

TEACHING ASSISTANTS: Teaching Assistants, grade 7 students and above, shall attend one informational training workshop, and sign in at the proper designated area daily. The information shall include: interactions with classroom students; interactions with other teen helpers; interactions with teachers; classroom etiquette; and, classroom responsibilities.

MUST: Attend workshop prior to Creative Arts Workshop, or make other arrangements for training

MUST: Sign in daily at the designated area

MUST: Return completed application by due date deadline...

MUST: Be willing to follow the "Teaching Assistant Honor Code"

PUBLICITY CONSENT:

Photographers from newspapers will be present in classes to take photographs of its class activities and interview some students and such items may appear in various news media. As a parent / grandparent / legal guardian, your signature is a consent on behalf of your child to release CAW, AAUW, Camarillo Branch, the Director, and all staff and volunteers from all liabilities that may arise on account thereof.

CLASS SIZE LIMIT:

Classes shall be limited to 20-24 students, depending on the type of class. Any changes in the number of students shall require a conversation between the Director and the Teacher.

Classes with "heavy" machinery shall be limited to 15 students (ie: sewing machine)

REFUND POLICY FOR STUDENTS CHANGING OR DROPPING CLASSES:

Class changes will be made only during the first **2 days** of the workshop.

Refunds may be during the **first week** of classes only:

50% of class fees may be refundable

0% of lab fees are refundable

FEES: The raise in the class fee this year will cover the cost of the dismiss of the registration fee.

SAFETY ISSUES:

Teachers, Staff and Teen Helpers shall wear name tags to identify them by name.

SIGN OUT PROCEDURES for students that are leaving early from class: A notebook / clipboard will be used in order to sign-out students who are leaving early. Information needed shall include:

...student's name

...date / time

...person taking student

...signature of person taking student

...reason for early sign-out

Student shall wait with the Office Staff until the above information has been received.

LOST and FOUND articles and projects will be kept for **1 week after** the workshop. Contact the Director to retrieve items: info@cawregistration.net

Thank you to everyone involved in Creative Arts Workshop and / or the Camarillo Branch of the American Association of University Women for the wonders of this fantastic program!

Sincerely, Karen Allen

We are always appreciative of donations, grants and scholarship donors. If you can assist - or know of anyone ... please contact Karen Allen: info@cawregistration.net Many thanks!