



**Basic Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Work/Cell

2<sup>nd</sup> Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Work/Cell

Email: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

**Emergency Contact Information:**

(for students under 18 years old)

Parent/Guardian: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Work/Cell

2<sup>nd</sup> Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Work/Cell

Best way to contact: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Work/Cell

2<sup>nd</sup> Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Work/Cell

Best way to contact: \_\_\_\_\_

Does your student have any medical conditions or allergies?

\_\_\_\_\_

Is there anyone who **MAY NOT** pick up your student up from **School of ART**

\_\_\_\_\_

**Image Release:**

I, \_\_\_\_\_, consent to the following (Parent/legal guardian of, (\_\_\_\_\_))

\*\*Initial all that apply.

\_\_\_\_\_ School of Art can photograph student.

\_\_\_\_\_ School of Art can video record student.

\_\_\_\_\_ School of Art can use photographs and videos on social media.

\_\_\_\_\_ School of Art can use photographs and videos for promotional purposes.

\_\_\_\_\_ School of Art can photograph student's artwork.

\_\_\_\_\_ School of Art can use photographs of student's artwork on social media.

\_\_\_\_\_ School of Art can use photographs of student's artwork for promotional purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

From time to time, School of Art will take pictures of classes in session. School of Art will also photograph students working on pieces of art as well as completed artwork. This release is allowing School of Art to use images only on the platforms discussed above. These images cannot and will not be sold and cannot be used of purposes other than agreed too above.

### Attendance Policy:

- "Excused" absences require prior notification. Please call **School of Art** and notify us of the absence prior to the missed class.
- Students are able to make up an "excused" absence by attending another similarly leveled class within 30 days of the absence, based on availability. When scheduling make up classes, please call School of Art to check availability and class times.

### Inclement Weather Policy:

- In the case of extreme weather **School of Art** will follow the "School closings" of Geneva's SD304.

### Tuition and Payments:

- Class fees can be paid in a single payment or on a monthly basis. All payments are due on the first class held each month. If payment is not made by the 10<sup>th</sup> of each month, a \$15.00 late fee will apply.
- Instructor approval is required for class transfers within the school year.
- **Automatic payments are now available.**
- Should a student withdraw from a class, they will still be responsible for the current month's tuition.

### Dates to Note:

- The first day of classes for the 2017-2018 session will be August 14, 2017
- The last day of classes for the 2017-2018 session will be May 25,2018

### -No classes will be held on the following dates:

- o Sept. 4, 2017 – Labor Day
- o Oct. 9, 2017 – Columbus Day
- o Oct. 31,2017 – Halloween
- o Nov. 22-26, 2017 – Thanksgiving
- o Dec. 21, 2017 – January 2, 2018 – Winter Break
- o Jan. 15, 2018 – Martin Luther King Jr. Day
- o Feb. 19, 2018 – President's Day
- o Mar. 26,2018 – Apr. 1, 2018 – Spring Break

## School of Art Code of Conduct

The following policies have been established for the benefit of the program and the safety of our staff and students. These policies apply to all students and their parents/guardians.

- Students will respect members of staff and other students.
- Students will show proper care and regard for School of Art property, materials and the property of others.
- Students may not leave School of Art during an event without permission. Students are to be picked up only by adults approved by a parent/guardian.
- Students are responsible for their own actions and belongings.
- Please silence all cell phones to not disrupt students in class.

### **School of Art reserves the right to ask any student to leave class for the following behaviors:**

- Any violent or bullying behavior-physical, verbal, social, or electronic- that intentionally hurts-physically, socially, or emotionally- another person.
- Any threats to damage or destroy property.
- Any use of language that is violent, profane or discriminatory.

**I have read the Code of Conduct and I fully understand **School of Art's** policies.**

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Student Signature

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Parent Signature

Date: \_\_\_\_\_

\*School of Art's code of conduct was developed from the Illinois Department of Education code of conduct guidelines.