

TERMS AND CONDITIONS

1. **ENROLLMENT OPTIONS:** We offer you the convenience of 2 (Tuesday & Thursday), 3 (Monday, Wednesday & Friday) or 5 day per week enrollment options. Children will be enrolled in workshops on a first-come, first-served basis. Enrollment above or below the recommended grade level will be considered in special cases.
2. **MEDICAL INFORMATION:** Your child's health and safety is important to us. The medical form below must be on file with us prior to your child's first day at camp. Please advise us in advance of any special medical needs your child may have.
3. **ABSENCES:** There are no makeup days for absences or for days missed and parents are financially responsible for all days that their child has registered to attend. There will be no prorating of tuition or make up days for absences due to sickness or travel, or any other reason.
4. **TUITION:** Full tuition must accompany each application in order for your child to be registered for workshops. A 5% discount is offered for a second sibling enrolled in the same session from the same immediate family. Please make all checks payable to the Children's Arts Institute. MasterCard and Visa credit cards are accepted, however a 3% finance charge will be added to the fees. There is a \$10 fee on all returned checks.
5. **WORKSHOP CHANGES:** Workshop changes will be made on a space available basis at the director's discretion. Changes will be considered during the first week of camp only, no exceptions. A \$10 fee per workshop is due at the time the change is made.
6. **WORKSHOP CANCELLATIONS:** We reserve the right to cancel workshops for which there are not enough children enrolled. Every effort will be made to place your child in their second or third choice or into a similar workshop offered.
7. **WITHDRAWALS AND REFUNDS:** Should you withdraw from the summer program prior to June 15, 2012 you will receive a full refund minus a \$100 cancellation fee per child **per** session enrolled. After June 15, 2012 there will be no refunds. If a child is dismissed from our summer program for disciplinary measures, there will be no refund for any unused days. There are no exceptions to this policy.

I have read, understand and agree to the Children's Arts Institute terms and conditions. I further agree to:

1. Pay for any additional fees if extended care is used on an occasional basis.
2. Allow my child's image to be used in any and all promotional photographs, videos or websites and brochures
3. Not hold the Children's Arts Institute responsible for any articles of clothing or personal belongings that are lost or damaged by theft, fire, natural disaster or other occurrence.