

## Liability and Procedural Agreements

### 1. Class Registration

Your child's enrollment in a Summer Camp *is not complete until we have received all the registration information and payment*. As there are class size limitations, you will be informed if there is not a space available for a specific class and be given the option to be on a waiting list. There is also a minimum enrollment requirement for each class. If this minimum is not met, we will inform you and give you a full refund for the class.

### 2. Child Check In and Out Procedures

For the safety of the students, we ask that you follow the procedures for dropping off and picking up your children for each class they attend: When dropping off children for classes, *parents/adults must escort children to the front desk in the lobby and initial the enrollment/sign in sheet*. At the end of class, parents/adults will need to check in again at the front desk and then *come to the classroom to pick up children and initial the sign-out sheet*. Please, *be on time* when dropping off and picking up children.

### 3. Art Materials and Clothing

Art is messy! Some art materials will wash out but others may not. While there will be aprons available to use, please be sure your child is *dressed appropriately* in play or work clothing that can get paint and other art materials on it.

### 4. Artwork and Photo Release

By signing your registration form, you are giving us *permission to use your child's artwork and photo* for marketing and other promotional materials for the museum. Please let us know if you have any concerns.

### 5. Medical or Other Special Needs

It is your responsibility to *let class teachers know of any medical or other special needs* that the teacher should be aware of for your child's safety.

### 6. Refunds

A full refund will be issued *if you cancel your class registration 2 weeks* prior to the class.

### 7. Disciplinary Policy

*While we do not anticipate any problems, we must mention our discipline policy.*

To ensure that everyone has an enjoyable and safe class experience, *disruptive or dangerous behavior will not be tolerated*. While teachers will make every effort to redirect behavior, parents will be called and asked to pick up their child if problem behavior persists. *There will be no refund of class fees if a child must leave due to behavioral issues.*

**By signing and submitting your registration, you are agreeing to all our Liability and Procedural Agreements.**

For more information call The Nicolaysen Art Museum at 307-235-5247 or email [zgallegos@thenic.org](mailto:zgallegos@thenic.org) Than