

Art Make It Real

General Policy Information and Waiver

Please read General Policy Information and Waiver. Sign and return with completed registration form

- 1. Completed Forms** must be turned in before start of all classes, workshops, and programs. These forms include: General Policy Information Form and Waiver, Emergency, Medical, and Legal Consent Form. These forms will be kept on file for one year from date of signature for your convenience and for our information.
- 2. Art Supplies** are included in price of all classes, workshops, and programs. Children are expected to provide their own smocks (old, oversized shirts) during each class to protect their clothes.
- 3. Missed Classes** are not rescheduled. However, we will try to accommodate your child in another class during the same session. Please remember that several projects take more than one class to complete, so please plan accordingly and try to make sure your child attends every class. When we cancel a class, a make-up class will be scheduled.
- 4. Scheduled Dates and Times** for classes are listed on website next to each class, workshop, and program description. Classes are not scheduled on legal or state holidays. If area schools are cancelled or have early dismissals due to snow or other unusual causes, art classes will be cancelled. Make-up classes will then be scheduled.
- 5. Class Size (minimum and maximum)** is predetermined by instructor to give students the ultimate learning experience and individual attention. *Enrollment is not guaranteed without Full Payment.* Registrations without full payment will be wait-listed if maximum class size is met with fully paid registrations. If minimum numbers of *paid* registrations are not met five (5) business days before class starts, parents will be notified that class has been cancelled.
- 6. Refunds or Credits** are given if class is full or if there is insufficient enrollment. We encourage you to schedule your child in another class during the same session or use your payment as a credit toward future classes, workshops, or programs. Please note that payments are non-refundable if cancellation is made by participant, but at the discretion of the instructor payment may be used as credit for future classes.
- 7. Student Conduct** will be discussed by the instructor with participants on the first day of classes. Students are expected to follow directions, perform to the best of their abilities, and to respect others in the class. If necessary, parents will be informed of any misconduct. The instructor reserves the right to dismiss any student(s) from the session depending upon the severity of the situation.

8. **Special Needs** (physical, mental, or emotional) should be brought to the attention of the instructor prior to registration, in order to provide all of our students with the most effective learning environment at our studio. Information you give us will be kept in strictest confidence. If special assistance is required during the school day, parents/guardians must provide similar assistance for his/her child at the studio as well.

9. **Late Child Pick-up** will accrue additional charges after a 15-minute grace period. It is important that students are picked up on time due to necessary clean-up and prep time for the next class. Please call in advance if there will be any unusual delays.

Waiver: Although the safety and well being of your child is our top priority at Art...Make It Real, we, (Michelle Siefken-business owner, Tom DeCarlo-building owner, volunteers, consultants, and staff) will not be responsible for and will be forever RELEASED from any injury(ies), claims, and/or any other liability arising from your child's attendance and participation in our services and programs at Art...Make It Real, and/or for any lost property left behind by your child. By signing this waiver form, you agree to indemnify and hold harmless from any and all injury(ies), claims, causes of action, and/or any other liability arising from your child's attendance and participation in our services and programs the above-mentioned RELEASEES at Art...Make It Real. You further affirm that you understand the contents of this agreement and are free to choose not to participate in said program or make use of said services. By signing this Waiver you affirm that you have decided to allow your child to participate in programs and services provided at Art...Make It Real with the full knowledge that the RELEASEES will not be liable to anyone for personal injuries and property damage your child or you may suffer while at Art...Make It Real. Thank you for your support. It is a pleasure to welcome your child to Art...Make It Real..

Parent/Guardian _____

Signature: _____

Date: _____

Name of Student: _____