



Family Handbook

2021-2022

Due to Covid-19 please note this is a living document that may change.

Contents will be reviewed bi-monthly and updated in response to any adjustments made to social distancing and safety precautions recommended by local public health officials.

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Welcome to Upturn Arts!

This Family Handbook is meant as a reference and guide for organizational policies, procedures, family questions and concerns. Although many topics are covered in this handbook, not all scenarios can be conceived and addressed. If at any time you are in need of clarification or have questions, please use this handbook first and then confer with the appropriate party.

Upturn Arts Employment Identification Number is 46-2925350.

Social Distancing Accommodations & 2021- 2022 Highlights

See Table of Contents for further details on the following information:

- Help us ensure all young artists in your family exhibiting symptoms or who have been directly exposed are kept at home and tested at any of the [Covid Testing Location Sites](#) before returning to camp.
 - All student and staff temperatures will be checked upon arrival. Persons who have a fever of 100.4°F or above, or other signs of illness will not be admitted to camp.
 - In the event a student in your family becomes ill or tests positive please refer to the [CDC Isolation Guidelines](#)
 - If camp is closed due to covid related precautions your prorated balance will be kept for future programming.

- Health and safety precautions will be implemented throughout the day.
 - All students and staff are required to wash their hands a minimum of every two hours and to wear a mask except while eating and drinking. During these times social distancing will be enforced.
 - Our staff is being vaccinated against Covid 19
 - Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with on an hourly basis
 - For more information on our safety precautions and guidelines please see the [The Louisiana Office of Public Health Childcare Guidelines](#)

- The Medical Release Form and the Media Release Form must be (e-)signed and submitted annually by *all families* prior to attendance. Both documents are available to view and sign within an email each family will receive upon registering for a camp session online

Letter from the Executive Director:

Dear Upturn Arts Families,

I am so grateful for the arts education I've received growing up. I saw the financial struggle my parents went through in order to afford my sisters and I art activities like dance classes. In the context of all of the economic inequalities and struggles to educate youth, the arts are often treated as an unfair luxury and not for what they truly are, a necessity. My entire life has been positively affected by dance and the arts, making me a more confident leader and compassionate friend.

In 2001, I attended the Bates Dance Festival in Lewiston, ME and it changed my life forever. I witnessed an amazing performance by students of all ages -- what was unique about this performance was that all the kids were happy and confident rather than competing for a trophy or award. The performance was not a dance recital with costumes and high kicks, but something they created. From that day forward, I began teaching dance in a totally different way, with a creative approach embracing inspiration as a priority.

For 14 summers, I worked with the Bates Youth Programs as dance instructor and director. While there, I learned more about nonprofits and how to offer programs for all income levels. This experience inspired me to establish Upturn Arts in New Orleans -- the one city that has always had my heart. The city where the streets sing, the colors are vibrant, and the entire city grooves. Thank you for being a part of our community and thank you for engaging with us as family members and as young students.

Upturn Arts' mission is "Arts for All": We provide programs that foster personal growth and artistic development during the most important phases of young lives, while learning to collaborate together and motivate each other to develop skills as creative, confident individuals that can introduce artistic abilities and inclusive productivity into all aspects of our lives.

This handbook was prepared to give you a better idea of what you can expect from Upturn Arts and what we can expect from each other as a community. We encourage communication with our families as we join together in a time of social distancing with new obstacles, hardships, abilities and opportunities as artists, families and members of a community. We look forward to creating art with your family while striving to be of the utmost benefit to students both existing and new.

Arts for All,

Dana Reed
Executive Director

Mission

Upturn Arts is a fun and creative program that teaches children in the New Orleans community to explore and build confidence in themselves as artists. Our mission is to provide #ArtsForAll.

Core Values

Community

Upturn Arts is a creative space that strives to interconnect young students, staff, patrons, local artists and the community at large by encouraging participation and fostering friendship.

Creativity and Fun

By valuing the amount of fun children can have experimenting with limitless creativity we reinforce individual growth and collaboration. Every class and program we offer integrates our appreciation of silliness, the spirit of adventure and positive attitudes.

Respect

Our staff organically demonstrates a respectful environment by holding each other accountable for recognizing and honoring the unique input, perspective and boundaries of everyone in the Upturn Arts community.

Diversity, Equity & Inclusion

We support the expressive confidence of every child by creating opportunities for them to creatively show their story while incorporating their unique artistic talents, abilities, and context.

Arts for All!

The quality of our programming and resource availability is a developing reflection of our commitment to empower freedom of expression, community engagement and representation.

We are dedicated to continued participation in positive structural change by effectively offering an adaptive, diverse and inclusive environment that is responsive to feedback and provides accessible opportunities to be involved with ongoing dialogues and decision making at every level of our organization. Learning from the mistakes of ourselves and others is a process we aim to value and cultivate at every age level.

Arts for All has a different meaning to all of us. Together we share Upturn Arts; a creative and safe space welcoming young individuals and families of all identities and circumstances to create that meaning with us through positive expression using all the abilities and art forms we develop together.

Black Lives Matter

Black Artists Lives Matter

Regularly Offered Camps & Programs

*Offerings listed are subject to change

- Martin Luther King Jr. Day Camp (day of)
- Mardi Gras Camp (the days following Fat Tuesday)
- Spring Break Camp (during the break held by the majority of area schools)
- Mini May/June Camp - limited age group (end of May/beginning of June)
- Summer Camp (the majority of the summer)
- Fall break Camp (during the break held by the majority of area schools)
- Thanksgiving Camp (week leading up to Thanksgiving)
- Holiday Camp (dependent on the break held by the majority of area schools, Christmas and New Years Eve/Day)
- Parent/Teacher Conference Camps (TBD with school schedules and partners)
- After school & Saturday programming (TBD semester by semester)

Registration, Waitlists & Required Forms

Registration* for all Upturn Arts programming and camps will be accessible on the Upturn Arts website: www.upturnarts.org. All registrations are collected through Active database.

Registration will remain open until the Friday before camp starts. Registrations taken on the first day of camp will incur a late fee of \$10 per day or \$50 per week. Grants do not apply to late fees.

