

Pratt Institute Campus Directory



BUILDING LISTING

- | | | | |
|------------------|-----------------------------------|--|--|
| 1. ISC Building | 11. Esther Lloyd Jones Hall (ELJ) | 19A. Pratt Studios | 26. 100 Grand |
| 2. Library | 12. Thrift Hall | 19B. Juliana Curran Terian Design Center | 27. Pfizer Building, 630 Flushing Avenue |
| 3. DeKalb Hall | 13. Pantas Hall | 19C. Steuben Hall | 28. Newman Mall and Clock |
| 4. Higgins Hall | 14. Willoughby Hall | 20. Film/Video Building | 29. Emerson Place Residence |
| 5. North Hall | 15A. Willoughby Security Booth | 21. Pratt Townhouses | |
| 6. Memorial Hall | 15B. Pantas Security Booth | 22. ARC Building | |
| 7. Student Union | 15C. Hall Security Booth | 23. Stable Hall | |
| 8. Main Building | 16. Chemistry Building | 24. Cannoneer Court | |
| 9. East Building | 17. Machinery Building | 25. Myrtle Hall | |
| 10. South Hall | 18. Engineering Building | | |

PRATT INSTITUTE
 Center for Art, Design, and Community Engagement K-12
 200 Willoughby Avenue | Brooklyn, NY 11205

PRATT K-12
www.pratt.edu/k-12

Pratt Institute

K-12 FAMILY HANDBOOK

Center K-12 Office
 South Hall, Room 203
 200 Willoughby Avenue
 Brooklyn, NY 11205

Tel 718.636.3654
 Fax 718.230.6876
 Email k-12@pratt.edu

www.pratt.edu/k-12

Pratt



Center for Art, Design, and
 Community Engagement

Welcome!

This handbook is designed to help parents/guardians, children, and teens participating in Pratt’s K-12 programs on campus. It will be helpful in answering your questions and outlining our policies.

Please read the following information prior to your first day.

Program Policies

We are committed to providing a safe and productive learning environment for all students and their parents/guardians, in which we all treat one another with courtesy and respect. We welcome the opportunity to share Pratt Institute’s studios and classrooms with you and provide a wide range of tools and materials in all classes. We are committed to treating this unique learning environment with care, and so the following policies are in place.

How to Find Your Studio/Classroom

Classes take place in several buildings across the campus. Your class building and room number will be listed in your confirmation email prior to classes beginning, so please pay attention to this information. You should allow 10 minutes to find your studio/classroom on the first day.

Accessibility

The Pratt campus is historic in nature and not all spaces are readily accessible or the accessibility of certain spaces may not be immediately apparent. However, all programs and activities will be accessible and Pratt will accommodate any participants with a disability who wish to avail themselves of any of its programs or activities. Please contact k-12@pratt.edu in advance if a K-12 student requires an accessible space or has any mobility restrictions. More info is available on the Learning/Access Center page on the Pratt website. Security personnel are also available to assist visitors in navigating the campus grounds and buildings.

Arrival and Dismissal

Classes begin and end on time. Please be prompt. Children should visit the restrooms before class; some of our classrooms are quite a distance from restroom facilities.

Families must leave the campus after classes in a timely manner. Campus security will ensure the hallways are clear of parents/guardians, children, and teens after classes are dismissed. Please remind your children to not climb on the sculptures on campus.

Parents/guardians who intend to remain on campus may wait in the cafeteria, located in the basement of North Hall. There are also many cafés located near the campus. Please do not wait outside your child’s classroom or in the hallways and stairwells.

Children whose parents/guardians are more than 10 minutes late will be taken to the Center K-12 office (South Hall, Room 203) to await pickup there.

Authorized Pickup

Saturday Art School: Only authorized persons indicated on the registration form will be allowed to pick up your child/children and must sign the class roster at the end of each class.

Children and teens are only authorized to leave on their own at the end of class, if that is indicated on the registration form. To be dismissed early, please submit a written note from a parent/guardian to the teacher at the beginning of class.

Pratt Young Scholars and DICE: All high school students in these two programs are allowed to arrive and leave by themselves, unless we are informed otherwise. Please note that we will not call in the event of an absence or late arrival.

Change of Information

Inform our office of any change in authorized pickup or contact information as soon as possible. Parents/guardians may report changes by email or in person.

Expectations

Children, teens, and parents/guardians are expected to exhibit appropriate behavior while on campus and in class, and this includes treating all members of our community with courtesy and respect. It is unacceptable to participate in name-calling, back talk, bullying, or swearing, for example, and all families are asked—for their own safety—to follow the directions of Pratt security and staff.

If a child’s/teen’s behavior is particularly challenging or disruptive, our approach is as follows:

1. Teacher will have a discussion with the child/teen.
2. The supervising faculty or Deputy Director will speak directly to the child/teen and/or call home.
3. In the event of serious or persistent issues, the parent/guardian will be notified that the child’s/teen’s registration is terminated. Registration can be terminated at the discretion of the Deputy Director. No refunds will be issued.

Attendance

Good attendance is expected and is necessary to complete projects. Anyone with three consecutive absences will be withdrawn from any K-12 program, unless the office is notified.

Visitors and Guests

For the safety of all students, only registered students and instructors are permitted in the studios and classrooms. There are no visitors (including parents/guardians, friends, or siblings) allowed in the studios and classrooms. Parents/guardians and guests are invited to attend the Open Studios during the final class.

Electronic Devices

We ask that children and teens leave all toys and electronic devices, except for cell phones, at home. Cell phones must be turned off during class and out of sight, in pockets or bags.

Supplies

Children and teens do not need to bring anything with them to class. Supplies are provided.

Attire

Art materials can be messy, and many children/teens work on the floor. We suggest wearing loose, comfortable clothing that may get dirty.

