

Payment and attendance Policy

Thank you for letting us work with you or your child. It is a pleasure for us to be able to contribute to keep creativity alive. You or your child have a space in the group you have chosen that is exclusively for you or your child.

Payment:

Ongoing Art Classes: A **monthly commitment** of at least one weekly class is required during the School Session. Material Fee is due at registration of each of the sessions (School & Summer)

Payment for the monthly classes is due in full on the first scheduled class of each month or before.

Students/parents must give **two weeks notice by email or text** if they wish to discontinue classes, in order to avoid automatic charge of next month payment for classes they have signed up for.

Each special course -Photography, Workshops, Camps, have their own payment schedule. Please refer to the information regarding the course before you sign up.

Classes, Courses and/or Camps missed are NOT refunded or carried over.

Attendance:

Art classes have only 1 (one) make up class a month (except toddlers and adult classes that have no make ups). **Make up dates are a courtesy on the part of The Art Shack and not a right of the student. Missed make ups can not be rescheduled.**

Portfolio classes will have 1 make up class monthly to be done by attending two regular classes (1 1/2 hrs each) to be scheduled in each case.

Photography, Workshops & Camps courses have NO make up. Classes missed are not refunded or carried over.

Students are expected to arrive to class on time so as to not interrupt the class.

We do NOT abide by the Miami-Dade Public School Calendar. Please see our calendar. Classes **do** take place most of the school holidays.

All finished or unfinished works of art must be picked up when a student ceases to attend class. Otherwise they will be **discarded** before the first month is over.

We thank you in advance for your understanding and respect of this policies.

I have read, understood and agreed with these policies. I authorize The Art Shack, Inc. to charge the monthly payment of the classes at due date each month. Cost of each month depends on how many classes that month has scheduled according to information readily available at The Art Shack & www.theartshackmiami.com

Credit card #: _____

Exp. date: ___ / ___ House # _____ Zip Code: _____

Name: _____

Sign: _____ Date: _____

OFFICE USE ONLY

TOTAL PAID at registration: \$ _____ w/ _____

The Art Shack

Registration Form 2017-2018

Please type or print clearly when filling out this form. Thank you!

Student name: _____

D.O.B.: Month: ___ Day: ___ Year: _____ Age: _____

School: _____ Grade: _____

Your Address: _____ Apt#: _____

City: _____ State: _____ Zip code: _____

Mother/Guardian: _____

Phone#: _____

Email: _____

Father/Guardian: _____

Phone#: _____

Email: _____

Only persons authorized IN WRITING will be allowed to take your child after a class.

In the case that my child should suffer an accident or become ill, and The Art Shack is unable to reach us, I authorize them to contact any of the people listed below, all of which are also authorized to pick up my child.

Emergency Contact: _____

Phone#: _____ Relation: _____

How did you find The Art Shack?:

Facebook ___ Instagram ___ Tweeter ___

Newsletter ___ Friend ___

Google Search: _____

Sign outside: _____ Other, pls. specify: _____

REGISTERING FOR:

Class/Course: _____