*Additional assistance can be provided to families requiring a manual registration process. To make arrangements, please contact our offices at (504) 390-8399 between 10am-3pm Monday through Thursday or by e-mailing registration@upturnarts.org.

Waitlist Policy

When registration for an age group is full, additional registrations may be added to the waitlist. All waitlisted families will be notified a week before the first day of that session at the very latest. Families who receive a spot for the camp must respond by end of business hours to secure their enrollment. At that point, Upturn Arts will register the young artist in Active and the full amount will be charged to the credit card on file.

Young artists who receive a spot and are registered through Active are responsible for payment of the camp in full. As per our cancellation policy listed below, no refund will be given to late cancellations from the waitlist.

Medical & Media Release Forms

A Medical Release form for returning and new young artists must be completed annually and (e-)signed by the parent/guardian, and submitted prior to their attendance at camp. This can be done by emailing, dana@upturnarts.org, or by calling our offices at (504)390-8399 between 10AM-3PM Monday through Thursday. The Medical Release form gives Upturn Arts permission to seek emergency medical care for a young artist in the event such care is deemed necessary. All costs incurred from such emergency medical care will be the responsibility of the parent or legal guardian.

A Media Release form for returning and new young artists must be completed and (e-)signed by the parent/guardian, and submitted during registration. This information allows Upturn Arts to use the images,

videos, recordings, and linkesses of the young artists attending the programming to be used in future Upturn Arts marketing efforts -such as promotional campaigns, appearance on the website, video slideshows, print and digital advertising - without compensation. Parents/guardians have the ability to decline this release with either a written email to, dana@upturnarts.org or by letter to keep on file.

Tuition, Fees, Payment Plans, & Refunds

Tuition fees vary based on the camp length. All registrations require a deposit of \$50 or 25% depending on camp price, plus a non-refundable registration fee of \$5.20 to secure a spot. Registrations that are not paid in full at the time of checkout will be required to select a payment plan option. Payment plans are pre-set and will require an automatic withdrawal of funds from the card on file. Sessions are required to be paid in full at least one (1) week prior to the session start date.

A transfer fee of \$20 is charged when registration is transferred from one camp session to another.

Refunds for registration cancellations are subject to the following fees:

- More than two (2) weeks* before the session start date: full refund, less the \$5.20 registration fees
- Less than two (2) weeks before the session start date: 50% refund, less the \$5.20 registration fees.
- Day of session or after or no-show: 0% refund

*A week is 7 days. If a session starts on a Monday and the cancellation is requested on the previous Monday, no refund will be given.

Any refund can be credited to your account for future camps. The \$20.00 and \$5.20 fee will apply to transfers.

Due to the nature of our programming being predominantly during school holidays, makeups will not occur. There is no refund or credits given to when programming is canceled due to weather or unprecedented emergencies.

In the event the entire camp was to have mandatory closure due to COVID exposure, Upturn Arts will either host a comprehensive virtual summer program in which no refunds or credits will be offered, or in the case of no programming offered families registered will receive a prorated credit towards future camp minus the \$5.20 fee charged by Active. This only pertains to camp being closed, not individual students who cannot return due to potential exposures.

Cards on File, Late Payments, Balances & Returned Checks

All families are required to have a credit card on file through Active. Camp balances will automatically be settled one (1) week prior to camp starting, unless a payment plan option is in place.

Before and after care (when available) fees that are not charged at the time of registration will automatically be charged at the end of each camp day on the credit card on file.

All payment plans incur a late fee of \$29.00, assessed through Active, when payments are not made on time.

A fee of \$25.00 will be charged for any returned checks or declined credit cards.

All unpaid camp balances, either by no-show or incurred late payments, must be paid before a new registration can be made.

CreARTive Grants

Upturn Arts seeks to inspire creativity with our mission to provide “Arts for All”. Our CreARTive Grants subsidize the cost of tuition for low- and middle-income families. This program is intended for all young artists to experience something creatively unique, regardless of the family’s financial situation. At least 50% of the children who attend Upturn Arts’ programming do so with a CreARTive Grant.

CreARTive Grants are funded by grants and foundations, special events, GiveNOLA Day, and individual donations. They are not funded by direct service fees, such as registration for camps or classes.

Qualifications

To see if you qualify for a CreARTive Grant for your young artist(s), see the chart* below based on household size and yearly gross income:

2021 MODEL FOR CREATIVE GRANTS			
Household Size	BASE Yearly Gross Income	Yearly Gross Income	Yearly Gross Income
1	\$12,880.00	\$12,880-\$26,250	\$26,250-\$50,000
2	\$17,420.00	\$17,420-\$37,250	\$37,250-\$70,250
3	\$21,960.00	\$21,960-\$45,550	\$45,550-\$85,550
4	\$26,500.00	\$26,500-\$52,500	\$52,500-\$99,500
5	\$31,040.00	\$31,040-\$58,750	\$58,750-\$109,750
6	\$35,580.00	\$35,580-\$64,500	\$64,500-\$120,500
7	\$40,120.00	\$40,120-\$69,500	\$69,500-\$131,500
8	\$44,660.00	\$44,660-\$74,500	\$74,500-\$140,500
YOU PAY:		15% of Tuition	50% of Tuition

*Based on the Federal Poverty Income Guidelines chart from the Department of Health and the Pew Research Center income calculator.

The Process

1. Registration for camp opens on a specified date.
2. Proof of income is submitted through a google form or emailed to grants@upturnarts.org. List your desired camp session(s) in order of preference.
3. **Do not register for camp until your grant has been approved**, a unique code will be provided via email for registration within 1 week.
4. Input the unique code at checkout. (This code is only valid for the specified session; it does not carry over to other camps.)
5. Receive grant discount, and complete registration and payment.
6. Get CreARTive at camp!

Please note: CreARTive Grants are not applied retroactively and should follow the necessary steps above. Sessions registered on Active before applying for a grant are not guaranteed.

Due to the high demand for summer camp grants, each family receives two sessions or 4 weeks per child and can be waitlisted for additional camp sessions. Additional grants will be rewarded based on availability.

