

KAC Guidelines Welcome to the Katonah Art Center. Please read policies carefully before registering for classes, camps and workshops. It is assumed upon registration that you have accepted the terms of KAC policies.

Registration and Payment Procedures:

- **Registration** is accepted by mail, phone, fax or in person.
- Registration forms can be found at the end of the brochure or can be printed from the website.
Photocopied facsimiles are acceptable 232-3322
- Forms can be mailed directly to: Katonah Art Center, 131 Bedford Rd., Katonah, NY 10536
- Full Payment must be paid prior to the first day of the session.
- **Birthdays parties** require a non-refundable deposit of \$100 in order to book your party.
- We accept all major Credit Cards. Payment plans are available (by credit card only) please call the office to arrange.
- **The Art Center does not confirm registration:** The Art Center makes calls to students only in the event of a class postponement or cancellation. Students should assume a class is running unless otherwise notified (usually 2-3 days before the start date).
- **Teen Students enrolled in Adult Classes:** Students under 18 yrs of age must have written permission from a parent or guardian to attend any class which uses a life model.
- **Material Lists:** Before purchasing supplies for a class, please confirm class status with the office. (see *minimum enrollment*).

Minimum Enrollment: Every class, camp, party or workshop has a minimum number of students needed to run. Any class, camp or workshop below the required minimum enrollment may be subject to a cancellation or postponement.

Refunds: Students who wish to withdraw from a class or workshop will receive a full refund only upon receipt of written notification postmarked two weeks (14 days) prior to the start of a class or workshop minus a \$25.00 withdrawal fee. A credit may be applied towards another class or workshop day/time only if the students' original choice has been cancelled by KAC.

Students who wish to withdraw from a camp requesting a refund, can only do so if four weeks of notice is given prior to the starting camp week or if your spot can be filled from the wait list. Students who register for a camp less than four weeks before the start date will not be eligible for any refunds or credits. Students may switch camp topics, or weeks provided minimum enrollment is not affected, and space is available. This will incur a \$25 fee.

Students wishing to switch out of a class, camp or workshop and into another is only allowed if the required minimum enrollment is not affected.

If cancelling a private lesson, the office must have 48 hours advance notice for a payment to stay on account.

There will be no refunds whatsoever for any Weekend Art Nites, Clay Nites or computer classes. Open Pottery Studio hours can be attended whenever possible, missed time may not be put towards a class credit.

A full refund will only be given if a class is cancelled by the Art Center or if the camp, class or workshop reaches maximum enrollment before your registration is received.

Refunds can be expected 3-4 weeks from the date requested.

Make-Ups: The Art Center will only be closed on holidays listed in this brochure, or if weather is inclement. Classes that are cancelled due to an instructor absence or inclement weather will be made up at the end of the session or whenever possible, see *weather*. Students who miss any class, camps or workshops on their own accord will not receive refunds or credits but may attend a make-up class only within

the current session, space permitting. *All students wishing to do a make-up must notify the office ahead of the class time.* If no there is no make-up class available in the same subject, a class in any other subject may be substituted (space permitting) or the student may choose to forfeit the class, without a refund or class credit. KAC has the right to substitute instructors for any class, camp or workshop. The Art Center also reserves the right to substitute life & portrait models for any reason.

Weather: Please listen to WHUD 100.7 or watch Channel 12 News for weather closings. Please call the Art Center at (914) 232-4843 to listen for closing announcements due to inclement weather. The announcement will be recorded by 8am of the morning in question or will be listed on our website www.katonahartcenter.com. Please listen to our phone recording 2 hours prior to the start of an afternoon or evening class, camps or workshops. Inclement weather make-ups will be scheduled at the end of the session or whenever possible. If make-up dates are unavailable, students may take a make-up class in any other Art Center class within the current session (space permitting), see *make-ups*. Refunds will NOT be given for weather cancellations, even if you are unable to attend any make-up days or other classes that are offered.

Discounts: If you are registering three or more siblings for classes you will receive a \$30 discount. Adults wishing to register for a third (or more) class will receive a \$30 discount. These discounts may not be combined with any other offers.

Fees: Pottery students in the middle school/ high school, family and adult classes will be charged a per piece clay and firing fee of \$.05 per cubic inch. Sculpture students will be charged a clay and firing fee of \$.05 per cubic inch. These fees will be charged at the end of each session. Kids & Teens fine arts classes will be charged a \$5/class fee for using the art centers materials for the day.

Student Property: The 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 except when artwork is exhibited and insurance coverage is in place. Pottery students are expected to clean their workspace. The Art Center does not have the space to store artwork between sessions. Any artwork left after the session ends will be discarded after sixty days. All unfinished pottery will be fired, summer camp pottery pick-up dates will be posted on our website at www.katonahartcenter.com. You may pick up your artwork anytime during office hours or call to make other arrangements. The art center is not responsible for any digital artwork or images left on the computers in the computer lab. You must back up your work on a flash drive or disc every time you use the lab. The Art Center is not responsible for the loss or damage to personal property including clothing.

Photographs: The Art Center will occasionally document classes and student work using photography and video for promotional purposes only. If you do not wish yourself or your child's artwork or image photographed, please sign/print here and send to the Katonah Art Center: If you do not wish yourself or your child's artwork or image photographed, please sign/print here and send to the Katonah Art Center:

Gift Certificates are available for purchase. They are not redeemable for cash.

Student Behavior: The Art Center reserves the right to dismiss any student for inappropriate behavior.

The Katonah Art Center cannot be held liable for typographical errors in this brochure or on our website.

Registration Form - Winter 2012

Please only register **one** or **two** students with this form (*you can download more forms at www.katonahartcenter.com or call the office*).

Student Name	Age (if under 18)
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Parent / Guardian	Address
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Phone	Emergency Phone	Email
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HOW DID YOU HEAR ABOUT US?

• Class Name	Day	Time	Fee	Term
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• Class Name	Day	Time	Fee	Term
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• Class Name	Day	Time	Fee	Term
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• Additional Student	Age (if under 18)
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• Class Name	Day	Time	Fee	Term
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• Class Name	Day	Time	Fee	Term
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Total Fee

Please note all Guidelines, Holidays and Class descriptions.

Make checks payable to: Katonah Art Center & Gallery

Mail to: 131 Bedford Rd., Katonah, NY 10536 **Fax:** 914-232-3322

Credit Card Type: _____ **Card #** _____

Expiration Date: _____ **Security code:** _____

Signature _____ **Date** _____ **Ck #** _____