

## Victoria Arts for Kids Policies & Expectations

- 1. The Purpose** of *Victoria Arts for Kids* is to allow children to express their creativity, develop their artistic knowledge and skills, grow in self-esteem, and gain a deeper appreciation for art in a fun, safe, encouraging environment.
- 2. Completed Forms** must be submitted in order to complete registration. These forms will be kept on file for one year from date of signature for your convenience and for our information.
- 3. Arrival Time** for class is 5 minutes *before* the class start time. Please make sure to arrive 5 minutes early in order to gather needed supplies and prepare for the day's lesson.
- 4. Class Art Supplies** are included in the price of classes as a supply fee. However, children are expected to provide their own smocks (old, oversized shirts or aprons will work) during each class to protect their clothing. Also, all students (except students in the *Art Exploration* class) must purchase their own sketch book (size 5.5 x 8.5 inches or larger) and set of basic sketching pencils for weekly sketch book assignments.
- 5. Sketch Books** should be brought to every class with the week's sketch book assignment thoroughly completed (*Art Exploration* students are exempt from this policy). The weekly sketch book assignments will enhance and deepen the concepts and skills learned in each class and should be completed with care.
- 6. Missed Classes** are not refundable. 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. If we ever have to cancel a class, a make-up class will be scheduled.
- 7. Cancellations and refunds** are possible under the following conditions. You may cancel your registration for a class series prior to the beginning of the first class for a full refund minus a \$25 processing fee. You may withdraw from an ongoing series after the first or second class and receive a refund equal to half the class fee minus a \$25 processing fee. No refund will be given for withdrawal from an ongoing series after the third class begins.
- 8. Class Size (minimum and maximum)** is predetermined by instructor to give students the ultimate learning experience and individual attention. If minimum numbers of *paid* registrations are not met five (5) business days before class starts, parents/guardians will be notified that class has been cancelled and refunds will be issued to paid registrants.
- 9. 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 their classmates and instructor. Students are also expected to treat the classroom and class supplies with care and respect. If necessary, parents/guardians 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.
- 10. Special Needs** (physical, mental, or emotional) should be brought to the attention of the instructor prior to registration in order to provide all students with the most effective learning environment. Information you give will be kept in strictest confidence.
- 11. Pick-up and drop-off** are the sole responsibility of the parents/guardians. For *Art Exploration* classes, a parent or guardian must stay and participate throughout each class session as this class is a parent-child art class.
- 12. Late Child Pick-up Fees** will accrue after a 10-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.

I have read, understood, and agree to abide by the aforementioned policies and expectations.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name : (print) \_\_\_\_\_ (sign) \_\_\_\_\_