



## **Studio123 Policies and Procedures 2026**

### **STAFF / PARTICIPANT ROLES & RESPONSIBILITIES**

#### **Age Requirements**

Art Camps: 9 – 13 years

Summer Art Classes:

- Parent/child classes – for children ages 5 and under accompanied by an adult
- “Adventure Arts & Crafts” – for children ages 6 – 8
- “Media Lab Art Classes” – for children ages 8+

#### **Staff/Child Ratio**

Art Camps: GallupARTS will maintain a ratio of 1 staff member to 15 children (maximum).

Summer Art Classes: GallupARTS will maintain a ratio of 1 staff member to 20 children (maximum).

#### **Staff Roles and Responsibilities**

##### *gallupARTS Director*

gallupARTS’ Executive Director is responsible for the administrative and logistical duties of the Studio123. The Executive Director is responsible for ensuring proper policies, protocols and procedures are in place and followed, developing and scheduling programming, managing budgets, payroll, and ordering supplies, hiring, training, and overseeing staff members, marketing offerings, problem-solving issues as they arise, organizing fundraising efforts, and liaising with parents/guardians.

##### *gallupARTS Studio123 Program Coordinator*

gallupARTS’ Program Coordinator is responsible for assisting with program planning and project development, developing marketing collateral and program materials, registering children and collecting payments, facilitating portions of programming, helping with child sign-in/sign-out, helping to oversee children, reporting any issues and positive feedback to the Director, and liaising with parents/guardians.

##### *Studio123 Instructor*

The Studio123 Instructor is responsible for developing age-appropriate, open-ended yet structured, high-quality projects for children (creating examples, drafting supplies lists), instructing children in those projects, overseeing children to ensure their safety and enjoyment, helping with child sign-in/sign-out, liaising with parents/guardians, monitoring supplies, reporting any issues and positive feedback to the Director and/or Program Coordinator.

**Anti-Discrimination Clause**

gallupARTS is an equal opportunity employer and service provider. The organization does not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, gender identity, or sexual orientation. Reasonable accommodation may be provided in an effort to advance employment and participation opportunities for individuals with disabilities.

**Criminal Background Investigations and Other Verifications**

All persons engaged in the operating of Studio123 (gallupARTS' program staff, instructors, contractors, and volunteers) are required to pass a background check.

It is the policy of GallupARTS not to employ anyone who has been convicted of any felony criminal offense that may involve but is not limited to: (1) child abuse or neglect or (2) attempted or actual bodily injury or property damage. GallupARTS will run the name of each potential employee through the National Sex Offender Registry website.

A potential contractor may be disqualified from employment or a current contractor may be terminated if the organization or its representative in its sole discretion learns of behavior or conduct of the employee or potential employee that is inconsistent with the purposes or goals of Studio123 and GallupARTS.

**Hours of Work**

Instructors are expected arrive to prepare the space and activities 30 minutes before opening and to stay no more than 30 minutes after closing to clean up.

**Personal Conduct**

Staff members, instructors, contractors, and volunteers are representatives of Studio123 and GallupARTS. They are expected to conduct themselves in a professional manner in all situations and uphold the policies, standards and ideals of the program.

Children are expected to behave in a manner respectful of themselves, each other, instructors, craft materials, and the space. Failure to do so, especially repeated offenses, will be address vis-à-vis a meeting between GallupARTS' Director and the parent/guardian. A plan to address misconduct will be formulated, and termination of right to participate may be enacted.

**Dress Code**

Child-appropriate attire is required of all staff members, instructors, contractors, and volunteers. Clothing should be free of slogans that are offensive or contain references to drugs, alcohol, gangs, or activities that are inappropriate for children.

Children are expected to dress in a manner that allows them to participate in all activities.

**Language**

All language used on the premises must be appropriate for children. Staff members, instructors, contractors, and volunteers will not curse or use language that is derogatory towards any identity group, and should encourage children/participants to use positive language at all times.

**Interacting with Families**

Should any issue arise with parents/guardians, staff members, instructors, contractors, and volunteers should refer the family to GallupARTS' Program Coordinator or Director.