More Details

Proof of income must be provided in order to receive funds. This includes at least one of the following:

- Current tax return* for the Head of Household listing the young artist(s) as a dependent(s)
- Previous year tax return plus 3 months of check stubs
- Proof of TANF or SNAP
- Social Security Insurance benefits
- Proof of current unemployment

*If married and filing separately, both tax returns must be submitted. If the current year's taxes have NOT been filed, submit the previous year's return(s) along with the last 4 most current pay stubs showing YTD totals along with a copy of all relevant W2's or 1099's.

If you are unable to provide this documentation due to special circumstances, please contact our office at (504)390-8399 or by emailing grants@upturnarts.org for an alternative. All special circumstances will be evaluated on a case-by-case basis and could require approval from the Board of Directors' finance review committee.

All submissions should be completed through the google form or emailed to grants@upturnarts.org. CreARTive Grants are offered on a first-come, first-served basis. Grants are limited. These funds are applied to tuition costs only and are not valid for registration fees, supply fees, before or after care, and / or late payment fees. Once proof of income is submitted, your award eligibility is valid until the following tax season. Requests for CreARTive code activation must be emailed to registration@upturnarts.org. Your award will be activated on a per-session basis pending space and availability of funds.

Grants will not be applied to partial sessions.

Young Artists with an outstanding balance will not be considered for future grants until the balance is paid off. Additionally, daily attendance is tracked for all young artists. Those who receive a grant but do not attend all days, or fail to attend any days, regardless of payment in full, may not receive future grant offers.

Payment plans are available in addition to the grants.

Confidentiality

Financial information submitted by families in support of the CreARTive Grants Program is held in strict confidence by Upturn Arts office and personnel. CreARTive Grants Program recipients are not identified, beyond necessary and minimal record keeping, by any means during programming.

Non-Discrimination

It is the policy of Upturn Arts to ensure all programs, registrations, and creARTive grants are offered without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

Age Groups & Participation Standards

Upturn Arts programming is for children ages 4 to 14 years old and is broken up into the following age groups during camps:

- Bacchus Krewe: 4&5 year olds
- Muses Krewe: 6-8 year olds*

- Zulu Krewe: 9-and up year olds*

During the school year, young artists will be placed into his/her krewe based on their age at the time the camp occurs. For example, if Josh turns 6 two weeks after Fall Break, he will remain in the Bacchus Krewe until his birthday.

Bacchus Krewe

Young artists must turn 4 years of age by June 1 for summer camp; September 1 for fall camps; January 1 for spring camps.

All young artists in the Bacchus Krewe must have at least one (1) year or school year (9 months) experience in a structured daycare or preschool setting, be potty trained, and attend camp with an extra set of clothes. Young artists who have multiple accidents during a camp day or session will be required to be picked up by a parent or guardian by the 3rd accident. Current participation in camp will be evaluated at that time.

Any young artists who turn 4 after June 1/September 30/January 1 may be accepted for summer camp on a case-by-case basis and require a note of recommendation from his/her daycare or preschool administrator.

Muses Krewe

Young artists must be 6, 7, or 8 years of age by June 1 to be placed in the Muses Krewe for summer camp; September 1 for fall camps; January 1 for spring camps.

Zulu Krewe

Young artists must be 9 years of age or older by June 1.

Young Artists 15 years or older may volunteer or work as a counselor in training when available spots are open.

Adjusting Age Groups

Upturn Arts has the sole discretion to adjust age groups to alleviate waitlists and to accommodate registrations. Young artists will not be permitted to change age groups at the request of the young artist or their parents/guardian.

A Day in the Life of an Upturn Arts Summer Camp Young Artist

Parking, Drop Off & Pick Up

Upturn Arts onsite programming is held at Nola Spaces - 1719 Toledano Street. All students must wear a mask during drop off, pick up, and all hours of attendance at Upturn Arts. The parking lot adjacent to Nola Spaces is private property and not a zoned parking lot. Parking is permitted on the street in front of this property and along Toledano. Please also respect the area in front of the large green gate just to the right of the building.

Young artists or staff will sign in upon arrival. Parents, guardians, or those listed as approved for pick up must approach the building wearing a mask in the carpool line or by foot in order for young artists to be dismissed. No young artist will be dismissed from the building without being in the presence of an adult. Young artists that walk home must have a note on file.

Arrival, Dismissal & Emergency Contacts

Camp doors open at 9:00 am sharp - no earlier.

Upon arrival, parents/guardians will be signed in by staff from their car or at the door. All parents, guardians, and students must be wearing a mask. All students' temperature will be checked at entry. Welcome activities start promptly at 9:15. All programs begin at 9:30. Camp doors will close at 9:30. Young artists who arrive after this time, without prior arrangements, will not be permitted to attend camp for the day.

Camp programming ends promptly at 3:00. Young artists must be picked up between 3:00 and 3:15pm. Young artists who are not picked up by this time, without prior arrangements, will be subject to the fees listed below.

To ensure classes and workshops are not disrupted, young artists who leave prior to the conclusion of a camp day must have prior arrangements made with the staff and will be signed out by the parent/guardian.

At dismissal, young artists are only allowed to leave with the adult(s) listed on the young artist's registration. Any changes for pickup must be communicated with the staff, either in writing, at drop off, or by email to either dana@upturnarts.org, samuel@upturnarts.org, or kirkland@upturnarts.org as soon as possible.

All young artists are required to have an emergency contact listed in their file. If this is not completed in the initial registration, parents are required to complete this information on the first day of camp. Young artists who are picked up after 3:15 will be charged \$1 per minute per child until pick up. This charge will be added to the Active account unless paid in cash at the time of pickup.

In the event a child has not been picked up and both the parent(s)/ legal guardian(s) and emergency contact can not be reached, Child Protective Services will be notified 30 minutes after services have ended.

Before & After Care

*Until further notice Before Care is not available at this time.

Before care is from 8:00-9:00 am and after care is from 3:30 - 5:00 pm. There is an additional fee of \$60 per week per child or \$15 per day per child. This option is available for purchase at the time of registration or may be added to the Active account upon request.

