

## **Art Lesson Registration Form 2024-2025**

Artists Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Address (Mailing) \_\_\_\_\_

Email (Best for Invoice) \_\_\_\_\_

Phone (Best to Text) \_\_\_\_\_

Emergency Contact(s) Name and Relationship

\_\_\_\_\_  
\_\_\_\_\_

Semesters (circle) Fall 2024 Spring 2025 or Class Name/Dates \_\_\_\_\_

Allergies \_\_\_\_\_

Past Art Experience

\_\_\_\_\_

T-Shirt Size \_\_\_\_\_

*Payment Policy Reminder: Monthly payments must be made in advance of the first class of the month. Please do not send your student to class until tuition is paid. Payments can be made with card, cash or digital invoice. Invoices will be sent on the 20th of the month. No refunds or prorations for missed classes. If the instructor cancels a proration or make-up session will be offered. Make Ups can be scheduled for missed classes within 3 weeks of the missed class.*

\_\_\_\_\_ *Initial to Acknowledge Payment Policy*

**Covid-19 Waiver**

I acknowledge the contagious nature of the Coronavirus/Covid-19 and that many public health authorities recommend social distancing.

I further acknowledge that Heather Adams/ Apogee Art Studio has put into place preventative measures to reduce the spread of Coronavirus/Covid-19 and cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand the risk of becoming exposed to and/or infected by the Coronavirus/Covid-19 may result from the actions, omissions, or negligence of myself and others, including studio staff, and other student clients and their families.

I voluntarily seek services provided by Heather Adams/ Apogee Art Studio and acknowledge that I am increasing my risk to exposure to the Coronavirus/Covid-19. I acknowledge that I must comply with all set procedures to reduce the spread while attending my art class. I hereby release Heather Adams/ Apogee Art Studio, and waive on behalf of my student any and all causes of actions or claims for damage/loss that may be caused by any act, or failure to act of the studio, or that may otherwise arise in any way in connection with Heather Adams/Apogee Art Studio.

Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Photography/Video Release**

I hereby agree for this child to be videotaped and/or photographed by Heather Adams/ Apogee Art Studio and I give permission for this child's picture, image, and/or voice to be used, without compensation for any purpose in photograph, videos, and/or publications that Heather Adams/ Apogee Art Studio may seek to use. I hereby waive the right to inspect or approve the photograph, video, recording, and/or publication in which the child's image may be used.

Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

## **General Information and Expectations 2024-2025**

### **Parking/Drop Off**

Please enter the driveway and drop off at the sidewalk leading to the art room. If you need to park to walk in, please pull into the gravel area between my house and my parents house and pull to the side and park. This will keep the driveway from getting blocked during drop off. When you return for pick up, you may just park in the driveway by the sidewalk and wait for your student. I have the area for parking marked with a P on the map that will be supplied after registration. There is also a traffic flow marked on the map.

### **Late Pick Up**

If you are going to be late to pick up please text me as soon as you know you will be late. It is possible that I will have appointments or make up lessons immediately after a lesson so pick up time is important and I will need to make arrangements for my next appointments.

### **Bathroom**

I do have a bathroom that is accessible but it is in the main part of my home. Because I do not have any assistants who can help me watch the group and escort someone to the bathroom it is best that students try to refrain from using the restroom during class. If your student does need to use the restroom, you are welcome to accompany them to the restroom in my home before class begins.

### **Dogs/Pets**

I do have dogs in my home. They are friendly and love to bark when we have guests in our home. Sometimes they will bark at the beginning of the lesson time because they hear/see people but they will quiet down very quickly. The dogs love getting rubs and I will be glad to schedule a time for visiting the dogs but before or after art lessons is generally not a good time. I put the dogs away during our lessons so that they will not be a distraction and hopefully will not get too excited either.

### **Allergies**

I supply a snack and refreshment at the beginning of each art lesson. It is important I am made aware of your student's allergies and are updated should allergies change during the year. Additionally, I do not allow the dogs to enter the art room during lessons but if your student has a pet allergy, please be advised we do have three dogs and they come in the art room when I am working.

### **Payment**

Payment can be made by cash, card or digital invoice. No personal checks. Digital invoices will be sent on the 20th of the month. The digital invoice will come from Square. If you do not wish to pay the digital invoice, payment must be made at the **beginning** of the first class of the month.

### **Late Payment**

Payment must be made in advance and no later than the beginning of the first class of the month. Late payments will not be accepted. If fees are not paid in advance please do not bring your student to class. You may return to class once you are prepared to pay the monthly tuition. Monthly tuition will not be prorated for missed classes due to late payment.

### **Missed Classes/Make Ups**

If your student or anyone in your home is sick, please do not come to class. Due to the small size of our group and that classes are held in my home, please be courteous.

Make ups for sickness, personal vacations, school or church events, sports, etc. are allowed and should be scheduled within 3 weeks of the missed class. Refunds and prorations for classes missed will not be given.

Class cancellation due to instructors sickness will either be given as a credit toward the next month's tuition or a make up time will be offered within 3 weeks.

### **Inclement Weather Policy/ Closures/ Holidays**

Apogee Art Studio follows the Harnett County Traditional School Calendar. It is attached to this packet. If there are school closures in the county due to inclement weather we will also not hold class.

### **Left Behind Artwork**

Art work should be picked up after the exhibition. I will break down the exhibition and the art work will be packed and ready for pick up the week after the exhibition. You have 30 days after the exhibition to pick up artwork. Any artwork left after 30 days becomes property of Apogee Art Studio.

### **Best form of Communication**

The best way to reach me is by phone at 910-620-2906. Although I check email and social media messengers- the quickest response is via text. Additionally, unless there is a formal letter to be shared I will predominantly use texting as a way to communicate with parents.

### **Property of Apogee Art Studio**

Supplies will be purchased for the students to use at the studio. The supplies are property of the art studio. Unless otherwise noted, students are not allowed to remove materials/supplies from the studio.

### **Exhibition and Finished Artwork**

At the end of each month students will have at least 1 completed piece. Students will have at least 4 finished pieces each semester for exhibition. Students are asked to leave their completed works at the studio until exhibition.

The exhibition will be held in conjunction with another artist and her students in the fall and spring. Details for the event will be shared as we get closer to the event. The fall exhibition is held in November and April.

