

ARTIST CENTER
3742 Castro Valley Blvd. Castro Valley, CA 94546

Enrollment Processes, Procedures & Policies

Enrollment Process

Commencing with each term, and to reserve your seat in advance, please visit the **Artist Center** website at www.lessonsinarart.com. Select 'Registration', and fill out the appropriate forms as noted on this page; then select 'submit' .

You may also contact Artist Center to reserve your day/time via phone or in-person at the Castro Valley Studio. A registration form is manually submitted and payment is made in full for a total of 8 classes, once a week for 2 hours.

Registration by phone: An invoice is sent to customer listing days/times which can be paid via Zelle/Venmo prior to class - your seat is reserved immediately after payment. You can also make this payment on the first day of class. However, all payments made on the first day of class will only be accepted in the form of cash.

For all credit card transactions there will be a 3% charge.

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. Payment is due after services are rendered.

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.

Trial Class: There are no free trial classes. \$50 cash only. Not available through Homeschool
You may enroll at any time throughout the year where space permits.

Cancellation Policy

No cancellations after payment has been made but you may change day/time of class. Excluding Homeschool: see contract.

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: See Homeschool above.

Missed Classes

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 the instructor, the **Artist Center** may elect, at its discretion, to add an additional week to the class schedule.

Homeschool: 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.

Payment

For your convenience, we accept several forms of payment – 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. An additional 3% charge for all credit card transactions.

All accounts are due, and payable, prior or on the first day of class. Students are not allowed to occupy a seat if payment has not been received.

Homeschool Art: Payment is due after services are rendered.

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**.

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.

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. The student will be given a verbal warning and be asked to sit away from others. If the disruptive behavior persists in one or more classes, the parent will be informed. In the event of repeated behavior the parent will be notified and asked to pick child up and not return. In the event of an expulsion, there shall be no refund, or credit, to any account or student whomsoever.

For students who refuse to participate in curriculum/lessons will be asked to participate in the curriculum as well as verbal parent notification. If after the parent has been notified and the student/s still do not participate in curriculum/lesson, the student will be given the remainder of classes to finish art projects/term and not return.

Expectations of Students/Parents:

- Respect others: Instructor/s and other classmates. Not acknowledging instructor and/or instruction is disrespect. Respect and abide by signs clearly stated for students. Example: ‘Do not help yourself to art supplies: canvas’, boards, ceramics, watercolor paper, clay or any wood products without instructor approval’. All students must go over with instructor **ALL** art projects and the supplies they will be using, and the process/technique from beginning to end. For students who want to help themselves to supplies and **not** take instruction, this class is not a workshop and will be asked to follow rules and procedures. For students who do not abide by curriculum, rules, procedures will be asked to leave and expulsion process will be granted.
- When arriving instructor will ask student if any painting projects are incomplete and to find project in designated areas. Once located, claim a painting area/spot and set up for painting. **Do not lay out any paints onto palette until instructor advises.**
- Instructor will decide whether class will begin with drawing or painting. Curriculum for all students is 1 hour drawing and 1 hour painting. After one hour, the student can continue with drawing or have the choice to paint. It is up to instructor to decide whether a student can finish a painting instead of partaking in the drawing lesson.
- For all students who select a painting project: 1. Decide on theme: Animal, Holiday, landscape, still life, birthday, media etc. 2. Follow painting set up rules. 3. While setting up student must wait for instructor to provide materials listed above. 4. Listen to the process/technique by instructor. 5. Check in with instructor from time to time, until project is complete.
- **When leaving and signing out of class:** parents and student/s must respect instructor when demonstrating to others when class is in progress.. Students must wrap up their project 15 minutes before pick up and not begin clean up at the time of pick up. Any conversation from parent and child/children must be kept in a low tone in order not to disrupt lesson. For students who are not following clean up rules will **not** be allowed to continue projects the following week.

- When taking home any art project, student must show instructor end result. By **not** showing projects to instructor, student/s are not following rules and procedures. This applies to all students; Afterschool, Weekends and Homeschoolers.

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.

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 15 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.

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.

Class rules and regulations subject to change.

ARTIST CENTER

ENROLLMENT POLICIES & PROCEDURES SIGNATURE PAGE

STUDENT FIRST & LAST NAME

AGE

1. _____

2. _____

3. _____

4. _____

Parent Signature: _____ **Date:** _____

By signing, I agree to all policies and procedures.