

TERMS AND CONDITIONS

- 1. ENROLLMENT OPTIONS:** The Counselor-in-Training program is a five day a week program. Occasionally we will accept a student for MWF enrollment only but, as spaces for this program are limited, priority is given to students who enroll for all five days.
- 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 for days missed 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.
- 7. WITHDRAWALS AND REFUNDS:** Should you withdraw from the summer program prior to June 1, 2017 you will receive a full refund minus a \$100 cancellation fee per child per session enrolled. After June 1, 2017, 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.

REGISTRATION CANNOT TAKE PLACE WITHOUT A COMPLETED APPLICATION, SIGNATURE, DATE, MEDICAL FORM, AND FULL TUITION

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 another occurrence.

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

YOUR WORKSHOP CONFIRMATION WILL BE SENT TO YOU BY EMAIL.

**MAIL REGISTRATION FORM TO 14702 SYLVAN STREET, VAN NUYS, CA 91411
OR, IF PAYING BY CREDIT CARD, YOU MAY FAX REGISTRATION FORM TO 818-780-5834
OR SCAN AND EMAIL TO GEORGE@CCSTEACHES.ORG**

The Children's Arts Institute is part of the non-profit Foundation for Excellence in Education