

# Märchen Sagen

The Academy for Visual Storytellers

Video and Audio Production Program for After Schoolers

## APPLICATION

DATE: \_\_\_\_\_

STUDENT FULL NAME: \_\_\_\_\_  
*Last First Middle*

STUDENT EMAIL ADDRESS: \_\_\_\_\_

PERMANENT HOME ADDRESS: \_\_\_\_\_  
*Number and Street Apartment #*

\_\_\_\_\_  
*City State Zip Code*

PERMANENT HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ LANGUAGE SPOKEN AT HOME: \_\_\_\_\_

FIRST LANGUAGE (IF NOT ENGLISH): \_\_\_\_\_ SECOND LANGUAGE: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_  
*Number and Street City State Zip Code*

WHAT IS YOUR GRADE LEVEL IN THE FALL? \_\_\_\_\_

ARE YOU A U.S. CITIZEN?

YES or NO

DO YOU RECEIVE FREE OR REDUCED LUNCH (CIRCLE ONE)?

YES or NO

HAS YOUR CHILD EVER TAKEN AUDIO VISUAL TRAINING?

YES or NO

HAVE YOU EVER BEEN SUSPENDED FROM SCHOOL?

YES or NO

WHAT IS YOUR ANNUAL INCOME?

\_\_\_\_\_

WHAT IS YOUR CHILD'S T-SHIRT SIZE (CIRCLE ONE)?

S M L X-L XX-L XXX-L

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## P A R E N T I N F O R M A T I O N :

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Parent/ Guardian 1: \_\_\_\_\_

Parent/ Guardian 2: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Address (if different from yours):  
\_\_\_\_\_

Home Address (if different from yours):  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Marital Status: \_\_\_\_\_

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## E M E R G E N C Y C O N T A C T S :

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**PLEASE LIST THREE EMERGENCY CONTACTS OTHER THAN YOUR PARENTS OR GUARDIANS:**

NAME	PHONE NUMBER	RELATIONSHIP

Please list any allergies:

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Please list any health conditions we should be aware of:

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# I D E M N I F I C A T I O N

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I hereby grant permission for my child to participate in the Märchen Sagen Academy Summer Program. I hereby agree to hold harmless and release Märchen Sagen Academy, Inc., its officers, trustees, agents, interns and employees ("Release") from any claims of damage arising from my child's participation in the program. I have signed this release with full recognition and appreciation of the risks of such activities, including risks associated with transportation to and from the organization's location. I understand that Märchen Sagen Academy, Inc. has no medical personnel during while the academy is in session and on trips. I agree that Märchen Sagen Academy, Inc.'s personnel assigned to Märchen Sagen Academy, Inc. are granted permission to authorize emergency medical treatment if necessary and that such action by persons shall be subject to the terms of this release. I understand that releases assume no responsibility for any injury or damage that might arise out of or in connection with such emergency medical treatment. I further agree that this consent and release shall be construed in accordance with the laws of the State of Georgia. If any term or provision of this consent and release shall be held illegal unenforceable or in conflict with any law governing this consent and release, the validity of the remaining agreement, and portions shall not be affected. I further state that I am the participant's Parent/Guardian, and am fully competent to execute this consent and release for full, adequate and complete consideration fully intending for myself and for my family to be bound by the same.

PRINT FULL NAME: \_\_\_\_\_  
(Parent or Guardian)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent or Guardian)

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# M E D I A   R E L E A S E   F O R M

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I, Parent/Guardian of \_\_\_\_\_, hereby consent that the photographs and/or motion picture or videotape for which s/he posed, and/or audio recordings made of her/his voice may be used by Märchen Sagen Academy, Inc., its partners, or successors, whatever way they desire, including television and electronic media. Furthermore, I hereby consent that such photographs, films, recordings, plates and tapes are the property of the organization, and they shall have the right to sell, duplicate, reproduce, and make other uses of such photographs, films, recordings, plates, and tapes as they may desire free and clear of any claim whatsoever on my part.