### **Privacy & Confidentiality**

Child registration forms will be kept in a locked filing cabinet.

Only GallupARTS' Program Coordinator and Director have the right to share pictures of child program participants, and only through GallupARTS' official communications. While many participants have media releases, these releases do not extend to staff members' personal networks. The Children's Online Privacy Protection Act (COPPA) ensures that parents of children have control over their child's online information.

Staff members, instructors, contractors and volunteers will not share sensitive information about program participants—especially outside of GallupARTS—unless absolutely necessary.

### **Personal Property**

GallupARTS is not responsible for any personal property of staff members, instructors, contractors, volunteers and/or program participants.

### **Tips, Gratuities, and Gifts**

Paid staff members, instructors, and contractors are not allowed to accept monetary tips or gratuities. If presented with a monetary tip or gratuity, they should politely decline. If appropriate, a staff member may suggest that the money be donated to GallupARTS. Acceptance of non-monetary gifts is not encouraged, but should be determined by the paid staff member, instructor, or contractor receiving the gift. If a paid staff member, instructor or contractor is offered or accepts any gift, GallupARTS' Director should be notified so that he/she may thank the gift-giver for the intention.

## **LOGISTICS**

### **Arrival**

Summer Art Classes: Children may be dropped off 10 minutes before the class start time.

Spring Break Art Camp: Children may be dropped off between 8:45 and 9:00am. Children must be registered by/at the time of the first day of Camp. They must be signed in every time.

### **Release**

Children must be picked up promptly at the designated time. Children shall only be released to authorized persons and must be signed out. If an unauthorized person attempts to pick-up a child, instructional staff should notify GallupARTS' Program Coordinator and Director, who may then phone the parent/guardian of the child in question to inform him/her of the incident. **Children may not be released to any person who is not listed on their registration form as an authorized person.**

### **Late Pick-Ups**

Children should be picked up no later than 10 minutes passed the designated time. If a child has not been picked up by 10 minutes after, GallupARTS' Program Coordinator or Director will call the sign-in contact or parent/guardian to acquire further information. At thirty minutes passed the designated time, if no contact with the first contact, Program Coordinator or Director will assume supervision of the child and any emergency contacts will be called to attempt to make appropriate arrangements. If the child has not been picked-up by 45 minutes passed the designated time and no arrangements have been made with the parents or guardians, the Program Coordinator or Director

may call the police to inform them of the incident. The Program Coordinator or Director will follow police instructions.

### **Cancellation**

gallupARTS' Director may decide to cancel Studio123 programming for any reason. Staff members, instructors, contactors, and volunteers will be notified ASAP. Public notice will be provided through Facebook and Instagram. For Art Camps and Summer Art Classes, individual phone calls or texts will be made to inform families.

### **Attendance and Supervision**

Instructors are responsible for keeping a headcount of participants. For Art Camps: attendance should be taken each time the group moves locations.

## **HEALTH AND WELLNESS**

### **Tobacco, Alcohol, and Controlled Substances**

No tobacco or controlled substances (with the exception of alcohol only for designated private events) is permitted on any of GallupARTS' premises, including Studio123. Possession or use of a prohibited substance while on GallupARTS' premises constitutes grounds for immediate termination.

If a *child* uses or possesses tobacco, alcohol, or other prohibited substances while participating in Studio123, the witness staff member, instructor, contractor, or volunteer will immediately confiscate the substance and call the parent/guardian. GallupARTS' Director will meet with the child and parent/guardian to discuss a plan of action that may include restrictions on participation in GallupARTS' programming.

### **Medications**

GallupARTS is not equipped and will not distribute medication to any person under the age of 18. If a child requires medication while in GallupARTS' care (including an inhaler), a parent or guardian must be present to administer that medication. Children's medications will not be stored by GallupARTS.

### **Weapons**

An item considered capable of bodily harm, including, but not limited to, knives, guns or firearms, brass knuckles, nun chucks, and pepper-spray are not permitted on GallupARTS' premises. If a child brings a weapon to Studio123, the weapon will be immediately confiscated and the parent/guardian will be notified. GallupARTS' Director will meet with the child and parent/guardian to discuss a plan of action that may include restriction on participation in GallupARTS' programming.

