



**All program participants must agree to the following waivers and policy information in order to participate in an Artscope program.**

**Please read the following carefully:**

**Release/Waiver**

I hereby agree to indemnify and hold harmless Artscope and its employees from and against any and all claims for personal injuries or damages of any kind arising from participation in Artscope programming. Further, I authorize Artscope staff and faculty to seek emergency medical help if this becomes necessary. I realize that Artscope staff makes safety their first priority. However, in the event of a medical emergency involving my child(ren), I realize that every effort will be made by Artscope staff to contact me as quickly as possible and I agree to indemnify and hold harmless Artscope personnel in seeking medical care for my child(ren).

**Photo and media release**

I agree that Artscope may use the above named child(ren)'s photograph in the routine promotion of its classes and activities and for other non-commercial applications.

NOTE: If you DO NOT give permission for your child's image to be used for promotional purposes, please email [info@artscopestl.org](mailto:info@artscopestl.org)

**Field trip policy**

I give permission for my child(ren) to leave the premises for field trips supervised by adult and junior staff members. I understand that information about field trips will be provided in the parent camp information letter.

**Payment policy**

I hereby agree that payment in full is due prior to the start of all enrolled programs. For Summer Camp Create, final payment is due three weeks prior to the start of the camp week, and unmet payments may result in cancellation of enrollment in Summer Camp Create.

**Refund and cancellation policy**

I hereby agree that Artscope is only able to issue refunds or credits for cancellations received three weeks prior to the start of my camp week or class session. For Summer Camp Create, the refund will be processed less a \$30 administrative fee per camp week being cancelled. Requests to change class or camp sessions will be honored based upon enrollment and available space.

*We do not offer any refunds or credits for missed classes/camps.*

### **Artwork policy**

All artwork must be taken home at the end of the class or camp session. Artscope is not responsible for any items/artwork left after the close of the camp or class session.

### **Minimum enrollment policy**

In the event that enrollment does not reach the required number for a particular class or camp, or circumstances beyond Artscope's control arise, Artscope reserves the right to cancel the class or camp. You will be notified as quickly as possible if this is the case. In such an instance, Artscope will refund your tuition payment in full.

### **Returned Payment Policy**

It is Artscope's policy to charge a \$30 processing fee for ANY returned payment (check/credit card/online transaction).

### **Medical Withdrawal or emergency policy**

Artscope offers no refunds or credits for withdrawals after the withdrawal deadline except for documented medical conditions for the attendee. You must submit a withdrawal request and documentation on physician's letterhead stating the medical condition as to why the attendee must withdraw. Medical withdrawals must be submitted prior to the first day of camp (business days only). Tuition will be credited to your account or refunded at Artscope's discretion less \$30 administrative fee.

### **Building Closures and inclement weather policy**

If severe weather, a power outage, or other unforeseen circumstances necessitate the closing of Artscope programs, Artscope is not responsible for providing a makeup session, credit or refund. Artscope provides information about closures via email, [www.artscopestl.org](http://www.artscopestl.org) and our Facebook page. You may also email [info@artscopestl.org](mailto:info@artscopestl.org) if you have questions regarding closure. Please note that the phone may or may not be answered if the facility is closed.

### **Dismissal Policy**

Artscope is committed to providing a safe, high quality educational experience to all participants. To ensure a quality experience, Artscope reserves the right to dismiss any participant for any reason without refund.

### **Artscope is an inclusive community**

Artscope does not discriminate in its educational programs or activities on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Artscope prohibits any such discrimination or harassment.

## **Important Additional Information for School's Out and Summer Camp**

### **Create participants**

**Artscope is a place where we play outside and get messy!** Please send your camper(s) in clothing and shoes suitable for ACTIVE outdoor activities and messy creative play. Campers should bring a change of clothing as well as sunscreen and bug spray or winter outerwear as applicable with your camper daily.

**Artscope is a technology-free zone.** We believe children need lots and lots of unplugged time to play with other children and explore art and nature. As such, electronic devices are never allowed at Artscope. Please do not send iPods, cell phones, video games, or other electronic toys to camp.

**Artscope is peanut and tree nut free.** Please do not send foodstuffs containing peanuts/peanut butter or tree nuts (almonds, pecans, walnuts, pistachios, pine nuts, etc.) with your camper. Many campers as well as our staff have allergies that result in life-threatening reactions simply from being touched by others who have handled nut/peanut products. Seed products such as sunflower seeds, sesame seeds, tahini, sunflower seed butter, etc. are fine.

**Please pack a REUSABLE WATER BOTTLE for your camper(s) DAILY.** Artscope always has water for campers to refill their water bottle. We do not have cups and strongly encourage reusable containers to minimize environmental impact.

**Please LABEL all items** clearly with your camper's name. We have a lost and found bucket for misplaced items. Please check it daily as items left after camp will be donated or discarded.

**Medication.** All medications (RX or over-the-counter, including Epi Pen) MUST be checked in / out daily with the camp director. Parents are required to bring a completed medication authorization form with their child on the first day of camp. Medication should be brought in a ziplock bag clearly marked with the child's name, parent name and parent phone number. Dosage information must be marked clearly on the medication or on a written note accompanying the medication inside the ziplock bag.

**Pickup and drop off.** Camp is from 9AM to 3PM. Please be aware that campers arriving before 8:55AM will be charged for AM extended care. Please also be prompt in picking up your camper. Campers picked up after 3:05 PM will be charged for PM extended care.

Extended care must be pre-scheduled and paid for in advance to insure proper staff-student ratios. After care campers not picked up by 6PM will be charged \$1 per minute.

If someone other than persons authorized on your camp registration form will be picking up your camper, we MUST have this IN WRITING prior to pick up. Anyone picking up a camper not recognized by camp staff as an authorized parent/guardian will be required to show ID.