

## **Art For Kids Policies and Procedures**

The responsibility for the student to get to and from art class lies solely with the parent of the student. However, as a courtesy, Art For Kids teachers will make every attempt to escort children to and from art class from After-School Programs.(such as on-site Boys and Girls Club or Buena Vista's program.) If child is not present in the after-school program when the teacher arrives, they are "out on the field, in the bathroom," or otherwise not present, Art For Kids teacher may not wait around to search out the student. Classes begin and end on time according to cell phone time.

Some after-school programs have a form that must be filed before they will allow Art For Kids to pick up child. If so, it is the parent's duty to fill out all forms in advance of the first class. The YCS form is available on Art For Kids website.

Children who are not in an afterschool program are not escorted to and from class. Parents must make arrangements for child to get to class, such as asking the child's regular school teacher if child is too young to walk over alone, or walking the student themselves or with a buddy or sibling.

**Late Pick Up:** Parents are to pick up child on time in the classroom unless child is in after-school program. A late fee of \$20 is due to teacher for any one minute late to pick up child according to the time on the teacher's cell phone. 30 minutes late or more is \$50, and 60 or more minutes is \$75. Any parent late to pick up three times in one session forfeits the student's spot in class.

**Late arrival:** arriving on time for class is very important, the first 20 minutes of class is the most important time, if you arrive more than 30 minutes late please do not attend, student will not be prepared for lesson.

**Parents** are welcome to stay for the first 10 minutes of class, pop in unannounced anytime during class for another 10 minutes and return early for the last 10 minutes of class.

**Refunds** are honored if made 10 business days before the beginning of class, with a \$30 processing fee. After that date, no refunds are processed unless Art For Kids cancels the class. If a class is cancelled due to weather or other emergency Art For Kids will hold a make up class. If your child misses class due to illness, travel, or other, there is no make up class; however, you may contact your teacher to see if your child can attend another school to make up the class on a different day.

**Returned check** fees are \$25 and once Art For Kids has received a bounced check, the writer of the check may no longer register by check. Register by credit card online or using a money order or cashiers check by mail.

**Photo Agreement:** Art For Kids may use photos of your child's artwork for the online gallery. The current online gallery encodes the first name with a number for privacy. Unless Art For Kids hears from you about this in writing, the parent or guardian gives consent to using the artwork on the gallery. Parent will be notified of child's screen name should child's artwork be uploaded to the online gallery. Original artwork is returned to child. Art For Kid's teachers may take photos of your child for use in the classroom. Art For Kids may use photos for promotional material such as brochures, newspaper press releases etc. If the photo is to be used for online features, Art For Kids will get parental permission in writing first.

**Clothing:** Art For Kids t-shirts are available online and it is a good way for students to remember what day they are to attend art class. Art For Kids uses products that stain clothing, if this is an issue please bring an apron or art shirt to cover clothing or uniform.

**Multiple-sibling discounts** are \$10 off total registration for each additional child. This does not apply to during early registration period.

**Art For Kids policy** is to never leave any child unattended anytime. If you arrive late to pick up your child, chances are the teacher took student with him/her to go pick up the "after-school program" students. Please do not drop your child off early to art class and leave. Students may enter class when greeted by the teacher.

**Scholarships** are available on a first-come basis. Applicants must present last year's tax returns as proof of financial need.

**Behavior:** Rowdy or disruptive behavior is not fair to children and teachers who are at art class to do art. Art For Kids teachers will make every attempt to redirect inappropriate behavior. Should art class not be a good fit with your child, the teacher may speak to parent about choosing another activity. Art For Kids suggests that parents concur with children before enrolling them in art class. Art For Kids reserves the right to refuse future registration to any family whose child or adult is physically or verbally abusive to any staff member for any reason.