Young artists dropped off before 9:00 am or picked up after 3:30 pm without prior care arrangements will be charged \$12 to the card on file. Young artists who are picked up after 5:00 pm will be charged \$1 per minute per child until pick up. This charge will be added to the Active account unless paid in cash at the time of pickup.

In the event a child has not been picked up and both the parent(s)/ legal guardian(s) and emergency contact can not be reached, Child Protective Services will be notified by 30 minutes after care services have ended.

A Sample Schedule of Camp

9:00-9:30	Drop Off / Check In / Group Games
9:30-10:30	Visual Art
10:30-10:45	Break
10:45 - 11:45	Dance
11:45-1:30	Lunch / Recess / Free Time
1:30 - 2:30	Music + Theater
2:30 - 3:00	Reflection / Group Project Time
3:00-3:30	Pickup + Freetime
3:30-5:00	After care

Meals & Snack Time

For camps held during the school year, young artists should bring a lunch & snack. Food items should be ready to eat as there is no access to a refrigerator or microwave.

For camps held during the summer, breakfast, lunch, and snacks are provided everyday through a partnership with a local food provider. Parents/guardians are responsible for reading the provided food menus to monitor foods that may cause an allergic reaction. Vegan and vegetarian meals may be available upon request with prior notice.

Food items from home should constitute as healthy - fresh fruits and veggies, cheese, popcorn, hummus, apple sauce, etc. Due to allergies, please do not pack any nuts or nut butter in the form of a sandwich, cup, granola bar, or any other item for camp. If another allergy should be made aware prior to camp, all parents will be notified for the duration of that camp.

Due to health rules and possible allergies, young artists may NOT share or trade food during breakfast, lunch, or snack time. Students must remain 6ft or more apart from other cohorts while eating and wash their hands before and after removing their mask for each meal.

No commercial fast food, soda/carbonated or sugary drinks, candy, gum, chips, or junk food is permitted. All young artists are required to bring a water bottle with clear, unflavored water ONLY. No other beverages are allowed in the program spaces or at lunch time. Bottled water is available onsite for purchase in addition to a filtered water station for refills.

Dress Code

All young artists must wear a mask that covers their nose and mouth from drop off until pick up time. Young artists should wear clothes that are loose fitting, easy to move in, and are weather appropriate. Shorts or pants should accompany skirts. Shoes may be required for dancing but may also be required to be removed. Shoes that are easy to slip on - not flips flops or crocs - are best.

Lost & Found

All items - water bottles, clothing, artwork, etc. - left at the end of the camp day will be held in lost and found. Items not claimed within one (1) week of the conclusion of camp will be donated. To ensure items return to the proper owner, please write young artists' names on all items brought to camp.

Electronics, Cell Phones & Personal Items

Electronics are not permitted to be turned on or used in any capacity during camp session.

Field Trips

*At this time Upturn Arts is not planning any field trips.

During some camp sessions, young artists participate in field trips to explore our community, to expand their appreciation of the arts, and to further expand their understanding of a topic and/or subject area. Typically, groups will attend the zoo, theater, concerts, and art exhibits as an extension of camp curriculum.

Parents are encouraged to chaperone on field trips and will be grouped with their child in addition to up to 6 other children. Chaperones are required to ride provided transportation with the group during the outlined field trip times. Chaperones should refrain from purchasing additional items for his/her group on field trips - such as ice cream, meals, toys, souvenirs, etc. - as we maintain a fair and fun experience for all in attendance.

Unfortunately, chaperones are not allowed to bring siblings or other children who are not registered for camp on field trips.

Field Trip Decorum

Appropriate Upturn Arts decorum is behavior that allows others to work towards being an artist in a fun and safe environment in line with the established Participation Agreement, outlined below.

Examples of behavior that is not tolerated on fields trips includes:

- Physically or verbally assault, threaten, bully or harass a member of the Upturn Arts community
- Vandalize, steal, or misuse property
- Undermine the value of community-wide events and gatherings
- Litter

Young artists who do not follow the field trip decorum may be released early from camp and/or may not participate in future field trips at the discretion of the Program Director and/or the Executive Director.

Etiquette at Community Performances

*Due to Covid 19 safety precautions all community and student performances will be recorded and shared with parents virtually. In addition to modified in-person versions reflecting the most up to do CDC safety guidelines. Upturn Arts encourages families, friends, neighbors, and community members to attend community performances. Young artists learn the roles and responsibilities of audience members during camp and include:

- Being present during the performance
- Ears and eyes are on, mouths are off
- Cheer and clap when the art moves you during a performance
- Cheer, clap, and even stand after the performance to show appreciation

All audience members in attendance of performances will be held to the same expectations.

Communications

With Upturn Arts as an Organization

Upturn Arts office phone number is (504)390-8399. Office hours are 9:00-4:00pm, Monday-Friday. General inquiries can also be emailed to samuel@upturnarts.org. Inquiries regarding programming, CreARTive Grants, or teaching/volunteer opportunities can be emailed to dana@upturnarts.org. Inquiries about sponsorship, special events, board positions, or fundraising can also be emailed to dana@upturnarts.org.

To be added to regular e-blasts, email samuel@upturnarts.org. All emails should be answered within 48 business hours.

Stay up-to-date with Upturn Arts on social media: Facebook, Twitter, and Instagram - @upturnarts, or join the Upturn Arts Parents private Facebook page: <https://www.facebook.com/groups/UTAParents/> .

With Administrative Staff & Faculty

The executive director or lead teacher is the point of contact for all parents. Parents with issues during camp, particularly with the teaching staff, should contact dana@upturnarts.org to schedule a meeting. Parents and teaching staff will not interact directly to solve issues without the lead teacher, and in some cases with the Executive Director, present.

Upturn Arts parents and staff should refrain from connecting on personal social media platforms as a means of programming communication.