IN WITNESS WHEREOF I have hereunto set my hand, in the State of Georgia this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

PRINT FULL NAME: \_\_\_\_\_  
(Parent or Guardian)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent or Guardian)

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# EVALUATION CONSENT

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The Märchen Sagen Academy, Inc. wishes to provide your child(ren) with the knowledge and skills to produce audio/ visual content. To help us understand how well we are meeting this goal, your child will be given the opportunity to answer some questions about their experience with our program.

The questions we wish to ask your child focuses on the effectiveness of our program. Therefore, we would like to ask your child to complete one or more surveys that will help us determine if our program has been implemented successfully. The questions your child may be asked include questions about their grades and their view of the program.

Your child does NOT have to answer questions to participate in our program. Your child's involvement in the survey process is completely VOLUNTARY. All your child's answers to the survey questions will be completely CONFIDENTIAL. The responses provided by your child will be combined with data from other children and reported in group form only. There will be no way to identify your child and his or her individual responses in the reports. The summary of responses will only be used to evaluate our program's effectiveness.

[  ] YES. I have read and understand the above information, and freely give my consent for my child to participate in the survey process.

[  ] NO. I have read and understand the above information, and do not wish for my child to participate in the survey process.

PRINT FULL NAME: \_\_\_\_\_  
(Parent or Guardian)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent or Guardian)

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# FINAL SIGNATURES

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PARENT:

I understand the following:

- ★ All tuition is due at registration.
- ★ After School Program release time is 6:30pm and Camp Programs release at 4:00pm. Märchen Sagen Academy, Inc. is not responsible for this child's transportation to or from the program for camps and transportation may be arranged for your child for after school programs.
- ★ Breakfast and lunch is NOT provided. We do provide two snacks daily.
- ★ It is my responsibility to make sure that my child follows the rules and regulations for the Märchen Sagen Academy, Inc. program and if he/she fails to follow the program rules and regulations, he/she will be dismissed from the program.

We have read, understand, and agree to the program's policies and procedures. We also agree that the information provided is true and correct.

Parent/Legal Guardian Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CHILD:

I agree to the following:

- ★ To behave responsibly and appropriately during the summer program.
- ★ Give my best effort to complete the program activities and assignments.
- ★ Have a positive attitude towards my peers and team building activities.
- ★ Complete all evaluations accurately and truthfully.

Child Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the following documents with this application:**

- ★ Unlicensed Understanding Agreement
- ★ Personal Electronics Agreement

**PLEASE SUBMIT THIS APPLICATION:**

- ★ ELECTRONICALLY TO COULEEN@MARCHENSAGEN.ORG or
- ★ By MAIL TO P.O. BOX 554, Decatur, GA 30031
- ★ FOR QUESTIONS contact Mr. Couleen LaGon at 404-666-1975.

## Statement of Understanding

I \_\_\_\_\_  
understand that The Märchen Sagen Academy for Visual Storytellers is an aftercare program held at the Houston House in Downtown Decatur. By signing below I acknowledge that I have been advised by the management of this program that the program offered is insured but not licensed and is not required to be licensed by the State of Georgia.

Parent Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Statement of Understanding

I \_\_\_\_\_  
understand that from time my child my bring a personal electronic device to the program. By signing below I acknowledge that The Märchen Sagen Academy for Visual Storytellers is not responsible for the loss or damage of any personal electronic device that my child brings.

Parent Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# The Märchen Sagen

Academy for Visual Storytellers



# Parent Handbook

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2016-2017 School Year

The Märchen Sagen Academy  
at The Houston House  
418 Church St. Decatur, GA 30030

Mailing Address  
P.O. Box 554 Decatur Ga 30031  
[marchensagen.org](http://marchensagen.org)  
404.666.1975



# To You, Parents.

The Märchen Sagen Academy for Visual Story Tellers is an audio and video production program for after schoolers, held at the historic Houston House, in Downtown Decatur. Our goal is to instruct kids ages 8 to 12 in the art, magic and science of producing videos and music. We are thankful and appreciative of the opportunity that we have to serve you and your family by providing an after school experience your child will benefit from for years to come. This Parent Handbook is our way to communicate to families the standard policies and procedures that we abide by daily.

