered a spot for the following year. Availability may change from year to year based on space and staffing.

If the program is full, families will be notified no later than June 26. A waiting list will be maintained throughout the summer and into the school year. If any of the days that a wait-listed family requests become available, the family will be notified and the child will be able to start on those days immediately.

There is no deadline for turning in enrollment packets, but space is limited. If space is available, children can register at any time during the school year.

## **PARENT COMMUNICATION**

Art4Life encourages and appreciates direct and clear communication. Please follow these steps for communication:

1. Verbal discussion, email or phone call with the Site Director. The Site Directors have access to enrollment information, attendance records, and have direct contact with the staff and children.
2. Email or phone call with the Director.

Art4Life works to connect with parents daily to let you know how your child's day was. We want to tell you about the best part of your child's day, and also expect parents to be a part of any communication to problem-solve behavior issues if they arise.

**Parents are responsible for letting us know if their child is absent, as the school does not inform Art4Life of absences. Please communicate this information via text, email, or phone call. If we have not heard from you, we will call you. If you do not respond, we will call your emergency contacts. If your emergency contacts do not respond, we will call 911.** Note that when we spend time tracking down your child, we will charge a \$15 finder's fee.

Parent involvement and observation are welcome anytime. Please join us for a project or for Festival Friday!

At our gallery [Splendorporium](#) we have an art opening and exhibition every first Friday of the month and invite all our families to see what the children are displaying each month in the Children's Gallery, as well as view what the community of Portland artists are exhibiting. A special event occurs in the month of May when much of the gallery is dedicated to exhibiting the works of all Art4Life children to celebrate what they have accomplished throughout the school year.

## **INCLEMENT WEATHER POLICY AND CLOSURES**

- Art4Life follows Portland Public School's ("PPS") decisions regarding inclement weather. Please check the PPS website for the latest school closures and delays: [www.pps.k12.or.us](http://www.pps.k12.or.us)
- If your school is closed due to inclement weather, Art4Life is closed.
- If your school closes early due to inclement weather, Art4Life will not be available for afternoon care.
- Parents should list an emergency contact with Art4Life that can safely and promptly pick up their child in the occurrence of a natural disaster or sudden weather emergency.
- Art4Life may also act independently from the PPS decision to close due to inclement weather. Safety is our greatest concern.

**Per other programs, we offer no refunds** for scheduled program cancellations due to emergency school closure or inclement weather. Art4Life programs follow local school district closures for snow or inclement weather and do not operate if the school is closed. **Art4Life does not prorate program fees resulting from a school closure.** Please have a backup plan for your child in case of emergencies and communicate this with your school staff.

Art4Life is closed for all legal holidays and winter break.