Special Needs, Safety & Emergencies, Social Distancing and Covid 19 Safety Precautions

Special Needs & Accommodations

Upturn Arts instructors and staff are not guaranteed to be professionals nor have expertise in special education. The staff may not be able to meet the needs of every child with special learning needs or extreme behavioral abnormalities. If it is known or determined that a student has atypical needs in any area of their development or learning capacity, the faculty and staff will meet with families to determine if the child can be accommodated within the camp programming. Upturn Arts will make reasonable accommodations for the inclusion of any young artist who is able to benefit from the program so long as his/her presence and the accommodations made for him/her do not significantly hinder or lessen the benefits of other young artists' experiences.

Young artists who require a shadow, ABA therapist, social worker, tutor, or any other individualized assistance during their time at camp, must make prior arrangements with the Lead Teacher or Executive Director for site visits. Upturn Arts will make accommodations within reason during camp hours.

Partnership with Whole Village Art Therapy

Upturn Arts partners with Whole Village Art Therapy. Whole Village Art Therapy, Inc. is a non-profit organization that provides high quality, community based art therapy services to improve access and reduce systemic barriers to mental health services in New Orleans. Additionally, they partner with schools and community centers to provide needed services. This summer, a rotating team of therapists was present daily for certain times offering positive redirection, ongoing strategies, and general support to staff, students, and families. Please note, students will not receive any counseling sessions as part of this program, and to contact the Executive Director if you are interested in more information.

ABA Therapist Policy

Upturn Arts welcomes ABA Therapists to attend classes and programs with their designated young artist. The UA Executive Director (dana@upturnarts.org) and/or Lead Teacher must be notified in advance of the proposed schedule. Prior to a site visit up to date credentials and a recent background check must be filed with Upturn Arts. Approval must be granted and a conversation with our art therapist must also be scheduled prior to a visit. UA expects the therapist to arrive and attend classes according to the camp schedule, and not arrive after classes have started or leave before the class ends. UA expects the therapist to ease the young artist into the next activity. The therapist must have an established rapport with the young artist and be familiar with how to accommodate their needs.

Counselor and Social Worker Policy

Upturn Arts welcomes visits from Counselors and Social Workers with their designated young artist. The UA Executive Director (dana@upturnarts.org) and/or Lead Teacher must be notified in advance of the proposed schedule. Up to date credentials and a recent background check must be filed with Upturn Arts prior to site visit.

Illness/Sick & Covid 19 Safety Policies

All young artists attending Upturn Arts programming should be in good health so that they may function to the best of their ability and ensure the continued health of our other students and families. If a young artists' is not well, please keep the child at home so that they may receive proper attention to get well, and to ensure they are not contagious.

A young artists is considered not well if he/she has any of the following:

- Fever (temperature of 100.4* degrees F or more) and/or chills within the past 24 hours
- Difficulty breathing
- Runny noses with a yellowish or greenish tint
- Any episode of vomiting in the previous twenty-four (24) hours
- Abdominal pain and diarrhea
- Mouth sores with drooling
- Infectious disease, such as Influenza/Covid-19, Measles, Mumps, Rubella, Scabies, Chicken Pox, Scarlet Fever, Streptococcal infections, or Bronchitis
- Untreated conjunctivitis (pink-eye) with purulent (white or yellow) drainage from eyes
- Untreated infestations: scabies, head lice or other infestation
- Symptoms & signs of possible severe illness such as unusual lethargy (sluggish), uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs

Administration of Medication

Upturn Arts Center staff does not administer medication to any camper. Should a camper require prescription medication during the camp day, the parent must make the appropriate arrangements.

Your camper's safety is our number one priority. Should your camper need emergency medical attention, Upturn Arts staff will notify you immediately. **Parents are asked to notify the Upturn Arts immediately if the telephone number changes.** If parents cannot be reached, staff has the authority to seek medical attention in the child's best interest. If there is a major medical emergency, the staff will call 911 immediately. Parents will assume all fees related to the emergency.

Non covid-related Illness and Injury During Camp

In the event a young artist is injured or becomes ill with a non-covid related ailment while at camp, faculty and/or the Lead Teacher will respond with first aid care as appropriate. No topical or oral medication will be administered to any young artist. In all circumstances, an Incident Report will be completed by the person administering the first aid care and/or the person witnessing the injury or illness and given to the parent/guardian on the day of the injury and/or illness.

If the student is injured or has a non covid-related illness, first aid will be applied and will not exceed the use of comfort, resting, wound cleaning with water, a bandage and the application of ice as needed. If the injury or illness warrants, the parents/guardians will be contacted and asked to respond appropriately to the student's injury, which may include early dismissal and keeping the student home until he/ she is well enough to participate at camp. Upturn Arts does not have the staff or facilities to care for young artists who are ill. If the injury warrants it or the injury is severe or covid related, we may recommend a physician examine the student or require the student to be tested and asked to stay at home for two weeks and return in the following camp session (if available). If the injury or illness appears to be life threatening, or we are unable to contact parents, the Executive Director or Lead Teacher will contact emergency services and the young artist will be transported to the nearest emergency room.

Fire Drills

In the case of an emergency or in response to a Fire Department order, it may be necessary to evacuate the building. During any drill, every individual is required to evacuate the buildings. Fire drill rules and routes are posted in the hallways. Faculty are trained for this type of evacuation.

Camp Cancellations Due to Weather and/or Emergency

Camps are subject to change due to extreme weather conditions, local area fires or floods, Covid 19 concern, or other unforeseen circumstances. Upturn Arts follows the New Orleans Public School system and NORDC camp closures. The most up-to-date and current information on activities, class schedules, or emergency closings will be posted on our social media and communicated via email to all parents/guardians listed.

Should the camp need to close during a day of programming, Upturn Arts staff will contact all parents and emergency contacts until an authorized person is able to pick up students. E-mail messages will be sent as well. It is important that all emergency contact information provided to the school be kept current and be viable during the event of a major city/parish/state disaster.

*See 'Tuition, Fees, and Refunds' information on page 8 for further detail.

Dangerous Objects & Weapons

Upturn Arts is a weapons-free environment. The possession of a weapon at the program facility or at an Upturn Arts event by anyone is a serious offense and may result in expulsion from all Upturn Arts programs. Any person who has the legal right to carry a concealed weapon will, without objection, dispute or exception, abide by our no-weapons policy. This policy refers to young artists, parents, staff, faculty, volunteers, and board members.