Be assured, our staff has received training in First Aid/CPR, youth development, age-appropriate activities and behavior management. The safety and well-being of your child(ren) is our number one priority.

If you have not done so, please subscribe to our mailing list. Newsletters as well as links to content created by your child will be posted monthly. We hope to include information on local events and school events as well.

For billing and registration questions, please email me at [couleen@marchensagen.org](mailto:couleen@marchensagen.org).

The Märchen Sagen Academy is a family-owned, community based business. A husband and wife team, we are residents of City of Decatur, with kids in City of Decatur Schools. As community members, we are humbled and appreciative of the chance we have to serve our neighbor's and their families and friends, by providing a truly unique after school experience for their children.

As we share our vision with your family, we are mindful of the trust that you have bestowed upon us. At the core, our goal is to promote independent thinking, problem solving, visualization and the development of their natural creative strengths through individual and group projects. Our program and methods aim to promote traits of a positive character, a sense of stewardship and positive social-emotional development.

We intend to provide a safe, fun, clean, and inspiring environment for your child, where they will make friends, positive memories and cool videos and music. If there are any questions or concerns, please feel free to contact me directly, I am always around and open to resolve any issues at hand.

Respectfully,  
Couleen LaGon, Director/Mentor  
678.698.5035

# Contents

Operational Hours	4
Check In/Check Out	4
Enrollment	4
Registration	4
Program Description	5
Snacks	6
Orientation	7
Crew Behavior	7
Absences or Changes to Your Schedule	8
Parent Tardiness	8
Holidays and Breaks	8
Program Closure	8
Face To Face	8
Electronics Policy	9
Homework	9
Transportation	9
Confidentiality	9
Volunteers	9
Payment Schedule	10
Payments and Refunds	10
Financial Assistance	10
Tax Information	11
Withdrawal	11
Illness and Injury	11
Smoking	11

# General Policies and Procedures

## Operational Hours

The Academy will operate in sync with the City Schools of Decatur school calendar and provide after school instruction from the end of each school day until 6:30 p.m., Monday through Friday.

## Check In/Check Out

An attendance log is kept daily. Your child will be signed in and parent sign-out is required at pickup daily. If someone else will be picking up your child, please notify the staff a day in advance via email with the following details:

1. Name of the authorized party.
2. Dates and times of authorization.
3. Contact phone number of the authorized party.

## Enrollment

The Märchen Sagen Academy will enroll children without bias toward sex, religion, race or disability. Every effort will be made to accommodate children with special needs but it must be understood that we provide a program that facilitates supervisory care and not medical care. Our staff is not equipped to accommodate children with medical needs that may require specialized care.

## Registration

Your child may be enrolled into our program if the application and all applicable forms and fees due are turned in prior to the 15th of the month before the start of the cycle.

# Program Description

The Märchen Sagen Academy for Visual Storytellers is an Audio and Video Production Program for Afterschoolers. Daily, your child will be exposed to the magic, art and science of video and audio production. In the Houston House, your child will collaborate with other children and learn the fundamentals of video production, stop-motion animation, filming, script writing, beat making, recording, video editing and other exciting topics, through group and individual projects, to help them learn how to create engaging and impactful videos and music!

## **A typical day at The Märchen Sagen Academy will be on a schedule like this:**

**2:45-3:15** Kids are Arriving.

Kids will arrive by drop-off or through our own passenger van.

**3:15-3:30** Snacks and Restroom Break

Your child will have time to settle in and have a nutritional snack with friends.

Prepackaged healthy snacks, fruit and bottled water will always be provided. Kids may also bring their own snacks to be consumed during this time. No nuts.

**3:30-5:00** Visual Storytellers Workshop

On any given day, your child can be the director, writer, on-screen talent, camera operator or music producer of an amazing video! Your child will create and work on audio and video projects daily. Using consumer level and professional equipment like iPads, Panasonic GH4s, Canon XTi's, Mac computers and production software, professional tripods, lighting, Rode mics, booms and green-screen technology, children will produce their projects together in small groups of 4 to 5 called "Crews". Your child will assist the Crew in the planning, writing and production of the videos, musical tracks and songs produced at the Houston House. Crews will plan, write, record and produce all of the media required for the videos that they imagined together. The Crews will be assisted with editing, being guided and instructed on the correct way to sequence clips, produce music for video, record voice-overs, editing tips and techniques and other jewels and nuggets to make videos that express their voices and embody their own creativity. Rotating in and out of sessions in one of our video production classrooms or our recording studio, your child will participate and be involved in presentations on various topics like video and audio production techniques, lighting, creative storytelling, audio production, audio recording tools and techniques, voice-over production, making beats, scoring, video and audio editing and mixing records.

