



# The Creative Arts Corner of Hudson Valley, Inc.



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## GUIDE FOR ARTISTS AND ORGANIZATIONS AFE Project

### **Welcome to the *Artists for Enrichment Project!***

This is an innovative arts enrichment project of The Creative Arts Corner of Hudson Valley, Inc. The CAC of HV has expanded throughout Rockland County, providing innovative, in-depth, hands-on experiences in arts enrichment programs. The CAC of HV recognizes the arts as essential to enrichment organizations and assists in integrating the visual arts, music, theater, dance, performing arts and literary arts into their program. The support is provided with the deep belief that artists have unique abilities as instructors and mentors for participating students and the Rockland County community.

Our mission is to take a leadership role in promoting the arts in Rockland County through enrichment. In-class and after-school projects are those that provide arts learning for students PreK-8<sup>h</sup> Grade. All projects are provided through: parks and recreation programs, schools/school districts, public/private organizations, neighborhood centers and social service organizations.

Artistic enrichment and exposure is very different from what may take place during typical school hours. Before considering this type of enrichment, artists and organizations may keep the following in mind:

Enrichment programs operate for the convenience of families, providing a safe, healthy place for children to interact during and after-school. Since parents' work schedules vary, the schedules of participating after-school children may vary from day to day as well. In addition, after-school programs are less structured to give children as much freedom as possible, since they've had plenty of classroom organization all day long. How can you experiment with your method of presenting your work to accommodate the flexibility and spontaneity of enrichment projects?

After-school staff has the challenge of being parent, friend, mediator and mentor for children as they practice making positive choices and developing social skills. Staff must deal with a myriad of situations simultaneously. What are some ways that you can excite and energize the staff during the project?

The age of participants varies. Are you able to work with diverse age groups at one time?

What activities and projects can you provide in alternate spaces, such as cafeterias, gymnasiums, art rooms, portable classrooms, etc.? Would you be able to present activities at more than one site during the program?

## Goals

The *Artists For Enrichment Project* illustrates the essential importance of the arts within enrichment programs according to the *NYS Learning Standards for Arts Education, PK-12*. Exposure to the arts fosters and enhances positive academic achievement and growth in creativity, self-esteem, and critical thinking. The CAC of HV has taken a leadership role in promoting the arts for enrichment through the *Artists For Enrichment Project*. The CAC of HV effectively integrates the arts into Pre-K, elementary, and middle school enrichment programs as well as libraries, community centers, nursing homes and many other organizations. The CAC of HV serves the community by the initiation of the *AFE Project* and through the placement of artists within Rockland County. The CAC of HV strives to:

- Expose students to a variety of art forms: visual arts, music, theater, dance and literary arts.
- Increase in each student an awareness of and willingness to express his or her artistic abilities.
- Expose students to the concept that art is an integral part of everyday life.
- Present a range of cultures, points of view and historical perspectives through multi-cultural arts programs.

## Artist Applications

Applications from organizations and artists for the *Artists for Enrichment Project* are accepted on an on-going basis throughout the year.

## School Applications

Administrators, Directors, Coordinators, etc. select and approve courses within the *Artists Enrichment Project*, submitting applications to The CAC of HV. The organization application is designed to make communication and the scheduling of projects as smooth as possible. After reviewing the projects and completing the application, please mail or email the application to the Center Director, Deborah Grosmark. The Director will contact the artists and school site regarding availability, scheduling and contracting.

## Schedules

The teacher/administrator arrange the schedule to meet their mutual needs. Projects are most effective scheduled in 1-hour blocks of time. The following programs are offered:

- **Arts Exposure**
  - 6-hour project with one artist
  - 8-hour project with one artist
  - 10-hour project with one artist
- **Arts Focus**
  - 16-hour project with one artist
  - 32-hour project with one artist
  - Day time (in-class) Artist Residencies
- **Artist Workshop**
  - Creative, dynamic artists, musicians and dancers are available for one-day workshops

## Preparation and Supplies

Once the project schedule is arranged, and contracts are signed by the artist and the organization, the artist may request that the staff prepare the students with information about the project. Information about available general supplies (glue, scissors, rulers, etc.) should be provided to the artist. The artist works within a limited materials budget, but will provide most of the tools and materials to complete the project.

## Organization Orientation for Projects

An orientation is conducted prior to the project, either in person or on the phone. A clear understanding of expectations between the artist and staff will insure a quality and rewarding arts experience.

### Please consider and discuss the following:

- General background of students in the class: age, language skills, achievement levels, special needs, etc.
- Classroom size, number of students, workspace, availability of water, sinks, drying and storage space, CD player, or any other specific requirements for the project.
- What general classroom supplies are available for use.
- Specific roles and requirements of the staff.
- The possibility of an exhibit or presentation at the end of the project.
- School sign-in procedures, availability of parking close to the classroom, and other school procedures.

## Staff Participation

One of the objectives of the *AFE Project* is to provide professional development for the staff in arts techniques and applications. We invite the staff to make every effort to participate. The project contract requests a staff member to remain in close proximity during the artist's session. Staff responsibilities may include:

- Assist the artist throughout the project
- Provide a disciplined learning environment
- Remain in the setting as an active participant during the project
- Complete the final evaluation and mail it to the Center Director

## Classroom Observations and Evaluations

The Center Director will make scheduled and unscheduled classroom observation visits to assess the project, artist's preparation and presentation. The classroom teacher, artist and student are also required to complete evaluations at the conclusion of the project/workshop/course. We would appreciate very candid responses as evaluations are very important tools used to track the program, prepare reports for grantors and improve the program.

## Organization and artist procedures for the project

Artists are contracted through The CAC of HV after the initial request from the organization. These are the procedures to follow:

- The artist is contacted with the name, address and phone number of the organization interested in scheduling the project.
- The artist arranges a date/time(s) with The CAC of HV and then The CAC of HV contacts the organization to agree upon and confirm date/time(s).
- The CAC of HV notifies the artist upon finalization of the date/time(s). The CAC of HV sends the artist a contract to sign and return before the project begins. The CAC of HV also sends a contract and invoice to the organization.
- The agreed upon fee is for the current year and will not be re-negotiated during the school year.
- When the project is completed, the artist sends an invoice to The CAC of HV. To complete the contract, The CAC of HV must receive your invoice. Payment will be mailed within 30 days. Checks are mailed on the and fifteenth and thirtieth of each month.
- Artists are independent contractors and will receive a 1099 for IRS filing.
- Organizations: Please pay the invoice for project fees before the first class, unless other arrangements are made in advance. Note: Payments from the organization for the program should be sent directly to: **The Creative Arts Corner of Hudson Valley, Inc.**
- Upon arrival at the main office, a designated person should be available as host for the artist(s), escort the artist(s) to the facility, demonstrate equipment (if necessary), locate electrical outlets, lighting system, make introductions and remind the students about proper behavior.