The following are considered weapons:

- Firearms and/or ammunitions
- Knife with locking blade, switchblades, pocket knife
- Razor with unguarded blade
- Air/spring projectile guns (BB, spot-marker, pellet, dart, paint guns)
- Look-alike firearms or weapons
- Taser and stun guns

The following constitutes a violation of the organization's policy on dangerous objects and weapons:

- Possessing (on the person, book bag, purse, pocket, vehicle, and/or any object assigned to, owned by, or controlled by the person) or using a dangerous object or weapon.
- Any person selling, transferring, or serving as an accessory to the sale or transfer of a weapon or dangerous object.
- Any person failing to inform school personnel when in knowledge of the presence or possible use of a dangerous object or weapon.

Refunds will not be given to families of young artists who are expelled.

Disciplinary Principles and Standards

Upturn Arts' Discipline Philosophy

Upturn Arts recognizes that mistakes and testing boundaries are a normal part of growth and development. When interacting with young learners, no matter their temperament, every student can benefit from structure and discipline. At Upturn Arts, this structure and discipline is set using **choice, redirection, and positive reinforcement**. The daily routine at Upturn Arts is consistent so the young artists know what is expected of them at all times, while informing those expectations and setting their own standards within reasonable

boundaries. These rules are developed with open minded intention, encouraging everyone to set limits of behavior that ensure the safety and dignity of everyone and everything within our programming.

Faculty and staff aim to prevent discipline problems through reminders of rules and expectations and healthy procedures that encourage and foster appropriate behavior. Within these ground rules, young artists are free to be themselves, have fun, explore and discover either alone or with others. When necessary, the purpose of discipline is to allow each young artist to correct or learn from their errors, and to create a healthy learning environment for all. Upturn Arts faculty and staff do not yell, humiliate, single out, or belittle our students, and corporal or physical punishment of any form is strictly prohibited.

Clear, effective communication is modeled and taught. Teaching artists acknowledge positive behavior and do not emphasize the negative. Young artists are thanked for their cooperation, their display of manners and their show of respect. They are encouraged to express their feelings and ideas and to make requests in kind and considerate ways. Effective communication skills reduce the frustrations caused by not being heard or understood.

A high standard is set so young artists live up to the expectation of solving their own problems. When a conflict or problem arises, faculty and staff do not intervene unless it becomes obvious that the young artists need help in finding a solution. Otherwise, the faculty offers coaching and encouragement to the young artists. Punishment only teaches fear and what not to do, whereas positive discipline can teach our young artists self-esteem and what they should do. We aim to understand our students, and approach each conflict presented to staff at any level of our organization with empathy, attention, and a willingness to learn.

Participation Agreement

On the first day of camp or class, setting expectations is key. The first group activity to start the session will include the young artists creating a **participation agreement** that will be written and followed by all who are present throughout camp. This agreement will be available to parents on the first day of camp.

The following set of rules is an example of a participation agreement:

- Be safe.
- Listen and follow directions.
- Respect our space; respect your space.
- Create, create, create!
- Have the best time ever!

Disciplinary Procedures

Most incidences that will occur during camp can be mediated with learning, empathy, positive reinforcement and discipline as well as with gentle reminders and redirection. A solid and predictable rhythm encourages self-discipline and reinforces confidence in our youngest artists.

Additional disciplinary decisions are at the sole discretion of the Upturn Arts Lead Teacher and Executive Director. Young artists will be treated fairly and equitably and discipline is based on a careful assessment of the circumstances of each case. Upturn Arts in its discretion reserves the right to impose disciplinary actions for violation of the participation agreement and/or Upturn Arts Code of Conduct, including but not limited to:

- Sitting out of any activity or removed from the group in class
- Removal from the classroom
- Notification of Guardians
- Parent/Guardian conference

- Early dismissal
- Suspension
- Expulsion or withdrawal of registration from future camp offerings

The following violations will result in immediate suspension and/or expulsion:

- Bringing weapons (including knives) or flammable objects (such as matches or lighters) or explosives (including firecrackers) to camp
- Defacing Nola Spaces or another person's property, or vandalism of any sort
- Bringing alcohol, cigarettes, or other illegal substances to camp
- Fighting or physical injury another camper or staff member

No refunds are given for early dismissal or suspension.

Roles and Responsibilities of Parents

Parents shall play an important role in the enrichment of their young artist(s) and shall support the efforts of Upturn Arts faculty and staff in maintaining a safe and respectful environment for the Upturn Arts community. We appreciate your cooperation in modeling these values and views.

Parents fulfill this responsibility when they:

- Become familiar with the Social Distancing Accommodations, Core Values, Code of Conduct & Discipline Philosophy
- Model behaviors and expectations set forth for all young artists
- Encourage and assist their young artist(s) in following the rules of behavior
- Assist faculty and staff in resolving disciplinary issues
- Adhere to all policies listed in this handbook, including remaining a drug-free, weapon-free environment

While understanding and accepting Upturn Arts code of conduct and disciplinary principles, any young artist and/or parent/guardian who has questions or concerns regarding any action taken should contact the Lead Teacher and Executive Director. When raising questions or concerns regarding actions taken by Upturn Arts, young artists and/or parents/guardians are required to conduct themselves at all times in accordance with the organization's rules and standards of decent, respectful conduct toward others. Failure or refusal to adhere to this policy or the standards of conduct constitute immediate grounds to terminate the privilege of the young artist's enrollment with Upturn Arts.

Events & Volunteer Time

As a 501(C)3 nonprofit, Upturn Arts depends on grants, donations from corporations and individuals, as well as fundraisers to support the organization and the mission. While Upturn Arts does not require financial contributions from families, attendance and participation in events is highly encouraged! Families who attend these events, both by purchasing tickets or volunteering to help in the planning process, demonstrate a strong connection to the mission and help develop a stronger organizational awareness in the community.

