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ART INSTITUTE REGISTRATION FORM 2017-2018

Fill out a separate form for EACH registrant.

REGISTRANT NAME: (First) _____ (Last) _____

HOME ADDRESS: _____
Street Apt.# City State Zip

AGE: (if under 18) _____ DOB: _____ EMAIL (if over 18): _____

YAA MEMBER: YES ___ NO ___ EXPIRATION: _____ First time taking classes? YES NO

Where did you hear about Young At Art Classes?(circle one) Museum Ad Email Google Social Media Friend Other: _____

Circle YAA Institute Programs registrant has attended: Class Camp Workshop
 Mommy & Me Studio Art Pass Adult Mixer Homeschool Art Night At the Museum

Fill out below if registrant is a minor:

PARENT #1 NAME: _____ EMAIL: _____

PARENT #1: CELL # _____ WORK #: _____ HOME #: _____

PARENT #2 NAME: _____ EMAIL: _____

PARENT #2: CELL # _____ WORK #: _____ HOME #: _____

EMERGENCY CONTACT NAME (other than parents): Mr. / Mrs. / Ms. _____

EMERGENCY PHONE #: _____ RELATIONSHIP TO REGISTRANT: _____

Parents and Emergency Contacts will be listed as authorized to pick up. If you would like to list anyone else to pick up your child, please list their names here: (1) _____ (2) _____

Security Code: _____ This code will be used to verify your identity if you call to add someone to the pick-up list.

- ArtSTUDIO-CHILD/TEEN Classes \$450 Member / \$500 Non-Member (TWO SESSIONS) **Sign up & save**
- ArtSTUDIO-CHILD/TEEN Classes \$240 Member / \$265 Non Member (ONE SESSION- 8 weeks)
- ArtSTUDIO-ADULT Classes \$160 Member/ \$175 Non Member (ONE SESSION- 5 weeks) Plus *\$39 Non-refundable Materials Fee Includes tax
- ADULT MIXER \$35 per person
- NIGHT CAMP \$35 Member/ \$40 Non Member
- ONE DAY CAMP \$55 Member/ \$60 Non Member, Optional: \$15 Daily or \$70 Weekly Ext. Care, \$8 Daily or \$40 Weekly Lunch

DATE	SES	DAY	CLASS/ CAMP/ WS	TIME	LUNCH	EXT CARE	MATERIALS FEE	DISCOUNT	SUBTOTAL FEES	BAL. PAID DATE

PAYMENT INFORMATION: TOTAL FEES: _____

CHECK: Make Payable to YOUNG AT ART MUSEUM CHECK #: _____ DATE: _____
 CREDIT CARD (check one): AMEX DSCR MC VISA NAME ON CARD: _____
 CREDIT CARD #: _____ EXP DATE: _____ ZIP CODE: _____
**For Camp or Class, additional late pick-up fee of \$15.00 for the first 15 minutes, plus \$1.00/minute thereafter will automatically be charged if registrant not picked up at the close of the camp or class scheduled times.*

By signing below you verify all information is correct.

Registrant or Guardian Signature _____ Date _____



Art Institute Class and Camp Agreement 2017-2018

AGE REQUIREMENTS

Children must turn the minimum age requirement on or before the session in which they are registered.

PAYMENT

Payment is due in full at the time of registration to reserve a spot in class. All payments are NON-REFUNDABLE. No Refunds, transfers or make-ups for absences, withdrawals or cancellations. NO EXCEPTIONS. A minimum of 5 students must be registered for class to run. If YAA cancels a class a refund will be issued for any remaining classes, or registration fees can be held and applied to another class.

TRANSFER

All Transfer requests must be submitted in writing two weeks prior to start date. Transfer approval requires a \$25.00 fee per registrant and will be made depending on space availability. Only one transfer request per family will be accepted. Payments are not transferable to anyone outside of the immediate family. Submit transfer requests to Visitor Services office in person or by emailing Artinstitute@youngartmuseum.org.

ABSENCES / WITHDRAWALS / NO SHOWS / DISMISSALS

Absences, withdrawals, no-shows or dismissals will not be eligible for refunds, transfers, or prorating.

CREDITS

Requests for credits in the form of a YAA Gift Card or towards a future Art Institute Class or Camp program must be made in writing via email or in person to the Visitor Services office, Artinstitute@youngartmuseum.org. Requests must be received no later than two weeks prior to the first day of the program. All requests will be considered **but not all requests may be granted**.

MINIMUM ENROLLMENT

Classes, camps, programs and workshops must have a minimum of 5 students per program, per session or day in order for the program to run. YAA will notify you as soon as possible if this enrollment is not met. Please register in advance of the beginning of the session as this will help determine class enrollment early. If the class does not run, you will be given the option to choose another program that fits your interest and schedule. If there are no other options then YAA will offer a credit or to put towards the registration fee of another session. If YAA cancels a class a refund will be issued for any remaining classes, or registration fees can be held and applied to another class.

