

### General Policy Information

1. Completed Forms must be turned in before start of all classes, workshops, and programs. These forms include: Registration form, General Policy Information Form and Waiver. These forms will be kept on file for your convenience and for our information.
2. Art Supplies are included in price of all classes, workshops, and programs. Children are expected to wear the aprons provided during each class to protect their clothes.
3. Missed Classes will be rescheduled. Please remember that several projects take more than one class to complete, so please plan accordingly and try to make sure your child attends every class. When we cancel a class, a make-up class will be scheduled.
4. Classes are not scheduled on legal or state holidays. If area schools are cancelled or have early dismissals due to unusual causes, art classes will be cancelled. Make-up classes will then be scheduled.
5. Class Size (minimum and maximum) is predetermined by instructor to give students the ultimate learning experience and individual attention.
6. Refunds or Credits are given if class is full or if there is insufficient enrollment. Please note that payments are non-refundable if cancellation is made by participant, but at the discretion of the instructor payment may be used as credit for future classes.
7. Student Conduct will be discussed by the instructor with participants on the first day of classes. Students are expected to follow directions, perform to the best of their abilities, and to respect others in the class. If necessary, parents will be informed of any misconduct.
8. Special Needs (physical, mental, or emotional) should be brought to the attention of the instructor prior to registration, in order to provide all of our students with the most effective learning environment at our studio. Information you give us will be kept in strictest confidence.
9. It is important that students are picked up on time due to necessary clean-up and prep time for the next class. Please call in advance if there will be any unusual delays.
10. **Payment Information:** Payments need to be made on the first week of regular monthly classes; for workshops we encourage parents to reserve their spot with

advance payment. Check is preferred mode of payment. Checks need to be made to “Nidhi L Sharda”.

### **Waiver**

Although the safety and well-being of your child is our top priority at Kalaa Art & Design, we (Kalaa Art & Design, Nidhi Sharda studio owner, volunteers, consultants, and staff) will not be responsible for and will be forever RELEASED from any injury (ies), claims, and/or any other liability arising from your child’s attendance and participation in our services and programs at Kalaa Art & Design, and/or for any lost property left behind by your child. By signing this waiver form, you agree to indemnify and hold harmless from any and all injury (ies), claims, causes of action, and/or any other liability arising from your child’s attendance and participation in our services and programs the above-mentioned RELEASES at Kalaa Art & Design Arts Studio. You further affirm that you understand the contents of this agreement and are free to choose not to participate in said program or make use of said services. By signing this Waiver you affirm that you have decided to allow your child to participate in programs and services provided at Kalaa Art & Design With the full knowledge that the RELEASES will not be liable to anyone for personal injuries and property damage your child or you may suffer while at Kalaa Art & Design Art Studio.

### **Additional Workshop policies**

1. Children need to be dropped 5 minutes prior to class and picked up no later than 15 minutes after the class
2. Please ensure the children have had a good meal prior to attending class.
3. Please provide a light snack for workshops exceeding 2 hrs.
4. Drinking water is available, we however encourage children to carry water.

Thank you for your support!

It is a pleasure to welcome your child to Kalaa Art & Design Studio