Upcoming Events include:

- **Fall Break Camp** OKTOBERFEST (October 11 - 15) 9:00 AM - 3:00 PM
- **Upturn Arts Halloween Party - Free Costume Giveaway** (October 29) 4:00 PM - 7:00 PM
- **Appetite for Art Annual Gala** (November 16, 20 - 23) 6:00 PM - 10:00 PM

- TWERKSGIVING Camp; Finding Your Inner Diva! (November 22 - 24) 9:00 AM - 3:00 PM
- Winter Break Camp WINTER WONDERLAND (December 17, 20 - 23) 9:00 AM - 3:00 PM
-

Ways to be involved with Upturn Arts:

1. Participate in one of the subcommittees on our board of volunteers and contribute to structural equity, community organizing, event planning, fundraising, marketing development, and/or outreach.
2. Secure or donate in-kind items for auctions or use at camp.
3. Like Upturn Arts on social media and spread the word on Facebook, Instagram, or Twitter: @upturnarts
4. Share information with your young artist's school to be included in newsletters.
5. Volunteer as a classroom assistant or field trip chaperone.
6. Contribute to the Parental Advisory Board .
7. Join our mailing list or donate directly through our website at upturnarts.org

Contact dana@upturnarts.org to find out more or become involved!

Organizational Structure

Program Administration

Upturn Arts consists of a full-time Executive Director and lead teacher, and a few part time teachers who work closely with faculty, classroom assistants, and volunteers to manage operations. The Administration also serves as a bridge between all parties of the organization: the Faculty, Board of Directors, Parents, and Community, and strives to facilitate communication and coordination between the many facets of the organization.

The Executive Director's main role is to ensure the policies and procedures are being followed by all staff, the programming is kept within yearly budgets, and strategic planning by the board is in accordance with Upturns' mission. The Executive Director manages and oversees all fundraising and revenue streams.

The Lead Teacher manages the teaching staff as well as program volunteers; creates each curriculum and skill set standards; provides professional development and training to staff and volunteers; manages all CreARTive Grant applications; oversees all on-site programming; and is the main communicator with families.

Part time employees assist the Executive Director and Lead Teacher as needed and are hired based on funding.

Teaching Artists

Teaching Artists are tasked with the implementation of the themed curriculum of the young artists enrolled in Upturn Arts programming. Teaching artists are autonomous professionals who adhere to a standard of expectations and accountability established by Upturn Arts. They guide young artists through the basic fundamentals of each art form while working to establish the strengths and voice of each individual student.

Board of Directors

The Upturn Arts Board of Directors takes ultimate legal responsibility for exercising the power of the non-profit corporation and for the management of all affairs in furtherance of the organization's mission. The Board operates under the legal structure of the Articles of Incorporation and by following By-Laws. The By-Laws are reviewed and amended as needed by the Executive Committee and a majority vote (quorum - 51% or more). Directors are uncompensated and elected pursuant to the By-Laws. Copies of the Articles and By-Laws are available for review by request.

The Directors are community volunteers who strive to bring experiences, expertise, dedication, and a passion for Upturn Arts mission and its philosophical values to the business of running the organization.

The Board acts predominantly in the realm of maintaining tax exempt status, complying with other laws and regulations, maintaining healthy, equitable and sustainable business and employment practices, and partnering with the community to grow Upturn Arts programs. The Board currently has two major committees that help pursue these goals which currently stand as Marketing/Development and Equity/Outreach with ad-hoc committees focused on techniques in Hiring, Financial Aid Review, Fundraising, & Event planning. A person need not be a Board Member to serve on a committee. Parents, students, and community members are encouraged to participate.

Upturn Arts Faculty Code of Conduct & Ethics

As a Teaching Artist, the integrity of Upturn Arts is displayed through conduct and behaviors, especially during teaching hours, including entering and exiting a teaching site. Upturn Arts faculty serve as role models for the young artists and ambassadors in the community.

The following will not be tolerated and may be cause for discharge:

- Insubordination, willful neglect of job assignment, gambling, being under the influence or in possession of illegal drugs/alcohol on camp premises, theft, abuse or willful damage, embezzlement, conviction of a felony, creating a disturbance, harassment of subordinates, use of profanity, immoral or indecent conduct.

Smoking, Tobacco & Substance Abuse Policy

Upturn Arts is a smoke-, drug- and alcohol-free workplace. Teaching Artists are expected to arrive ready to teach, free from the influence of drugs or alcohol. Smoking and the use of tobacco are prohibited on any Upturn arts site and during camp hours. Upturn Arts prohibits the use, possession, manufacture, sale, or distribution of illegal drugs, non-medically controlled substances, drug paraphernalia, or unauthorized alcohol on the premises when conducting business, or during working hours.

Conflict of Interest

Teaching Artists must refrain from soliciting or accepting any goods or services, including potential job offers and/or private lessons, that would create a conflict of interest with any Upturn Arts' student, parent, partner, funder, or another teacher.

Reporting Illegal or Improper Activity

Upturn Arts encourages Teaching Artists to report suspected or actual illegal or improper activity, financial or otherwise, to the lead teacher and/or Executive Director immediately.

Upturn Arts Human Resources Policies

Equal Employment Opportunity

Upturn Arts is an equal opportunity employer and makes employment decisions on the basis of merit. Our policy prohibits discrimination based on race, religion, color, national origin, ancestry, sex marital status, age, physical handicap, disability, or medical condition, except where physical fitness is a valid occupational qualification or any other consideration made unlawful by federal, state or local laws. Upturn Arts is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the camp and prohibits unlawful discrimination by any employee of the camp, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability. Upturn Arts will make reasonable accommodations for the known physical or mental; limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Program Director and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job.

Sexual Harassment Policy

It is the policy of Upturn Arts that employees and contractors should be able to pursue their responsibilities in a work environment free of sexual harassment. Employees and contractors must avoid any action or conduct that could be viewed as sexual harassment including:

- Unwelcome sexual advances and requests for sexual acts or favors.
 - Creating a hostile work environment with verbal or physical conduct of a harassing nature.
- 1) It is your responsibility to talk to your Upturn Arts staff supervisor to ensure compliance with the above policy.
 - 2) All employees and contractors have the right to complain without fear of retaliation.
 - 3) If an employee or contractor has a sexual harassment complaint that involves his/her supervisor, the employee can bypass the supervisor and go directly to any supervisor including the Executive Director.
 - 4) Discretion will be used in handling sexual harassment accusations, and the matter will be dealt with in a timely fashion.
 - 5) Prompt, appropriate corrective action, up to and including termination when justified will be taken to remedy all violations of this policy.

