

# Neo Art School Summer Art Camp 2010

4649 Sunnyside Avenue North, Room 121, Good Shepherd Center, Seattle, Washington 98103  
(206) 632-2530; <http://neoartschool.com> | [neoartschool@comcast.net](mailto:neoartschool@comcast.net)

## Summer 2010 Registration Policies

**Tuition:** Only completed and signed registrations that are mailed with the \$25 processing fee and tuition will be processed to secure a spot. Your non-refundable registration fee covers the entire summer and is paid once. Please note: we do not accept emailed registrations, registrations attached to emails, electronic checks or credit card payments.

**Class Confirmations:** Confirmations will be sent by email within 2 weeks of receipt of your registration. If your requested class is full, we will contact you shortly after the receipt of your registration to consult with you on alternative plans. **Please complete and bring your confirmation letter on the first day of class for check-in. It contains information we need to serve your child.**

**Absences, Refunds & Credits:** The \$25 registration fee is per student, is non-refundable and applies only toward the summer 2010 program. **Credit** will be given for cancellations received by US Mail, in writing, at Neo Art School at least 2 weeks prior to the start of your class. There are no cash refunds. If your child is absent, we cannot prorate tuition or offer make up classes during the summer program. No refund or credit is given to students who are asked to leave the program due to behavioral problems. **We do not accept email cancellations.**

**Changes:** We charge a \$10 administrative fee per change request per child. Change requests must be received by US Mail, in writing, at least two weeks in advance, accompanied by the administrative fee, in order to be considered. We will make every effort to accommodate your request. If classes are full for the new week you request, we will call you to discuss alternatives. A credit for the tuition will be given if a suitable week cannot be found. **We do not accept email change requests.**

**Attendance:** Neo Art School prides itself on offering a structured program with a curriculum and lesson plans that include a schedule of instruction and work periods. These all work together to help students achieve creative productivity. We are not an open studio or a day care. If your child arrives late, leaves early or misses days, they will possibly miss out on finishing their project, or they may have trouble catching up to their peers. This can be distressing to most children. Please try to send your child to all the sessions they sign up for and minimize late arrivals and early departures. We appreciate it!

**Arrival/Departure Times:** When your child arrives too early or stays after their assigned time, they literally may be in the chair another child has reserved! It is vitally important that you bring your child no earlier than the start time of their program and pick them up promptly at their designated pick-up time. Students in the Full Day EXTENDED (8am-5pm) or Morning EXTENDED (8am-1pm) programs have the flexibility to arrive any time between 8-9am. Students in the Full Day EXTENDED (8am-5pm) or Afternoon EXTENDED (1-5pm) programs also have the flexibility to be picked up between 4-5pm. Other students arrive at 9am (Full Day Art and Morning Art Only) or 1pm (Afternoon Art Only and Afternoon EXTENDED) and depart at noon (Morning Art Only) or 4pm (Full Day Art or Afternoon Art Only). Early and late fees of \$1 per minute will be billed if students are present outside their enrolled time periods. If you may need to be early or late for an Art Only or

SEATTLE'S OLDEST AWARD-WINNING CHILDREN'S ART SCHOOL SINCE 1982!

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Full Day Art session, please book an extended session. We are not responsible for children dropped off at Neo outside of actual registered time.

**Sign-in/Sign-Out:** Please remember to sign your child in and out each day on the clipboard outside the classroom. If you drop off or pick up your child during an outdoor break, please advise one of the supervising teachers that your child is leaving or arriving in addition to signing in/out on the clipboard. This is for your child's security; we must insist on your cooperation!

**Lunch/Snacks:** Please pack a lunch and the appropriate number of snacks daily for your child. Because we eat outside in the park, ***please use a nylon lunch bag***; paper or plastic bags will be scavenged by aggressive crows! A bathroom is available in the park; additionally, hand sanitizer is available at lunchtime. Please put your child's name on their lunch and make sure to pack liquids (no glass containers). Please limit the sugar content in your child's lunch, snacks and beverages; we appreciate creating a mellow and healthy environment. And, don't forget a water bottle!

**Dress Code:** Please keep a change of clothes in your child's backpack. Wear clothes that can get dirty - we are no longer using shared smocks. Children must wear shoes that fasten to their feet; sandals must have a heel strap. NO FLIP FLOPS! This is for the safety of your children on the climbing equipment in the park. Please put sunscreen on your child each day before camp; we go outside for lunch and breaks, weather permitting.

**Behavior:** We have a seriously creative approach to art; please attend with a focused attitude. Bullying or other disruptive behavior will not be tolerated at Neo Art School. If your child cannot control their behavior, we will contact you and require you to pick up your child immediately. There is no refund or credit for a child asked to leave the program for behavioral reasons.