June 30, 2006

Dear Parents and Students,

Welcome to Pace University Summer Arts 2006! We are delighted that you have chosen to participate in the program and are confident that you'll find it a rewarding experience. Here's some useful information about Summer Arts:

CHECK IN & OUT
- During the program (July 5 – August 4), the Summer Arts Information Desk will be located in the front lobby of One Pace Plaza. All registrants should be picked up and dropped off there and check in and out there.
- The only exception to the check in at the Info Desk rule will be for tweens taking theater arts, who can be dropped off in the front lobby of 41 Park Row. If they are late, however, they must be checked in at the Summer Arts Information Desk in One Pace Plaza and then be escorted to their theater class by our staff.
- We require that all students check in and out at the beginning and end of the day as well as each time they exit and enter Pace. In individual classes, instructors will take role and interns will accompany students to and from classes. Students are only allowed on campus during the times when they are registered for classes and are, therefore, supervised.
- Students will only be released to a parent, guardian or designated pick-up person (as you indicate on the attached form), and they should be picked up from the Summer Arts Info Desk. The only exception to this will be for those pre-college students with signed permission to leave on their own.
- If you have not already signed and returned the Consent/Release/Waiver form, please do so immediately. (Call 212.346.1244 if you need a form).
- Although parents will be picking up and dropping off students at the Summer Arts Info Desk, for your information you can pick up a sheet of class locations.

LUNCH
- Tweens enrolled in Theater Arts must bring lunch with them. Lunches will not be refrigerated. Please do not give your child lunch money since tweens will neither be permitted to leave University grounds nor will the instructors or interns leave the program.
- Pre-college students, however, are allowed to leave the building provided the attached form has been signed on the appropriate spot. Otherwise, they may choose to eat their lunch in a Summer Arts classroom, the Spotlight Café, with supervision.

DO-DADS, SHOWINGS
- In order to keep the focus on learning, we ask that participants leave hand held electronic devices (i.e. video games, “walkmen”) at home. Cellular phones and beepers are acceptable provided they are turned off during workshop hours.
- Most classes will be having exhibitions when they end (July 14 for Summer Arts I, July 28 Summer Arts II, and August 4 for Summer Arts III) during the time of the class. Announcements will be made during the program. However, if your child is going to leave the program earlier than these dates, you may call our office to arrange an end of the week observation.

If you have any further comments questions or concerns, do not hesitate to contact us. Best wishes for a fulfilling experience in Summer Arts!

Best to you,

Tamra Plotnick, Director of Noncredit Programs  (Cellular phone for emergencies only 917.655.7577)

María Leventis, Program Coordinator  (Cellular phone for emergency use only 917.450.0534)

Amy Madden, Site Coordinator and Tweens Teaching Artist

*for automated instructions to Pace University downtown campus, please call 212.346.1133
SUMMER ARTS PICK UP & LUNCH AUTHORIZATION

Date ______

Participant name_________________________________ age_____ gender________

Courses _______________________________ dates/times _____________________

Circle all that apply:
Summer Arts week 1, week 2, week 3, week 4, week 5

Parent/Guardian #1 name________________________ home phone______________
office phone___________ cell phone_________________ email __________________

Parent/Guardian #2 name________________________ home phone______________
office phone___________ cell phone_________________ email __________________

Emergency contact person name ________________ home phone______________
office phone___________ cell phone_________________ email __________________

Pick up/Authorization (fill in and initial appropriate statements)

_______ I authorize _________________________ and/or _________________________ (daytime phone) _____________ to pick up or deliver my child, ______________________, from/to Pace University Summer Arts. I understand that if I, or the person(s) named above is/are unable to pick up my child, I will provide a permission form to authorize another adult to pick up my child from Pace University Summer Arts.

_______ My pre-college student has permission to leave Pace University campus on his/her own.

Send or Fax to:

Attn: Tamra Plotnick
Director of Noncredit Programs
Adult and Continuing Education
Pace University
1 Pace Plaza, room w100b
New York, NY 10038

Fax: Attn: Tamra
212.346.1945