

<p>CREATIVE CONNECTIONS ARTS CENTER</p> 	Policy: Programming Application and Evaluation Policy	
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Signature:	Effective Date:	
	Original:	
	Reviewed:	

POLICY:

It is the policy of the Creative Connections Arts Center to assure that all programs offered by the Creative Connections are made exclusively for the benefit of the Creative Connections, in a manner that is fair, objective and financially sound.

Any one who would like to lead a program (hereinafter referred to as Instructor), at the center must follow the following procedure for evaluation and potentially be contracted with the Creative Connections for said position.

PROCEDURE:

An Instructor needs to take the following steps:

- 1) Complete an application/proposal form.
- 2) Complete a background check form.
- 3) Submit with necessary supporting materials.
 - a. Board decides to accept or reject the proposal.
 - b. Accepted party will meet with the Treasurer, or Board authorized representative, to negotiate the details of their contract.
 - c. Rejected party will be notified with a standardized rejection.

Criteria for acceptance by board:

- Instructor’s mission will align with the Creative Connections mission
- Instructor has three favorable references (personal and/or professional)
- Instructor has a clear vision of beginning, middle and end of program

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IN COMPLIANCE WITH NEW YORK STATE EDUCATION STANDARDS:

The following staffing requirements are to be met for all programs with a target age group of under the age of 13 years old. Instructor is to recruit/provide additional staff required with these standards*. Payment of the additional staff will be negotiated in the contract of the Instructor. The additional staff must also complete out an application and background check.

AGE OF CHILDREN	STAFF:CHILD RATIO	MAXIMUM GROUP SIZE
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24
6 - 9 years	1:10	20
10 - 12 years	1:15	30

*There are high school teens that are in need of fulfilling their required community service hours for Honors Society and college applications. The teens who are interested in volunteering as helpers/assistance for classes as a means to meet those hours will be pre-screens and a list will be provided to potential teachers to assist them in finding the additional staff required to hold their class.

POST EVALUATION:

After completion of program, the program and the Instructor shall be evaluated based on customer satisfaction, fiscal outcomes and if the program successfully met the goals stated in their proposal.

Program leaders may be asked to meet with the subcommittee to discuss the level of success of the program, potential improvements that may enhance the program and the possibility of repeating the program.