



Winter 2016 Art Class Registration

Use one form per student

- Complete this registration form
- Full tuition is payable with registration (Not able to hold space without payment)

Student Name _____ Age _____

Parent/Guardian _____

Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Home Phone _____

Email _____ Grade _____

*Email is used for communication as much as possible – **print clearly.***

Emergency Information

Doctor/Practitioner _____ Phone _____

Emergency Contact _____ Phone _____

Special needs/concerns/allergies that we need to be aware of:

- I give permission for my minor child to receive emergency medical treatment.
- All information gathered by form or from website is considered private.

Person(s) authorized to pick up student: _____

Signature _____ Date _____

CLASS REGISTRATION

Select the classes and days you want to attend (refer to the online schedule):

Date:_____ Time_____ Class_____ Fee_____

Date:_____ Time_____ Class_____ Fee_____

Date:_____ Time_____ Class_____ Fee_____

Payment

Total Fees_____

Check # _____ Cash Gift Certificate # _____

(payable to Kristen O'Dell)

Payment & Registration

Students may enroll in a class via our online registration and payment tool (PayPal); or the Registration Form may be downloaded, completed by hand and mailed in with accompanying payment (check or cash). Advance registration is required: at least 24 hours in advance, a week or more for some workshops.

All classes fees must be paid in full prior to beginning of class and no later than the first class attended. Students who enroll for a class must pay full fees regardless of planned or unplanned missed classes at the beginning, end, or during the course of the class. A \$30 returned check fee will be charged. These policies are strictly enforced.

Single Days

Teachers may accept students on a given art day for a \$20 fee per class.

Missed Classes & Make-Up Sessions

Students will receive a credit for all classes missed due to extenuating circumstances. This includes illness, death, family obligations, weather related road conditions, or emergencies, which prohibit class attendance. It is required that all students report to their teacher the nature and reason for their absence which will be noted on the attendance log.

If a class is cancelled due to inclement weather, teacher absence, or classroom is inaccessible, the teacher will then decide how and when that class will be made-up. If no make-up session is scheduled, then all students will receive credit. Credits can be applied only to a future class offered by the same teacher. Students will have up to one year from end of the class in which the credits were earned to use their credits. By the end of the class, teachers must report to the Registrar: student name, number of classes missed, and number of credits.

Liabilities & Contracts

All teachers will be responsible for collecting contact/emergency information of each student. All teachers will be responsible for contacting students for cancellations or changes to class times.

Photograph Permission

I give permission for River Glisten Pottery to use, without limitation or obligation, photographs which may include my image or artwork for purposes of promoting future programs.

Dismissal Policy

If a student's or visitor's behavior is deemed to be rude, disruptive or inappropriate, the instructor reserves the right to dismiss the person from the class with a warning. Students suspected of any form of substance abuse, including but not limited to drugs or alcohol, will be removed from the premises, given a warning and will not be allowed to return prior to an interview and approval by the instructor. In the event of subsequent behavior problems or suspicion of substance abuse, they will be dismissed from class without benefit of class refund or access to further programs.

Release of Claim for Personal Injury and Property Damage

The undersigned agree that River Glisten Pottery and/or any of its agents, agencies, owner or staff, shall be released from liability claims, or demands whatsoever in the event of any accident or injury to said participant resulting or indirectly from their participation in a program or activity at River Glisten Pottery's Open Studio, Classes, Camps, or Workshops.

I have read (above), understand and will abide by the policies, rules, and regulations of River Glisten Pottery Camp/Workshops/Classes/Open Studio _____ (please initial).