

THE ART FACTORY 2017/18 Registration & Student Policies

Please submit this completed form with the \$65 registration/materials fee & tuition payment to secure your child's space. THE ART FACTORY 9099 Soquel Drive, #15, Aptos, CA 95003

1. **The Art Factory is a drop-off studio.** If your student is not capable of being without a parent for the length of the class, please delay enrollment until they are ready.

2. **Please be prompt in dropping off and picking up your students.** Dropping off a student too early disrupts the preparation time of the instructor and picking up late causes problems with other classes and traffic congestion at the studio.

3. **It is assumed that all students who enroll are eager to participate in class. *The Instructor reserves the right to dismiss disruptive students, out of fairness to the other students.***

Refunds are not given upon dismissal of the program.

4. **There will be no refunds issued for missed classes.** Upon enrollment, your child's space is reserved in the studio. Make up classes (1 per 30 day period) are to be scheduled with the instructor.

5. **Please park in marked spots within the Redwood Village.** Do not drop and pick up students on the street in front of the building as that is unsafe, especially with delivery trucks in and out of the Palm Deli. Also, please do not park directly in front of the Pilates Studio next door as that is their designated parking space.

6. **Payments must be made on the first of the month for monthly attendance during the school year.** Payments received after the 10th will be subject to a \$20 late fee per student.

Art Factory policy with regard to Ocean Grove students: If your child is attending classes at the art factory, please be sure that PO is sent before they attend their first class using the OG funds. If a child attends class without a supporting PO, you will be billed for that class/es. Please be aware of your available funds before sending them to class.

7. **Please refrain from sending junk food and electronics to the studio.**

8. **Monthly classes are assumed to run through the duration of the school year.** The Art Factory reserves this space for your student. If their spot is not formally cancelled with 30 days notice, you will be billed for it.

9. **If your child is too ill to attend school, they are too ill to attend class at The Art Factory.**

Please respect the health of the art community at The Art Factory.

10. **Returned checks are subject to a \$30 processing fee.**

11. **Waiver and Release:**

As the legal Parent/Guardian, I give my permission/consent for my child to participate in The Art Factory's art camps/classes/workshops, under the following terms:

1. I understand my child will be responsible to abide by the The Art Factory Behavior Code.

2. I understand that my child may be photographed for publicity purposes (including on the internet). I give TAF the right to use pictures, photographs, video, film, audio recording, and name of my child for lawful purposes and I waive my right to inspect or approve the finished version(s).

Check here if you do not want your child's image to be used

3. I understand that should a medical problem arise, all attempts will be made to notify me or the emergency contact listed as soon as the health of my child permits; by telephone. In the event of an emergency, I give my consent to the physician selected by TAF program staff to secure proper treatment for my child. I accept responsibility for any and all costs of emergency care.

Agreement of Refund Policy, Behavior Code, Waiver & Release and Additional Fine Print:

Student's Name: _____ Age: _____ DOB: _____

Class Name, Time and Day: _____

Monthly Tuition: \$ _____ (+ Annual Registration/Materials Fee of \$65) Enclosed: \$ _____

All 1.5 hour classes are \$105 unless otherwise noted.

Will You Be Using Ocean Grove Funds for This Class? If so, please read item #6A. **Circle Yes / No**

Guardian/Parent: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact: _____

Special Needs/ALLERGIES: _____

Special Interests of your child: _____

Student's Name: _____ Parent Signature: _____

831-688-8862 www.artfactorystudios.com