

Guidelines and Policies • Art Camp 2019

Please read this section carefully before registering. No exceptions to these policies!

Art Camp is a part of the Museum of East Texas and as such complies with all policies and procedures from the Museum of East Texas for the proper administration and management of Art Camp. The Museum of East Texas reserves

the right to amend, add, and delete policies and regulations, as necessary, as well as the right to change programs, dates, personnel, and fees noted in this schedule. Note: Art Camp is NOT a licensed day care facility or childcare center.

Admission Guidelines

All students must register for classes within their age group. Age requirements are non-negotiable

and are strictly enforced for each class. There are no exceptions.

Registration Guidelines

Registration forms must be filled out completely. Enrollment cannot be processed without complete information and payment in full. Registration forms must include a parent/guardian signature acknowledging and agreeing to the Museum of East Texas Art Camp policies. Please review your form for accuracy before submitting. The Museum of East Texas is

not responsible for incorrect information, including incorrect course names, submitted on registration forms. Registrations are processed in the order they are received, on a first-come, first served basis. All students are encouraged to register early as classes fill very quickly. The Museum of East Texas is not responsible for faxed or mailed registrations not received.

Registration Procedure

Registrations are accepted by mail, fax, or in person during Museum of East Texas business hours, 10:00 a.m. - 5:00 p.m. Tuesday - Friday, and 1:00 p.m. - 5:00 p.m. Saturday - Sunday. Scholarships are available, courtesy of the Museum Guild, through funds raised from the annual *Festival of Trees* and private donations.

To request a scholarship, please contact Emily Payne, Curator of Education, at (936) 639-4434 or epayne@metlufkin.org. Mail your completed registration and payment to:

**Art Camp
Museum of East Texas
503 North Second Street
Lufkin, TX 75901**

Cancellations, Changes, and Refunds

No refunds are issued after registration, including for “no-shows,” with the exception of classes cancelled by the Museum of East Texas.

You may change classes and/or sessions as availability permits; please contact the Curator of Education to discuss any enrollment changes.

Valuables

All electronics must be turned off and left at the front desk. Electronics may be used during lunch time. The Museum of East Texas encourages its students to leave all valuables and all personal or

sentimental items at home. The Museum of East Texas is not responsible for loss of or damage to a student’s valuables or personal items.

Discipline/Dismissal

The Museum of East Texas reserves the right to remove students from classes for behavior that is deemed to be rude, disruptive, inappropriate, dangerous, or in violation of health and safety regulations. The Curator of Education and

Museum Director maintain the right to dismiss a student from a class with a prior warning, and to remove a student permanently from a class for repeated offenses.

Illness

In order to protect the health of all, Museum of East Texas prohibits students from attending class when ill with a communicable disease or condition such as chicken pox, the flu, head lice, pink eye, or strep throat. Museum of East Texas reserves the right to notify parents/guardians

regarding any student who becomes ill during class and to request that said student be picked up immediately. Museum of East Texas also reserves the right to request a physician's authorization for return to class.

Information Release

Photographs and other personally identifiable information, such as age or name, may be published by the Museum of East Texas in any future publications, web pages, promotions, advertisements, or release the Museum of East

Texas Art Camp and its agents and waive for the student all claims based on right of privacy or publicity and any other intellectual property rights. For more information, please see our Media Release form on page 8.

Students with Special Needs

The Museum of East Texas is happy to provide reasonable accommodations for children with qualifying special needs upon completion and submission of the Museum of East Texas'

Request for Accommodation form at least two weeks before the start of classes. Request for Accommodation forms are available upon inquiry at the Museum of East Texas.

Medications

The Museum of East Texas prohibits Art Camp faculty and staff from administering medication to children and does not permit medication (OTC or prescription) on campus with the exception of emergency medications. Emergency medications are defined as (1) Epi-pens and (2) asthma inhalers. Please notify the Curator of Education or Museum Director of emergency medications at the time of registration. Emergency Medications will be kept at the front desk in a locked cabinet during Art Camp classes. **Please note:** The Museum of East Texas will not accept medications without a prescription or

medications that have expired. Parents/Guardians are always welcome to visit their child at any time to administer necessary medications. The Museum of East Texas also encourages you to consult with your child's physician to adjust medication dosages appropriately to accommodate the class schedule. For students with food allergies, please note that Museum of East Texas faculty and staff do not monitor what other children bring on campus for lunch and/or snacks and cannot guarantee a nut-free environment.