

THE ARTIST CENTER

Enrollment Processes, Procedures & Policies

Enrollment Process

To enroll in a course at the Artist Center, choose one of the following methods:

1. Online Registration: Visit Artist Center website - www.LessonsInArt.com. Select 'Registration', find the day/time of class; then payment is processed and you are enrolled.
2. In-Studio Location: 3742 Castro Valley Blvd. Suite A, Castro Valley. Manual Invoice: Check/Credit Card/Venmo/Zelle/Cash.
3. Phone Registration: Zelle/Venmo (Manual Invoice)
4. Mailing address: 3742 Castro Valley Blvd. Suite A, Castro Valley, CA 94546. Do not mail cash. Original check must be mailed. Before attending checks must be cleared (start date confirmation will be sent via email)
5. No student may attend a class without payment confirmation.

Homeschool Art: *A PO must be submitted before 1st class through the Educational Specialist. Customer must contact AC and confirm day and time of availability and receipt of P.O. No classes begin without the receipt of a P.O. Payment is funded through Homeschool Program due after services are rendered. Please check your Homeschool E.S in order to verify AC as a vendor.*

Enrollment is on a month to month or every two months basis. For an 8 week course you may start at any date confirmed by AC and only if space is available.

Trial Class:

There are no free trial classes. \$50 cash only.

Not available through Homeschool.

Cancellation Policy

Cancellations are not available after the first class is attended.

Homeschool: Note: *AC (vendor) cancellation policy may be independent from the school. Any agreement signed by a parent is independent from CWCS Charter Schools and the schools will not honor or be held responsible for any agreement made between the vendor and a parent.*

Prior to services being rendered, a full refund of a PO is available if 24 hours notice is given.

Once services have begun, a 30-day advance notice is required to cancel services.

Absences/Cancellations: A full refund is available if 24 hours notice is given prior to the day of camp.

Parent's Out of Pocket Registration or Other Type of Fee(s) - Not applicable. Any agreement signed by a parent is independent from CWCS Charter Schools and the schools will not honor or be held responsible for any agreement made between the vendor and a parent.

Refund policy

There are no refunds after payment has been made, however customer may change to another date and time and not to exceed 4 months after payment has been made. No outside party options. This applies only where space permits and approved by Artist Center.

Homeschool Art: Same as above and not to exceed calendar school year.

Missed Classes

Homeschool: Absences do not change session costs and makeups are not available. No substitute instructors allowed.

Classes at Castro Valley Studio/via Zoom: Absences and makeups do not change the cost of the course and makeups are available within the session with approval by the vendor.

At the full and final discretion of the **Artist Center**, any student missed class may be made-up on a "space available" and schedule availability basis only. There is no refund, whatsoever, for student missed classes. Students are allowed to make up two (2) missed classes; and only with the instructor's approval - during that **same term only**. Students must notify the **Artist Center** office of any missed class at least 3 hours of class. If you have not notified administration before class, there are no makeups for that class.

The **Artist Center** reserves the rights to provide qualified substitute teachers in the event of their absence. In the event of a class canceling due to an instructor, the **Artist Center** may elect, at its discretion, to add an additional week to the class schedule.

Absences do not change session costs and makeups are not available.

Homeschool: No substitute instructors allowed.

Classes at Castro Valley or via Zoom

Absences and makeups: Absences do not change the cost of the course and makeups are available within the session with approval by the vendor.

Payment

For your convenience, we accept several forms of payment – Zelle, Venmo, Master Card, Visa, PayPal, Check, or Cash. You may also pay on-line via our invoice system which is emailed directly to your email inbox. Cash is always preferred. Please do not send cash via US Mail.

All accounts are due, and payable, prior to the first day of class. Any delinquent account will not be accepted for class.

