

# General Info

## Registration

Class sizes are limited - *register early!*

For your convenience, you may register online with payment via PayPal, in person, or by phone during regular business hours with cash, check, credit card. The Emergency Contact Form is available to download from our website or can be picked up during regular business hours. All students **MUST** return a completed Emergency Contact Form in order for their registration to be complete.

Select classes in the appropriate age group for your child. Please note that children participating in each age group must reach the appropriate age for that class by June 1, 2017. (NO exceptions)

## Wait List

Students can be put on a waiting list for full classes. If an opening becomes available, students on the waiting list will be contacted by phone and/or email with the spaces being filled on a first come/first served basis. ALL TUITION PAYMENT GUIDELINES WILL APPLY.

## Mark Your Calendar

A conformation letter will be sent via email for each child that is registered.

## Scholarships

A limited number of need-based scholarships are available. To be considered for a scholarship, the application deadline is May 15, 2017 for the Summer ARTventures program. For additional information and an application, please contact WVAC Monday-Friday, 9am-5pm, 704.636.1882. *Please note: Scholarships are limited to one per family/household, per calendar year.*

## Withdrawals/Cancellations/Refunds

WVAC reserves the right to cancel any class with insufficient enrollment and will refund 100% of your class fee including the \$25 registration fee. Notification of class cancellations will be made at least seven (7) calendar days prior to the first day of class.

Any request for withdrawal or cancellation must be made in person or over the phone ten (10) business days before the start of the class(es) to be eligible for a WVAC voucher. Email and voicemail withdrawal or cancellation WILL NOT BE ACCEPTED and any voucher due will be forfeited.

NO MONETARY REFUNDS WILL BE GIVEN FOR A STUDENT'S VOLUNTARY WITHDRAWAL OR CANCELLATION. Instead, WVAC Vouchers will be issued for future use. Member discounts and registration fees will be forfeited.

## Behavior Policy

To ensure a quality experience for all involved, WVAC reserves the right to refuse/remove a student due to behavioral problems. If a situation arises and a student is asked to leave, class fees will be forfeited with no refund/voucher.

## Drop Off / Pick-up

Please follow the Car Circle Guideline on arrival and departure, entering the drive from North Lee Street, and exiting onto East Liberty Street. Parents must be on time to drop off or pick up a student.

If pick up is late, the child will wait in the main lobby. Please park and enter through the main entrance.

Parents wishing to speak with an instructor should make prior arrangements through the greeter desk. Parents should complete pick-up through the Car Circle, park in an adjacent lot, and return after all students have departed.

Waterworks will provide each child with a name sign. Please place this sign in the front window of your car. Parents/Guardians must send a written note if the student is being picked up by another person. The instructor will dismiss the students as a class, and will walk the students to and from the drop off area.

## What to Wear and Bring

Students should **wear** closed-toed shoes with a secure heel-strap or back, (NO FLIP FLOPS, please) and clothes appropriate for a fun-filled day in the art studio (comfortable old clothes such as t-shirts, shorts, and pants are best). Jewelry, such as bracelets and rings, should be left at home. Aprons are provided in each studio.

**Ages 4-5:** Bring a snack and drink daily in a lunchbox or bag clearly labeled with your child's first and last name on the outside.

**Stay-all-day students:** Bring a bag lunch and drink daily in a lunch box or bag clearly labeled with your child's first and last name on the outside.

Students **should not bring** video games, iPods, MP3 players, iPads, other electronics, or other valuables such as jewelry.

## Youth Art Exhibitions

Each class concludes with Student Demonstrations/Exhibitions for their families on Fridays. Exhibitions will be the last 30 minutes of each Friday's class. Family and friends should park and enter Waterworks through the front lobby. All attendees will be released to go upstairs at the same time.

## Parking

If you are parking for class or dropping off students for classes, we ask that you **DO NOT** park in the F&M parking lot or spaces designated for bank employees and clients during week-day business hours. Waterworks has 7 designated parking lot spaces that face the front entrance of the arts center; two are dedicated for handicap-use only. Please allow adequate time to locate free on-street or lot parking and walk one to two blocks.

## Tuition and Fees

If class tuition fees are not paid-in-full upon registration, a NON-REFUNDABLE and NON-TRANSFERABLE deposit of \$25 per class, per student is required. This fee will hold the student's spot in the class and the fee will be applied toward the full class tuition.

ALL TUITION FEES MUST BE PAID IN FULL BY June 15, 2017. If tuition is not paid in full by that time, the registration process IS **NOT** considered complete and the student may lose their spot in the requested class(es).

## Special Members Only Rewards

A benefit of membership is early notification of classes and a discount on class tuition.

If you register for three or more classes at the same time, you will receive an additional \$5 off the class tuition fee of the third and subsequent classes per student.

Annual WVAC Membership must be valid at time of registration to receive the member rates and discounts.

## DO YOU KNOW the 10 skills children learn from the Arts?

- Creativity
- Confidence
- Problem Solving
- Perseverance
- Focus
- Non-verbal communication
- Receiving constructive feedback
- Collaboration
- Dedication
- Accountability

Source: Valerie Strauss, Washington Post, Jan. 2013