The magic, art and science of producing videos and music is a fun and multifaceted discipline, with many amazing ways to learn and apply it's principles. Daily, using everyday equipment like Apple iPads, iPhones, Mac computers and software, as well as professional tripods and stabilizers and various other audio and video recording apparatus readily available, your child will learn problem solving and creative thinking skills to achieve their project goals.

**5:00-5:30** Snack and Restroom Break

Your child is given a second opportunity to use the restroom and have a snack with friends. We understand that children are on different schedules and, if needed, will be excused during the class to take a restroom break.

**5:30-6:15** Video and Audio Editing

A videographer knows that a good habit to develop is the process of going over your footage and recordings at the end of and during a shoot to make sure that you have what you need for editing. Your child will be guided through their projects individually or in small groups to edit and work through the moments and sequences of their footage to the completion of their projects.

**6:15-6:30** Its a Wrap

Kids develop the habit and technique of accurately closing out and saving their projects and media. Thought and note is given to any parts of the project needed to produce the following day and allow time for your child to ask more questions and get clarity on creating their videos and songs.

**6:30** End of Day. Crew members are picked up and head home.

## Snacks

Prepackaged, nutritional snacks are provided daily for your child. All snacks meet and/or exceed USDA snack requirements and guidelines. Children are allowed to bring their own snacks but please remember we are a NUT-FREE zone.

# Orientation

An orientation and Open House will be held at the beginning of the school year to introduce new parents to our program, introduce our staff and answer any questions that you may have about our processes and procedures. As new families enter our program throughout the year, the Director will facilitate a personal tour of the facility and introductory meeting with the staff. A copy of this handbook will be given to the parents at orientation and will also be available online.

# Crew Behavior

All children are expected to respect themselves and others. The Märchen Sagen Academy for Visual Storytellers is a program that provides structure, guidance, insight and inspiration in a safe, positive and supportive environment. We give all crew members the means and freedom to artistically express themselves through technology and principles, without fear or ridicule. Bullying is not tolerated. The deliberate destruction of property and equipment is not tolerated. Intentional harm of another crew member or staff is not tolerated. The above offenses may result in immediate expulsion from the program. Your child's safety is our number one concern, and an environment where the free and open expression of their ideas is encouraged by our staff daily.

In the case of more minor infractions, warnings will be given to your child for inappropriate behavior. Repeated inappropriate conduct is discouraged, and parents will be notified. Continued disruptions may result in expulsion.

The following will be documented:

1. Destruction of property and equipment.
2. Intentional violence.
3. Running away.
4. Repeated refusals to comply with directions.
5. Disregard of rules and regulations.
6. Being away from the group for any reason.
7. Fighting.
8. Disruptive or disrespectful language.

# Absences or Changes to Your Schedule

Please notify the Director at least a day in advance if you know that your child will be absent. You may call 404.666.1975, email [couleen@marchensagen.org](mailto:couleen@marchensagen.org) or send in a note with your child the day prior.

## Parent Tardiness

Our after school program ends at 6:30 p.m. If your child is not picked up by 6:36, a late fee of \$10 for every 10 minutes after will be added to your account, up to \$20, with no exceptions. We require parents to sign a Late Log, and fees will need to be paid by check or cash, within one week of assessment, and collected on site. If your child is not picked up by 6:56, and no one from your emergency contact list can be reached, your child will be taken to the Decatur Police Department.

## Holidays and Breaks

We will not be operating on City of Decatur holidays and will be closed. However, our program will operate during most breaks throughout the school year and for 6 weeks in the Summer.