***Homeschool Art:** Invoice will be sent created by the E.S. and sent via email to A.C. before first class attended. Payment is made after services have been rendered via electronic/check.*

Returned Checks

All returned checks will be charged a service fee of \$35.00 which must be paid prior to attendance of any class, or service, provided by the **Artist Center**.

Attendance (Sign In – Out)

Each student is responsible to sign in at the time of arrival, and also sign out when departing. If a student does not sign out, the instructor in attendance will approximate the time of departure. Disregarding this obligation, for whatever reason, may result in an extended overtime charge of \$5.00 for each 15 minutes beyond this time and at the discretion of the **Artist Center**. **Does not apply to Homeschool Art.**

Student Conduct and Behavior

It is assumed by the **Artist Center** that each student has an interest in art and therefore wishes to pursue this interest. Consideration, and respect for others, is essential in a learning environment and is expected of each student.

If and when a student is disruptive or shows lack of respect to other students/teacher, the instructor will discipline him/her to consequences if this behavior persists. This include: move the student to another room. Have a conversation with the student in private.

Any disruptive behavior of any student to a class, or other student, and at the discretion of the **Artist Center**, is subject to expulsion from any and all classes – at the discretion of the **Artist Center**, and at any time. In the event of such expulsion, there shall be no refund, or credit, to any account or student whomsoever.

Artwork

The **Artist Center**, at its sole discretion, shall have the exclusive right to use, any and all, student and instructor artwork for the purposes of marketing and advertising.

Any student property left greater than one term will be considered abandoned and shall become the exclusive property of the **Artist Center**.

The **Artist Center**, any instructor, employee, or agent of the **Artist Center** is not responsible for any student or instructor artwork, supplies, or other matter.

Advertising/Photos/Videos: The Artist Center uses photographs of students/artwork for advertising and commercial purposes. If student/parent/guardian does not want photographs allowed, please advise and no photos/videos will be allowed.

Homeschool: *No photographs/videos of Homeschool students are allowed.*

Art Supplies and Clean Up

Art supply costs and expenses are to be paid for by each student, individually, and for each term; and at a cost as outlined in the schedule of costs. These costs are subject to change and modification by the **Artist Center** without notification, and at any time. All students are responsible for taking care of their own art supplies. The **Artist Center** is not responsible for any art supply or property of the student.

All reference material, printed or otherwise, and supplied by the **Artist Center**; is the exclusive property of the **Artist Center**. No property, or art supplies, belonging to the **Artist Center** may be removed from any premises controlled, or owned, by the **Artist Center** without the express written authorization by the **Artist Center**.

Any student working with oil media is individually responsible for bringing their own materials to class. Oils, and their related material and supplies, are not provided or sold by the **Artist Center**.

No glass containers are allowed.

Solvents are to be brought home and shall never be discarded at the **Artist Center** studio location.

Students shall clean up five minutes before the conclusion of each class. Students are expected to be considerate of others and to make the transition from the conclusion of a class to the commencement of the next class in a smooth transition.

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ENROLLMENT POLICIES & PROCEDURES SIGNATURE PAGE

Food and Drink

No food and drinks are permitted in the office area.

Food shall only be eaten at the students place setting and only while seated. Parents are expected to feed their children prior to class so they may properly concentrate without the distraction of food.

Lost and Found

All belongings of students left at studio will be put in lost and found. Any item not claimed for greater than two (2) weeks shall be disposed of at the sole discretion of the **Artist Center**, and without any liability whatsoever.

Discounts

Sibling discounts shall apply for two (2) or more students (under the age of 18) and in the same immediate family. The first child shall be entitled to no discount. The second child shall be entitled to a 10% discount on classes only. This discount excludes art supplies and registration.

This same discount shall also apply to groups such as Girl Scouts/Boy Scouts that exceed six (6) or more students.

Parent Signature: _____ **Date:** _____

By signing, I agree to all policies and procedures.

STUDENT FIRST & LAST NAME

AGE

1. _____
2. _____
3. _____
4. _____