### **First Aid**

GallupARTS is not equipped to administer First Aid. In case of a life-threatening emergency, staff members, instructors, contractors and/or volunteers will first call 911 and then call the parent/guardian. In case of non-life-threatening emergency, staff members, instructors, contractors and/or volunteers will first call the parent/guardian and follow their instructions.

### **Illness**

Staff members, instructors, contractors, volunteers and children who feel ill are encouraged to stay home. If anyone in the above categories has tested positive for COVID-19, if anyone in their household is sick or has tested positive for COVID-19, or if they have been exposed to anyone who has tested positive for COVID-19, they must not participate in Studio 123.

### **Fluids/Disease Transmission**

Bodily fluids including urine, feces, blood, vomit, mucus, and saliva should be considered to be contaminated with germs. If bodily fluids are spilled in an area, that area should be blocked off until it has been cleaned and disinfected. Bodily fluids may transmit disease and should not be touched without a gloved hand. If a person has their own bodily fluids on them or their clothing, they should be seated away from other people until clean-up is available. Paid staff, contractors, instructors are responsible for cleaning and disinfecting the area and any contaminated materials. Any disposable materials that have been contaminated will be gathered in a garbage bag. A person's individual possessions may be gathered in a separate bag. The fluids will be cleaned from surfaces using a disinfecting solution.

## **ACCIDENT/INCIDENT PLANS**

### **Accident/Incident Forms**

Any incident that results in bodily or emotional injury to any person involved in camp proceedings should be recorded by the witness staff member, instructor, contractor and/or volunteer. Reports will include names, dates, times, a description of what occurred, and a description of the response/resolution.

### **Evacuation Procedure**

If an evacuation is necessary, staff members, instructors, contractors and/or volunteers are expected to call 911 if appropriate, calmly escort children to the Octavia Fellin Public Library's Children's Branch and take attendance once re-located to safety. Once all children are accounted for, staff members, instructors, contractors and/or volunteers will inform GallupARTS' Program Coordinator and Director if necessary and call parents/guardians to inform them. Staff members, instructors, contractors and/or volunteers and GallupARTS' Program Coordinator and Director will follow emergency responders' directions in terms next steps, including whether/when it is safe to return to ART123 Gallery.

### **Missing Child**

If for any reason there is an unaccounted-for child, the following procedures should be immediately implemented:

#### *0-3 minutes*

- Alert GallupARTS' Director immediately
- Director will assign person(s) to check where the child was last seen
- Staff members, instructors, contractors and/or volunteers will conduct a headcount and keep all children together in one location

#### *4-7 minutes*

- Search area will be expanded to other likely areas
- 2 staff members, instructors, or contractors will be assigned by GallupARTS' Director to conduct the search
- GallupARTS Director will conduct a "paper search" of morning check-in

- Staff members, instructors, contractors and/or volunteers will continue to supervise children. Children shall not switch activities during this time, even if a switch is scheduled.

*7-10 minutes*

- Pertinent staff member will complete a detailed description of the missing child
- GallupARTS Director will conduct an additional attendance check.
- Search area will be expanded to the boundary of likely area.

*11-15 minutes*

- GallupARTS Director will telephone the police to alert them of the situation.
- GallupARTS Director will call the missing child's parent/guardian to alert them of the situation.
- Follow police instructions.

**Unauthorized Person(s)**

Studio123 is located inside ART!23 Gallery, a space that is open to community members. In order to protect our children, no visitors will be allowed to interact with the children unless they are a parent/guardian/approved "sign-out" person. If staff members, instructors, contractors and/or volunteers notice any known or unknown person who is unaffiliated with GallupARTS or Studio123 program participants interacting, distracting, or inappropriately observing children, they should immediately notify GallupARTS' Director. They should not approach the unauthorized person. GallupARTS' Director will greet the unauthorized person, identify that person and his/her intent, and proceed accordingly.