



## Summer Art Camp Policies

**REGISTRATION PAPERWORK:** Parents/Guardians must complete and submit the Summer Art Camp Release of Liability form prior to the start of the Summer Art Camp. They must also read and sign this document. Students will not be allowed to attend Summer Art Camp until all necessary paperwork has been completed. Studio days missed for this reason are non-refundable.

**ACCOMMODATION:** The Richmond Art Center values students of all abilities and will do our best to accommodate students with physical or mental handicaps, learning differences, and medical needs. However, we are not staffed to provide one-on-one support to students or administer any medication. By enrolling your student in our camps, you certify that your student can adhere to classroom rules for behavior, take care of their own medical needs, or that you have made prior written arrangements with the Studio Art Director to accommodate your student.

**CANCELLATIONS, WITHDRAWALS, TRANSFERS & REFUNDS:** The Richmond Art Center reserves the right to cancel, combine or reschedule classes, or to change class instructors when necessary. If the Richmond Art Center cancels a class for any reason, parents will be notified as soon as possible and extended the opportunity to transfer their child to another class. If the student decides not to attend Summer Art Camp in the event of a cancellation, tuition will be refunded. You will receive a 100% refund if you withdraw your registration at least seven days before the camp starts. You will receive a 50% refund minus a \$15 administrative fee if you withdraw your registration at least four days before the camp starts. No refunds will be given after this point.

Failure to attend classes or verbal notification will **not** be regarded as an official notice of withdrawal. Repeated disciplinary problems & disruptive behavior will call for dismissal from the program with parental notification and without tuition refund.

**BEHAVIOR REGULATION:** Students are expected to adhere to all safety instructions at all times. Refusal to follow safety instructions may result in immediate dismissal. Disruptive behavior, physical aggression, violence of any sort, inappropriate language, the use of alcohol, drugs, tobacco products, weapons of any kind, or disrespect towards others and/or their property will not be tolerated and may result in immediate dismissal from the program.

**TO WEAR AND BRING:** Students should wear clothing that they may get dirty as they will be working with a variety of media. Footwear is required; flat soles and closed toed shoes are recommended. All undergarments should be covered by clothing. Your student may be spending part or all of their day outside, so **please make sure that they bring a warm jacket and wear sunscreen!**

**PICK-UP/DROP-OFF** Students may be picked up and dropped off for camp ONLY at the designated pick-up/drop-off area inside the Richmond Art Center main entrance on Barrett Avenue. Students may not be picked up or dropped off at any other entrance. **A parent or guardian MUST be present to sign in their student.** Students may not enter or leave the building without an authorized parent/guardian, and may not be dropped off outside the building. Valid picture identification, such as a driver's license or passport, is required at pick-up. Only individuals on the authorized pick-up/drop-off list (on the Summer Camp Release Form) will be permitted to pick-up students. The ONLY exception to these policies is for students ages 14+ with parent/guardian consent (see Teens, below). Pets are not permitted in the drop off/pick up area.

Pick-up and drop-off times for students are as follows:

Morning camp drop-off: 9:00-9:30 AM (building will not be open before 9:00 AM).

Morning camp pick-up: 12:30 – 12:45 PM.

Afternoon camp drop-off: 1:15-1:30 PM

Afternoon camp regular pick-up: 4:30-4:45 PM

After-Care pick-up: no later than 5:30 PM

It is important that you pick up your child on time from RAC summer art camps, and we provide a 15-minute window for pick-up and drop-off because we know getting around the bay area can be difficult at times. Please aim to be at the RAC at the beginning of the pick-up time. The RAC will charge a \$10 late pick-up fee for any day that a child is picked up later than 5 minutes after the pick-up time from their camp. If a parent/guardian is late picking up their child three times, the child may be dropped from the program at RAC's discretion.

If a child is enrolled in after-care, and is not picked up by 5:35 PM, a \$25 late fee will be charged. If a child is left at the Richmond Art Center after 6:00 PM, the police will be notified and your child will be removed from camp.

**Teens:** Parents must acknowledge on the Summer Art Camp release form as to whether teens (14 & above only) may sign themselves in and out of class. If teens are allowed to sign themselves in and out of class, the Richmond Art Center will not be held responsible or liable for actions of the student. By allowing teens to sign in and out of class, parents/guardians understand that students may enter and leave the Richmond Art Center campus unaccompanied and will not be under the supervision of Summer Art Camp staff. If we do not receive confirmation that your student is able to leave our campus, a parent or guardian must sign the student in and out daily.

**FOOD:** The Richmond Art Center does not provide food for students. Please pack a snack for your student to eat during each of their camps. If your student is enrolled both morning and afternoon camp, and will not be picked up between camps, they must bring a bagged lunch. We are a nut-free camp, so please do not send any foods containing nuts with your campers.

**PERSONAL BELONGINGS:** The Richmond Art Center is not responsible for artwork and other property left on the premises and has no liability if such property is lost, stolen or damaged. The Richmond Art Center does not have the space to store artwork between sessions. Any artwork left after the session ends will be discarded.

**SIGNATURE**

**I have read and agree to abide by the above listed policies:**

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Parent/Guardian Signature

Date

Name of Child: \_\_\_\_\_