



## ARTsmart Class Policies and Procedures

### **Registration**

- In order to register for an ARTsmart ARTcamp, we must receive a completed and signed registration form along with full payment by the first day of class.
- Registrations will be received on a first come, first served basis. If the class is full, your child will be placed on a wait list and you will be notified if space becomes available. You do not need to pay a deposit to keep your child on the wait list.
- Online payments must be made in full. A minimum \$50 deposit is required to hold a spot and must be paid by check, cash or credit card at the ARTsmart Community Studio.
- If you are in need of further financial assistance please come to the ARTsmart Community Studio to fill out a scholarship application. Income-based sliding scale scholarships are available on a limited basis.
- All class enrollments are confirmed by email.

### **Commitment/ Absences**

If your child is going to be absent due to illness or another unforeseen reason, you must contact ARTsmart at 505-992-2787 to report the absence. No credits, refunds, or makeup for missed days or times will be issued.

### **Program Closures**

Camp cancellations will be confirmed by email or by phone if no email is available. Please call us at 505-992-2787 if you have any questions regarding whether or not your child has class.

ARTsmart reserves the right to cancel a camp due to insufficient registration and full refunds and notification will be given in that case.

### **Camp Cancellation Policy**

ARTcamp registration/sales are final but transferrable. No refunds. You may send a friend in your child's place. Reimbursement of cancellations is provided ONLY when a wait list replacement is found. Depending on availability for summer ARTcamps, you may change the week your child is enrolled with no additional fees.

### **Program pick-up**

A parent, guardian or other authorized adult is required to drop-off and pick-up each child from ARTsmart classes. All participants must be signed in/out when they are dropped off/picked up. Participants are NOT allowed to sign themselves in or out, regardless of age. If an authorized adult other than the parent or guardian is picking up a child then the ARTsmart staff must have the name of this adult and the parent or guardian's authorization beforehand (in person or by phone).

### **Early Drop-off/ Late Pick-Ups**

No early drop-offs are allowed. The instructors need this time to prepare for the day. ARTsmart expects parents/caregivers to pick up children promptly at the end of class. If you know that you will be late please call the offices at 505-992-2787 and ask them to notify the instructor. You are

allowed one late pick-up without penalty. After that, you will be charged a fine of \$15 for every 15 minutes you are late picking up your child.

### **Participant Requirements**

ARTsmart expects all students to treat one another, their teachers, their supplies and their classroom with respect. Your child's participation in classes with ARTsmart is up to the discretion of their ARTsmart instructor. If your child is repeatedly disrespectful of others or of their environment, or cannot behave appropriately while in ARTsmart classes, they will be removed from their ARTsmart class. ARTsmart reserves the right to remove a participant if that child poses a safety threat to staff members or other participants. All participants must be age 5+ (4+ with special permission), and must be fully potty-trained. Participants must abide by all ARTsmart Summer Camp rules (as told to students at the beginning of the first day of class).

### **Clothing/Personal Items**

Your children will occasionally use messy or permanent supplies to create art, including but not limited to paints, clay, markers and glue. ARTsmart will always supply your children with smocks to protect their clothing, but ARTsmart is not liable for any damage to clothing that may occur. Leave personal items at home (if possible). Water bottles are an exception. Keep in mind that if personal items come to camp we are not responsible for them. Personal items must be kept in backpacks and only taken out during break. No electronics or valuable items please!

### **Emergencies**

In the case of an emergency, ARTsmart will contact the parents/caregivers at the numbers listed on the registration form. ARTsmart will contact the person listed as the emergency contact on the registration form if we are unable to get a hold of a parent/caregiver.

### **Siblings**

Siblings who wish to be in the same class, despite falling outside the age guidelines, may do so depending on art instructor discretion. ARTsmart would prefer that older children enroll in the class for their younger sibling's age group.

### **Snacks/ Food Allergies-**

ARTsmart will provide a well-rounded and healthy snack approximately halfway through the morning. If your child has food allergies that cannot easily be accommodated or are serious please send your child with his/her own snack each day (this does not affect the registration fee). Parents of students with life-threatening allergies must provide ARTsmart with emergency medications and a written medical treatment protocol for their student for addressing allergy related events. ARTsmart will keep medication and epinephrine (EpiPen) provided by student's guardian in a secure location. Information pertaining to a student's allergies will be shared with the ARTsmart staff that have contact with the student.