



Neo Art School Academic Year Schedule 2011-2012

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ACADEMIC YEAR POLICIES

Below are our policies for after school classes, Saturday Art Samplers, and Winter/Spring break camps. Unless mentioned otherwise, policies apply to both types of programs.

Tuition: Only completed and signed registrations that are mailed with the applicable registration fee and tuition will be processed to secure a spot. Your non-refundable registration fee covers the entire academic year (not summer) and is paid once per child. Payment is by **check only**, made payable to Neo Art School.

Absences, Refunds & Credits: The registration fee is per student, is non-refundable and applies only toward the 2011-2012 academic year. **Credit** will be given for cancellations received by US Mail, in writing, at Neo Art School at least 2 weeks prior to the start of your class. There are no cash refunds. If your child is absent, we cannot prorate tuition or offer make up classes. No refund or credit is given to students who are expelled from the program due to behavioral problems. *We do not accept email cancellations.*

Changes: We charge a \$10 administrative fee per change request per child. Change requests must be received by US Mail, in writing, at least two weeks in advance, accompanied by the administrative fee, in order to be considered. We will make every effort to accommodate your request. If classes are full for the class or break camp you request, we will call you to discuss alternatives. A credit for the tuition will be given if a suitable alternative program cannot be found. *We do not accept email change requests.*

Attendance: Neo Art School prides itself on offering a structured program with a curriculum and lesson plans that include a schedule of instruction and work periods. These all work together to help students achieve creative productivity. We are not an open studio or a day care. If your child arrives late, leaves early or misses days, they will possibly miss out on finishing their project, or they may have trouble catching up to their peers. This can be distressing to most children. Please try to send your child to all the sessions they sign up for and minimize late arrivals and early departures. We appreciate it!

Insufficient Registration: We reserve the right to cancel a class or break camp session if there is insufficient enrollment. If this happens, we will return your tuition, and, if there are no other programs you are also registering for, we will return the registration fee as well.

Arrival/Departure Times: Please note the start and finish times of your child's class or camp. Early and late fees of \$1 per minute will be billed if students are present outside their enrolled time periods. We are not responsible for children dropped off at Neo outside of actual registered time.

Sign-in/Sign-Out: For break camps, please remember to sign your child in and out each day on the clipboard outside the classroom. If you drop off or pick up your child during an outdoor break, please advise one of the supervising teachers that your child is leaving or arriving in addition to signing in/out on the clipboard. This is for your child's security; we must insist on your cooperation!

Break Camp Lunch/Snacks: Please pack a lunch and the appropriate number of snacks daily for your child. Please put your child's name on their lunch and make sure to pack liquids (no glass containers). Please limit the sugar content in your child's lunch, snacks and beverages; we appreciate creating a mellow and healthy environment. And, don't forget a water bottle!

Behavior: We have a seriously creative approach to art; please attend with a focused attitude. Bullying or other disruptive behavior will not be tolerated at Neo Art School. If your child cannot control their behavior, we will contact you and require you to pick up your child immediately. There is no refund or credit for a child asked to leave the program for behavioral reasons.

NSF Checks: A \$40 fee will be charged for any insufficient funds check. We regret to say that the \$40 charge will accrue for each time we submit or resubmit the check. Repayment must be in the form of a cashier's check, and include the original class fee amount plus the NSF fee(s).

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