

Adventures & Art 2019-2020 Program Policies

REQUIREMENTS TO PARTICIPATE

- I. **2019-2020 STUDENT INFORMATION FORM.** An accurate and complete form must be on file in order to participate. The form provides important information for both regular use and in case of an emergency situation. The form allows guardians to specify certain permissions regarding student dismissal and photography. The form concludes with the following language:
"I, __, the legal parent/guardian of the child(ren) listed on this form, have accurately completed this form. I do hereby release all teachers and leaders involved in Adventures & Art from any and all liability in case of accident or illness during all supervised activities. In the event of an emergency situation, I authorize any medical care deemed necessary by an accredited physician, nurse, or hospital while at Adventures & Art."
- II. **TUITION.** Payments must be up to date in order to participate. Tuition is further explained below.
- III. **AGREE TO 2019-2020 PROGRAM POLICIES.** In order to participate you must agree to the Program Policies. ***Your 2019-2020 Program Tuition payment indicates that you agree to the 2019-2020 Policies.***

TUITION

- I. **TUITION IS ALL INCLUSIVE.** There are no additional fees for any materials, supplies, costumes, art shows, or performances. Yay!
- II. Tuition is **NON-REFUNDABLE** so we offer a **"TRY IT FREE CLASS"** for any first-time student that would like to experience a program before paying for the term/year.
- III. **NEW STUDENT GUARANTEE.** Some children are happy to jump right in from the first class. Others may take a few classes to warm up, learn the routine, become comfortable in class, and reap the numerous benefits that these programs have to offer. Please consider sticking with it to overcome the nerves of starting something new. If, however, after the first class, it is clear to you, that the program is not currently a good fit for your child, please email before the next scheduled class to receive a full refund, otherwise, tuition will be non-refundable. We can always try again at a later time!
- IV. **ROLLING ENROLLMENT.** Enrollment is on-going in most programs. Get in touch to find out if a program has openings and if it's a good time to jump in. In some cases, programs will completely fill up or ongoing projects/activities prohibit students starting late. Tuition will be prorated based on your start date.
- V. **LATE PAYMENT FEE.** Adventures & Art reserves the right to charge a late fee for payments that become overdue.
- VI. **RETURN CHECK FEE.** There will be a \$30.00 fee posted to your account for any checks returned by the bank for insufficient funds.
- VII. **LATE PICKUP FEE.** If a student is not picked up within 5 minutes after the end of class, you'll be charged for Student Studio (aftercare) between 2:30-6:00pm Mon-Thu. Late pickup outside of Student Studio hours will require additional fees based on the circumstances.
- VIII. **TUITION PAYMENT PLANS.** For your convenience, there are different payment plans for Programs:
"YEARLY" PAYMENT PLAN (20% Savings):
By choosing this plan, you will receive 20% off of the standard tuition rate. Depending on the Program, the "YEARLY" PAYMENT PLAN covers all offered terms for that particular Program during the 2019-2020 season. Your payment is due at your first class.
Thank you for paying all at once! Your 20% savings reflects the fee and time savings that come with only having to process your payment once, as well as the program security that comes with that longer commitment.
"TERM" PAYMENT PLAN
Pay tuition per Term (Fall, Winter, Spring) with the TERM PAYMENT PLAN. Your payment is due at your first class of each Term. If at the end of the Term, you decide your child will not be returning for the next Term, you may discontinue your enrollment/payment plan by emailing.

"SPLIT TERM" PAYMENT PLAN

If breaking up payments would help, you can choose the SPLIT TERM PAYMENT PLAN to split-up the Term's Tuition into two payments. Although you are splitting up the Tuition, you are reserving a space in class for the whole Term, not just half. Your payments will be due at your first class and mid-way through the Term for a total of two payments per Term. If at the end of the Term, you decide your child will not be returning for the next Term, you may discontinue your enrollment/payment plan by emailing.

CANCELLED CLASSES AND STUDENT ABSENCES

Please keep in mind that Tuition rates are calculated with the consideration that at least one or two classes are commonly missed whether it's due to student illness, student scheduling conflict, inclement weather, or emergency cancellation.

- I. **INCLEMENT WEATHER.** We all know that the weather is unpredictable in Western NY. In the event that a class is canceled due to weather, all families will be contacted as soon as possible. In most cases, some of the class timing or projects can be made up if scheduling permits. Refunds are not offered for inclement weather.
- II. **INSTRUCTOR or EMERGENCY CANCELATIONS.** From time to time even instructors get sick or have to deal with emergencies. If a substitute will be managing class, all families will be notified prior to the class time. In the event that a class is canceled due to an emergency, all families will be contacted as soon as possible. Some of the class timing or projects may be made up if scheduling permits. Refunds are not offered for emergency closings.
- III. **STUDENT ABSENCES.** Your child will get the most out of their experience with regular weekly attendance. **If your child cannot attend, please email, message, or text prior to class.** There is no refund for missed classes, but in some cases a make up option may be available.
- IV. **LOW ENROLLMENT.** Classes that do not meet their minimum enrollment numbers for the session will be cancelled, rescheduled, or changed. Please register early and refer your friends!

THANK YOU

Thank you for taking the time to review these policies. Everything is put in place to ensure fun, safe, and successful programs for everyone involved.

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Adventures & Art 2019-2020 Welcome Packet

A NOTE FROM MISS EMILY

Adventures & Art is a shop and studio on Main Street in Caledonia. When I was younger, I would've thought this was most amazing place in the world... and I do think that now! The idea was once just a childhood a dream of mine. My passion for creativity and self-expression drove me to start an art club for my young cousins and family friends when I was 14-years-old. The word began to spread and now nine years later I'm continuously growing this business. It's a lot of work, but I wouldn't trade it for anything.

I love having variety and flexibility in my routine, which is great because owning a small business requires me to wear a lot of hats. I make the schedule, plan the projects, order supplies, answer emails, organize the paperwork, prepare materials, create samples, practice new skills, teach classes, clean everything, shovel the snow, bill the tuition, water the flowers, slowly repaint/remodel, and so much more. I frequently need to find my balance, reprioritize, or let some little things go especially after a big schedule change or around busy times... I appreciate your understanding!

Aside from my love of the arts, you should know that I'm very family and community oriented! I really enjoy the relationships that have formed from working and hope to bring as much of a friends-and-family-feel to Adventures & Art as I can. I would love more than anything to forget about business, money, policies, etc and just spread creativity... but that's not quite the reality. I hope to bring as much of a family-feel to Adventures & Art as I can while building a sustainable business.

CREATIVE PROGRAMS

This year I'm thrilled to offer another schedule packed full of Creative Programs for a variety of ages. At Adventures & Art, Programs meet weekly on a set schedule for at least one Term. This allows us to get to know our classmates over the 10-12 week Term and work on things over a span of time (great for letting art projects dry, learning skits, etc).

2019-2020 TERMS

FALL TERM: September 22 - December 21 *(except for 10/14, 11/24-30)*

WINTER TERM: January 6 - April 4 *(except for 1/20, 2/16-22)*

SPRING TERM: April 12 - June 20 *(except for 4/13, 5/25)*

THE SHOP

Due to all of the space in this building and my love of little gift shops, the front two rooms are stocked with fun gifts either handmade or selected with love. Any profits are directly supporting Adventures & Art... that's offsetting costs that would otherwise be added into tuition rates. You can look at it as a continuous fundraiser and a way to keep tuition as affordable as possible. Please consider checking the shop and encouraging friends to do so as well.

On a related note, there will be a few fundraising opportunities throughout the year. Stay tuned for that information!