Snacks

The Saturday Art School classes for younger children (ages 6 to 8) have a small snack of juice and crackers. Please be sure to advise us of any allergies your child has on the registration form. Children in other classes are advised to bring water from home if they would like it.

Artwork

Saturday Art School: Artwork is kept during the semester and may be taken home following the Open Studio.

If you and/or your child miss the Open Studio, or need to leave early, please schedule an appointment with the office to pick up work. Please do not remove artwork prior to the end of the Open Studio at 12 PM. Artwork will only be kept for 30 days after the Open Studio. We are not responsible for any artwork left behind.

Pratt Young Scholars: Artwork is kept for the duration of the program and may be taken home at the end of the Scholar’s senior year.

DICE and Summer Scholars: Artwork is kept for the duration of the program and may be taken home on the last day of class.

Lost and Found

There is a lost and found bin in our office. Items are discarded at the end of every semester, and Pratt is not responsible for any lost or stolen belongings.

Registration and Confirmation

For registration and application instructions, please refer to each program’s brochure or website. Registration is first-come, first-served, and classes fill up quickly.

Please note that sending in a completed registration form does not guarantee that you have secured a place in a class. After registration closes, those who have secured a place in a class will receive a confirmation email, so please make sure the email address you provide is accurate. If the class(es) you selected is full, you will be sent an email saying you have been placed on a waiting list. If a place becomes available, we will contact those on the waiting list.

For programs that require tuition, full payment is due at the time of registration and is nonrefundable and nontransferable.

Payments accepted: cash, check (payable to Pratt Institute Saturday Art School), money order, Visa, Mastercard, and Discover.

Pratt Institute reserves the right to cancel or change any class when circumstances warrant.

Directions

Pratt Institute is located at 200 Willoughby Avenue in Brooklyn, between Hall Street and Classon Avenue. There are two entrance gates to the Brooklyn campus. One entrance is at the corner of DeKalb Avenue and Hall Street and the other is by the security booth on Willoughby Avenue.

Subway: G train to Clinton/Washington

Bus: B38 Downtown to DeKalb and Ryerson
B38 Ridgewood to Lafayette and Washington
B54 on Myrtle

Program Calendars

It is the parent’s/guardian’s responsibility to add key program dates and times to their calendars. Program dates and times are available year-round on our websites.

On occasion, we may send notifications that relate to specific classes or events but, in general, no email reminders are sent.

Class Cancellations

For information regarding cancellations due to weather or any other emergency, call Pratt’s weather emergency line at 718.636.3700. All Center K-12 classes will be cancelled if Pratt’s classes are cancelled. There are no make-up classes for missed classes. Families will be notified by email of a class cancellation.

Follow Us on Social Media

Facebook [facebook.com/prattyouth](https://www.facebook.com/prattyouth)

Instagram [@prattyouth](https://www.instagram.com/prattyouth)

Twitter [@prattyouth](https://twitter.com/prattyouth)

Individual Program Websites

For links to all youth programs and information including registration, calendars, and classes, visit www.pratt.edu/k-12. Individual program websites include:

www.pratt.edu/saturday

www.pratt.edu/dice

www.pratt.edu/scholars

www.pratt.edu/summerscholars

Pratt Institute reserves the right to dismiss any child, teen, and/or parent/guardian who does not abide by the expectations listed in this handbook. Campus security will restrict access to anyone if necessary.

Contact

Center K-12 Office, South Hall, Room 203
Pratt Institute, Brooklyn Campus
200 Willoughby Avenue, Brooklyn, NY 11205

Email: k-12@pratt.edu

Tel: 718.636.3654 | Fax: 718.230.6876

Pratt’s K-12 programs are generously supported by the Con Edison Company of New York, Inc., Walter K. Hoerning Endowment Fund, National Endowment for the Arts, New York State Council on the Arts, The Altman Foundation, The Hearst Foundations, The Pinkerton Foundation, The Selz Foundation, Turrell Fund, The Edward and Sally Van Lier Fund of the New York Community Trust, The Irma Holland Wolstein Endowed Scholarship Fund, individual donors, and Pratt Institute.

On-Campus Programs Offered by the Center for Art, Design, and Community Engagement K–12

Saturday Art School

Ages 6–18

Since 1897, Pratt Institute’s Saturday Art School has been offering a broad range of classes for children and teens. Saturday Art School students are encouraged to explore a variety of media, techniques, and approaches. This program continues to validate our belief that opportunities to learn art and design should be available to all ages. Saturday Art School is a teaching and learning laboratory; most classes are taught by art and design education students who are supervised by Pratt faculty.

DICE

Grades 9–12

Design Initiative for Community Empowerment (DICE) is an afterschool program that introduces students to the challenges of creative thinking and problem-solving through studio classes in design. Students investigate their communities through various design disciplines such as fashion design, architecture and urban design, and entrepreneurship. While increasing civic education and social responsibility, students also learn about educational opportunities and career possibilities in design. DICE classes are developed in collaboration with the Schools of Art, Design, and Architecture, and are taught by Pratt faculty members.

Pratt Young Scholars

Grades 10–12
10th Grade Entry Only

Pratt Young Scholars is a need-based, three-year scholarship program providing instruction in art and design with college preparation to motivated high school students. Through innovative and challenging studio experiences in Pratt Institute’s youth programs, this scholarship provides students with the skills and knowledge necessary to pursue advanced studies in art and design.

Summer Scholars

Grades 7–12

Summer Scholars invites middle and high school students to register for a two-week summer program of studio classes taking place on the Brooklyn campus in July. All Center K-12 programs introduce the strengths of an art and design education through a sequence of courses in art, design, and related fields. Classes are taught by faculty from the Schools of Art, Design, and Architecture.