In addition, harassment based on any of the foregoing characteristics will not be permitted or condoned. Racial, sexual, age-related, rank or position related, or ethnic slurs or insults are wholly inappropriate and violate our equal opportunity policy. Any complaint of any violation of this policy should be reported immediately to the Program Director. Violation of this policy may result in disciplinary action, up to and including discharge.

Safe Environments Policy

All children have the right to experience quality education and care in an environment that safeguards and promotes their health and safety. This policy will provide a clear set of guidelines and procedures to ensure:

- all children attending Upturn Arts' offerings are provided with a safe environment
- all reasonable steps are taken by the Upturn Arts staff, Teaching Artists, Classroom Assistants, and volunteers to ensure the health, safety, and wellbeing of young artists attending such offerings
- timely and effective intervention for young artists who may be at risk of abuse or neglect.
- that the health, safety, and wellbeing of young artists is protected at all times while also promoting learning and development
- that people interacting and caring for young artists act in the best interests of the child, and take all reasonable steps to ensure the young artists' safety and wellbeing at all times
- supporting the rights of all young artists to feel safe, and be safe, at all times
- developing and maintaining a culture in which children feel valued, respected and cared for
- *Also see Core Values section*

Scope

This policy applies to the Executive Director, Program, Director, Teaching Artists, Classroom Assistants, student volunteers, adult volunteers, Guest and Master Artists, parents/guardians, young artists, and others attending the programs and activities of Upturn Arts.

Upturn Arts Human Resources Guidelines and Procedures:

On Site Interaction

- The Program Director, Executive Director and/or senior staff will be on site during camp at all times
- Two (2) adults will be on-site with young artists at all times
- All classrooms will be staffed with at least one (1) Teaching Artist and one (1) Classroom Assistant

Restroom Interaction

- Young artists should use the restroom alone
- In the event a young artist needs assistance in the restroom, the door must stay unlocked, and in some cases, open
- Young artists must wash hands for at least 20 seconds (ABCs) after using restrooms
- Restrooms will have all surfaces disinfected at least every hour

Safe Touching

*In compliance with Covid 19 safety precautions zero interpersonal touching and social distancing requirements will be followed at all times, including maintaining a distance of 6ft unless otherwise is absolutely necessary. All staff and faculty members will wear a mask at all times.

- Camp personnel should only touch young artists as necessary:
 - to prevent imminent injury
 - to prevent serious damage to property
 - to provide planned care

*The following does not qualify as necessary within Covid 19 related restrictions, and will only reflect our policy once social distancing restrictions are lifted: to encourage or assist) to reinforce physical presence when touch is not resisted or rejected by the young artist. Camp personnel should not encourage young artists to sit on their laps or lie down on top of them, etc. but can encourage staff to sit next to them so that they are safely touching if they are in need of reassurance.

Interaction Beyond the Classroom

- Interaction with young artists will occur on-site and during regular programming hours
 - In the event camp personnel is in need of communication with a young artist or their parent/guardian(s), the office phone or an official Upturn Arts' email address MUST be used
 - In addition, the Lead Teacher and/or Executive Director MUST be present for phones calls and/or CC'ed on emails

The following forms of communication are prohibited between all staff and students:

- Home visits (unless scheduled for the purpose of private lessons)
- Calling/ texting from personal cell/ home phones
- Emailing from personal email addresses
- Friending, following, messaging on social media platforms
- Sharing pictures of young artists on personal social media platforms
- Inappropriate touching
- Failure to comply with mandated reporting policies and procedures

Mandated Reporting

Louisiana Revised Statutes 14:403 requires staff and faculty of Upturn Arts to immediately report any suspected child abuse or neglect. Signs and symptoms of abuse and neglect can be found here: [What Is Child Abuse and Neglect? Recognizing the Signs and Symptoms](#)

Family Resource Guide

We recognize the demands of parenting can be challenging and at times overwhelming. We want you to know that you are not alone. Help is available to you in many forms. Below is a list of resources for those in crisis. You can also check in with the [resource list on our website](#) for a full list of resources for free virtual learning opportunities at home, as well as specific child care and parenting resources available in the area.

National Parent Helpline

1-855- 4A PARENT • 1-855-427-2736

HOURS OF OPERATION: Monday through Friday 12:00pm CST to 9:00pm CST

Free emotional support provided by trained advocates

Emergency Hotline Numbers

Emergencies happen and there is immediate help for you when you need it. Listed below are 24-hour hotlines that provide emergency assistance. We encourage you to call any of these lines that may meet your needs.

- | | |
|--|---------------------|
| ● Suicide Prevention Lifeline | 800-273-8255 |
| ● Trans Lifeline | 877-565-8860 |
| ● Metro Crisis Response for Mental Health or Substance Abuse | 504-826-2675 |
| ● Jefferson Parish Behavioral Health Mobile Crisis Line | 504-832-5123 |
| ● LA Sexual Assault Crisis Line | 888-995-7273 |
| ● Family Justice Center Domestic Violence Crisis Line | 504-866-9554 |
| ● Addiction Helpline | 877-947-5900 |
| ● Narcotics Anonymous | 504-899-6262 |
| ● Counseling & Resources in the GNO area | 211 |

Community Resources

Below are some local agencies offering counseling and other support.

Family Services of Greater New Orleans

2515 Canal St., New Orleans, 70119

(504) 822-0800

Provides individual, group, couples and family counseling

Children's Bureau of Greater New Orleans

2626 Canal St., Ste 201, New Orleans, 70119

(504)525-2366

Providing counseling to children and families affected by trauma & grief

New Orleans Family Justice Center

701 Loyola Ave, Suite 201 New Orleans, LA 70150

(504) 592-4005

Providing legal, case management, counseling and holistic healing services to survivors of trauma free of charge