



Policies Regarding Summer Camps

To Parents & Guardians of students enrolled in The Dover Art League's Summer Camps

The following policies regarding the Dover Art League Summer Camps have been implemented to safeguard your children and to provide a positive, secure, and educational environment for your children while they are in our care.

You must read these policies and sign the statement on the back of the sign-in card before your child may take part in the Summer Camp activities.

- **All students MUST be signed-in and signed-out by a parent or guardian ... EVERYDAY.**
- Students 11 years and over may sign themselves in, provided a parent or guardian has signed the waiver/release on the back of the sign-in card.
- Parents / Guardians must identify on the sign-in card anyone other than themselves who will be authorized to pick up the child that week.
- Students must remain in the building at all times. They may not come out to meet their pick-up person "at the curb" or "outside the back door." Someone MUST come into the building to sign them out.
(This may be waived for students 11 and older by signing the waiver/release on the back of the child's sign-in card.)
- Students may be expelled from the Summer Camp for disruptive, rude, insubordinate, aggressive, or violent behavior. This applies to vocal as well as physical behavior. Any and all fees will be forfeit.
- Failure to drop-off or pick-up a student within the times posted may result in expulsion or fine.
1st occurrence \$5 fine,
2nd occurrence \$20 fine,
3rd occurrence Expulsion

For the Morning Session:
Drop Off Time is 8:45-9:00
Pick-Up time is 11:30

For the Afternoon Session:
Drop Off Time is 12:15 to 12:30
Pick-Up time is 3:00 to 3:15pm

Refund Policy

- Courses canceled by the Art League will be refunded in their entirety within 5 (five) business days.
- Cancellations by the student/parent made more than seven calendar days before the class begins will be refunded in full, less a \$5 handling fee.
- Cancellations made within the 4-7 calendar days prior to the beginning of class will be assessed a 25% handling fee.
- Cancellations within 72 hours of the beginning of class will be subject to forfeiture if that class was full. If the class was not full, the 25% fee will be assessed.
- Changes / Substitutions made to schedules prior to the week class begins are assessed a \$5 service fee.
- Changes / Substitutions made to schedules on the starting day of class will be assessed a \$10 service fee.

Registration Policy

Registrations are taken on a first-come, first-serve basis. Registrations are considered final only when payment has been made.

Lunch Policy

The Art league does not provide a lunch service. If students are staying at the league between morning and afternoon sessions, please send a lunch with them. We will happily keep it in our refrigerator. Some snacks such as crackers, pretzels, bottled water and sodas will be for sale. A snack is generally served during the sessions.

Medical Notification Policy

Prior to the beginning of the first class, a medical and emergency form must be filled out for each child. This form MUST be on file with us BEFORE your child can attend the class.

Field Trip Policy

Many times, classes will take place outside of the Dover Art League building as we take photos or paint in the field. This is part of the class, and involves a separate permission form. If a student does not have a form on file they will have to remain at the League during that part of the class.