## Program Closure

If, in the case of damage to the house, a dire emergency or in case the building needs to be closed for any reason during operational hours, the house will be evacuated, children will be transported to the gazebo in the Decatur square, and emergency contacts/parents will be called. If in the case of inclement weather, and City of Decatur schools has declared closure by 1:00 p.m., parents will be notified via phone that there will be no after school program that day.

## Face to Face

We encourage any concerns and/or feedback to be addressed directly with either the Director or Assistant Director in person. If at all possible, please communicate on site at Houston House. We believe it is of the utmost importance to express opinions and communicate openly and honestly in the presence of one another.

# Electronics Policy

1. iPhones, cell phones, toys, MP3 players, cameras or any other electronic devices or items of value.
2. Individually owned iPads and iPhones may be brought in with a signed permission slip.
3. Our methods require the use iPads, iPhones, tripods, computers, lenses, professional cameras, lighting apparatus and other professional and consumer-level equipment. Your child will be instructed daily in the accurate handling and use of the equipment.
4. Children are not allowed to plug in any device into a wall outlet or attempt to power on or off equipment and devices.

# Homework

Time to do homework can not be set aside for your child. Our exemption status under the State of Georgia requires us to commit our operational hours to the instruction and activities in line with the disciplines we provide, audio and video production.

# Transportation

Children may be dropped off and checked in. The Academy may provide transportation upon request. Additional charges may apply.

# Confidentiality

Personal information is kept confidential and not shared with any party under any circumstance. Attendance forms are kept on file for at least 3 years after your child withdraws.

# Volunteers

Volunteers are occasionally used to augment our activities or programs. Adult volunteers are interviewed and background checked prior before any interaction with crew members. Volunteers are always chaperoned when in the presence of children.



# Payment Schedule

**Our Payment Schedule is listed below for your convenience and planning.**

Cycle 1 August 1-26	Due July 15th
Cycle 2 August 29- October 3	Due Aug. 15th
Cycle 3 October 4-31	Due Sept.15th
Cycle 4 November 1-December 6	Due Oct. 15th
Cycle 5 December 7-January 19	Due Nov. 15th
Cycle 6 January 20-February 23	Due Dec. 15th
Cycle 7 February 24-March 24	Due Jan. 15th
Cycle 8 March 27-April 28	Due Feb. 15th
Cycle 9 May 1-May 26	Due March 15th

## Payments and Refunds

Payments for our program will be made on the 15th of the month prior to the start of the cycle. Payments are non-refundable and non-transferable. Payments may be made with credit or debit card through our online registration system or with a check on site. Automatic debit options exist for families who wish to auto re-enroll.

## Financial Assistance

Financial assistance will be addressed on a case by case basis for City of Decatur residents only. Proof of income and residency will be requested. Please contact our Director at [couleen@marchensagen.org](mailto:couleen@marchensagen.org) for options and information.

# Tax Information

The Märchen Sagen Academy, Inc. is a nonprofit entity. Our Tax ID is: 81-1910641. All tuition and donations made are tax deductible. Letters of Acknowledgment are issued upon request.

# Withdrawal

Unless your child is enrolled in auto-enroll, at the end of the session he/she will automatically be withdrawn from our program.

# Illness and Injury

Chronically ill children and children with communicable diseases are not allowed to attend our program. Our staff is not equipped to address the particular needs of chronically ill children. Children with communicable diseases present an immediate health risk to other children and the staff. Vomiting, diarrhea, a temperature of 100° or more, discharge from eyes or ears, behavior changes or the inability to focus are among some of the possible symptoms which, if exhibited by your child, you will be notified and asked to pick them up. We encourage children to rest and relax when they don't feel well. This helps them to recover and reduces the risk of exposure to other kids in the program.

Children are also encouraged to wash their hands often, upon arrival, before snacks, after coughing or sneezing and after using the restroom.

If your child should become ill or sustain an injury requiring immediate medical attention while in the program, you will be notified immediately. If neither parent or emergency contact can be reached, emergency care will be called and emergency transportation will be requested to transport the child if needed. Parents are responsible for any medical and/or transportation costs incurred.

# Smoking

Smoking is prohibited inside and outside Houston House.