



Dear Parents or Guardians,

Welcome to Portfolio Prep at 92NY! We're delighted to have your child joining us this semester and look forward to a wonderful experience.

WHAT TO EXPECT THIS SEMESTER

We're excited to welcome your young artist to Portfolio Prep at the 92NY Art Center! Our experts in visual arts and design guide students through every step of the way as they build a portfolio that represents the best of their artistic abilities. Through rigorous projects and exercises in drawing, painting, collage and more, students will develop finished works that showcase their skills and passions. At the beginning of the class, the instructor will evaluate the students current work, individual interests, and educational goals to create tailored projects to fit their unique needs that will be completed in class and at home. The focus will be on creating finished works that will form a part of a competitive portfolio for admission.

If you have any questions, please reach out to us at artcenter@92ny.org or 212-415-5562.

CLASS INFORMATION

You can view your child's particular class information in your **92NY patron portal**.

BEFORE YOUR FIRST CLASS

We know that school applications and portfolio development can feel overwhelming. To help, please complete this survey with your child before class to share their goals, experience, and the schools they plan to apply to. Our Portfolio Prep Instructors will use your responses to create an individualized course plan with your child during the first weeks of class to help prioritize the work to complete in class and identify work to complete outside of class to support a strong portfolio.

Please complete this survey a week in advance of the start date of your class.

What to expect:

- **Students should bring 10 – 15 pieces of completed work, works in progress and sketchbooks to their first class so their teacher can understand their strengths and what gaps need to be filled for their portfolio.**
- In addition to this initial assessment, the first week of class, students will have a mid-semester meeting with their instructor to discuss progress.
- Students will participate in curated class assignments, demonstrations, and class discussions.
- Portfolio Prep classes are fast-paced intensive classes aimed at helping students polish their skills and present their strongest works for applications to visual arts schools. To get the most out of this class, students are expected to work in each class meeting as well as outside to achieve their goals.
- Students will have the opportunity to have up to 12 images of their finished artwork photographed. Work must be delivered to the Art Center to be photographed and digital images will be emailed to you within 2 weeks. We will be in touch with those dates later in the semester.

Some additional reminders:

- Closed toed shoes are recommended for all classes.
- Wear clothes that you don't mind getting messy.
- All personal belongings, including cell phones, screens and other devices should be kept out of sight or in a backpack. At the Art Center, we're here to make art with our hands!
- No food or drink is permitted in our art studios. Water bottles are allowed but must remain closed when not in use.
- All art materials are provided so no need to bring supplies.

When you arrive on the first day, please proceed directly to your classroom. If you need any assistance, please visit our front office located on the 3rd floor of the South Building.

ATTENDANCE AND PROGRAM POLICIES

Every day at the beginning of class, your child's Teaching Artist or Teaching Assistant will meet you at the classroom door to sign in on our attendance form. Please make sure your emergency contact and authorized pick up or self-dismiss permission is updated. You will sign out on this same form when you pick your child up at the end of class. If you need to

change or add a person for pick up, please email artcenter@92ny.org so we can assist in updating your child's profile. Please arrive promptly for drop off and dismissal. For students in the 92NY Afterschool program, Afterschool Counselors will drop off and pick up students directly from their art classes.

A few additional reminders:

- If your child is going to be absent, please email artcenter@92ny.org and we will notify the instructor.
- Make-Up Policy: Make-up classes are not guaranteed. If a class is canceled by 92NY, families will be notified regarding any rescheduling or make-up arrangements.
- Children's Class Cancellation & Refund Policy: If a class is dropped within two weeks of the first-class date, 50% of all class and fees will be charged. The full amount of the class will be charged after the date of the first class has passed.
- Photography & Video: Photography and video recording are prohibited during classes. If 92NY would like to photograph or record participants, families will be notified in advance and asked to sign a photo/video release form.

We expect all students at Art Center to treat their peers, Teaching Artists, Teaching Assistants, as well as our supplies, equipment and studios with respect. As always, our goals are to stay safe, have fun and make art!

IMPORTANT DATES AND UPCOMING EVENTS

Please refer to our [Art Center Children's Calendar](#) for holiday closures. Note, your class session numbers may differ if you've signed up for a weekend or half semester class.

ADDITIONAL INFORMATION

If you have any questions before your first class, please don't hesitate to contact us. We look forward to seeing you soon!

Warm regards,

Maggie Larson

Director of Art Center Education and Youth Programs

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