



Camp Registration Form

Participant Information				
<i>Last</i>	<i>First</i>	<i>Date of Birth</i>	<i>Age</i>	<i>M/F</i>
Larchmont Spring Break Camp Monday – Friday				
<i>Circle dates</i>				
<i>March 29-April 2</i>		<i>April 5-9</i>		
<i>A.M. Session 9:00-1:00pm</i>	<i>P.M. Session 2:00-6:00pm</i>	<i>Both Sessions 9:00-6:00pm</i>		
<i>\$425.00</i>	<i>\$425.00</i>	<i>\$675.00</i>		
<i>What do you enjoy about art?</i>				

PAYEE/PARENT INFORMATION				
<i>LAST</i>		<i>FIRST</i>		<i>Primary Phone # ()</i>
<i>HOME ADDRESS</i>	<i>CITY</i>	<i>ZIP CODE</i>	<i>Secondary Phone # ()</i>	
<i>EMAIL ADDRESS</i>			<i>Driver's License #</i>	
PLEASE LIST ANY ALLERGIES OR SPECIAL NEEDS OF THE PARTICIPANT				
<i>EMERGENCY CONTACT NAME:</i>				<i>Primary Phone # ()</i>
<i>EMERGENCY CONTACT NAME:</i>				<i>Primary Phone # ()</i>
PAYMENT INFORMATION				
<i>VISA</i>	<i>MASTERCARD</i>	<i>CREDIT CARD NUMBER</i>	<i>REF #</i>	<i>EXP DATE</i>
<i>BILLING ADDRESS (IF DIFFERENT FROM ABOVE)</i>				
<i>CARDHOLDERS SIGNATURE:</i>				<i>TOTAL:</i>
REFUND POLICY				
Refunds will be made if notification of cancellation is received fourteen (7) days or more prior to the beginning of an event, and the spot can be filled. A \$15 Cancellation Fee applies. Cancellation fees will be automatically deducted from any due refund. The Art Works Studio reserves the right to cancel an event or program due to insufficient registration with full refunds and notification.				
OFFICE USE ONLY				
<i>CHECK #</i>	<i>CREDIT CARD AUTH #</i>		<i>RECEIPT#</i>	

I hereby absolve Art Works Studio and its employees from all liability which may arise as the result of my participation in the above activities; and in the event the above named participant is a minor, I hereby grant permission to use my or my child(ren) photographs, images and artwork images for the purpose of publicizing and marketing of Art Works Studio. I understand that no compensation shall be given for use of these photographs and these images become sole property of Art Works Studio. In case of an emergency, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Physician). I acknowledge that I have read the foregoing. I am fully aware of the legal consequences of signing this instrument. By my signature, I hereby certify that I am eighteen (18) years of age or older.

SIGNATURE: _____

POLICIES AND PROCEDURES

WAITLISTS

Wait lists will be taken for each class, camp and event. Charges will not be made to while a student remains on a wait list. Once a class begins and there are no withdrawals the wait list will be considered null. Students will not be added to a class from the waiting list once a class has begun.

REFUNDS

Refunds will be made if notification of cancellations is received seven (7) days or more prior to the beginning of an event if and only if the spot can be filled. A \$15 cancellations fee applies. Cancellation fees will automatically be deducted from any refund due. Art Works Studio and Classroom reserves the right to cancel an event due to insufficient registration with full refunds and notification.

RELEASING CHILDREN

A parent or responsible adult (listed on registration form) must sign your child out. Only the people listed as your emergency contacts will be authorized to pick up your child. If a person other than the parent is picking up the child a photo I.D. will be required to verify the adult's identification. If an unauthorized adult attempts to pick up your child or if the adult's identification cannot be verified with a picture I.D., staff WILL NOT release your child to him/her. Please remember that parents will need to show identification to the staff on the first days as the staff might not know the parent yet.

LATE FEES

The closing time of the camp is 6:00 p.m. You must pick up your child by this time. Late fees are charged starting at 6:05pm and are due when your child is picked up. You will be charged \$5.00 per child for the first 15 minutes you are late picking up your child(ren) and an additional \$1 per minute per child thereafter.

MULTIPLE FAMILY MEMBERS DISCOUNT

Two (2) or more family members enrolled in same class or camp will be given a \$100.00 discount off registration fees.

RETURNED CHECK FEE

Any check returned for insufficient funds must be paid for in cash and will be subject to a \$25.00 surcharge. Furthermore, you may be required to make all future payments in cash, credit card or by money order.