MAKE UP CLASSES

A registrant can make up one absence if the same class is offered for the same age group on another day within the week of the absence. As the schedule permits, the week after the session ends will be for makeup classes. If there is no week in between, your instructor will let you know when the make-up class will take place. YAA offers make up classes as a courtesy and cannot offer make ups for more than one class missed in a session. Make ups cannot be extended into another session and classes cannot be pro-rated if missed. Please arrange the make-up class with your instructor.

LATE REGISTRATION

We accept late registrations except in the Pre-College Art Portfolio class. Please check with Visitor Services to find out the last date to register for the current session. Instructors will make every effort to accommodate students who have enrolled after the first day of class. Projects completed prior to the start date for the student will not be included due to time.

CLASS DROP OFF/PICK UP POLICY

Parents and authorized adults must park their car in a designated parking space and escort their child(ren) into the museum and sign them in, if they are under the age of 13. Teenagers 13 and over are permitted to sign themselves in and out. Students dropped off more than 5 minutes before class start time, and picked up more than 5 minutes after class pickup time will be automatically charged for extended care at a rate of \$15.00 for the first 15 minutes and \$1.00 per minute thereafter. Students with a parent enrolled in an adult class occurring at the same time have a courtesy pick up time of 5 minutes after class is over. After that a \$15 late fee applies for the first 15 minutes and \$1.00 per minute thereafter.

CAMP DROP OFF/PICK UP POLICY

Campers must be escorted into the building by a parent/guardian for check-in. Children registered for before care may be dropped off 8:00am to 8:45am. All others may be dropped off 8:45am to 9:15am. Students dropped off before 8:45am and picked up after 5:00pm will be automatically charged for extended care at a rate of \$15.00 per day. Extended care students picked up after 6:00pm will be automatically charged \$5.00 plus \$1.00 per minute thereafter.

EQUIPMENT

The replacement value of any equipment damaged or broken by registrant, including but not limited to iPads, iMacs, cameras, drones, etc. will be charged to your account. The payment must be paid in full by the end of the session.

PHOTO RELEASE

I authorize Young At Art Museum to take photographs of me, my child/children and our art work for marketing purposes. I give permission for these pictures to be used in the museum's printed materials, including advertisements, brochures, flyers, websites, and social media.

BEHAVIOR AGREEMENT

1st offense – Verbal warning

2nd offense – Parent notification via phone, written notice or in person by the Art Institute Manager.

3rd offense – Teacher, parent and child conference

4th offense – Possible suspension or expulsion from Young At Art Programs

Any action committed by a child that could or does result in injury to themselves, other students, volunteers or staff will result in immediate expulsion from Young At Art Programs. No refunds are given if child is dismissed due to behavior issues.

MATERIALS FEE

Materials fees are for adult classes and are non-refundable. The materials fee covers a basic list of supplies. Additional materials, specialty materials, additional firings extra studio time outside of regular class time can be arranged at an additional cost. Classes for children and teens have no materials fee.

MEDICAL EMERGENCY

In the event of an extreme medical emergency, Young At Art staff will contact emergency medical personnel and will then contact the child's parent or guardian, in the case of a minor, and the emergency contact in the case of an unresponsive adult. In the event a parent/guardian cannot be reached the Emergency contact will be called. Based on medical personnel's assessment, your child may be transported to a local hospital to receive further medical attention. Emergency Medical personnel will not honor requests to take children to specific hospitals, doctors or medical establishments.

MEDICAL INFORMATION (This information will be used in the event of an emergency to better serve you)

List any specific medical, social, emotional or behavioral issues.

List any allergies (food, medicines, insects, etc. and list any medications)

IMMUNIZATION

All children named on this agreement must be fully immunized.

ARTWORK

Please call visitor services to pick up artwork after the end of the session.

Young At Art Museum is not responsible for artwork left after the dates below. Artwork may be disposed due to space limitations.

Artwork left after the LAST DAY OF CLASS must be picked up within 1 week.

Pick up dates for:

Session 1: OCT 23-27 Session 2: DEC 26-30 Session 3: MAR 5-10 Session 4: MAY 14-19

Artwork exhibited in the SHOWCASE can be picked up before the next showcase.

Pick up dates for artwork exhibited in showcase:

Session 1: DEC 18-22 Session 2: FEB 26-MAR 2 Session 3: MAY 7-12 Session 4: Pick up artwork the same day

I - including my spouse or other members of my family, do hereby release and hold harmless Young At Art Museum, its employees, board members and related parties from all liability for lost and stolen personal items, injuries or losses as a result of attending and/or participating in any class, camp, program, tour or other function of the museum and hereby consent to the class/ camp rules, guidelines and agreement.

By initialing this agreement I agree to uphold all the outlined policies explained within.

Registrant Name _____ Parent Name (if registering minor) _____

Signature _____ Date _____

REV.10.3.17