

Welcome to Summer Learning at the MET!

We have an exciting summer planned with a large selection of classes in two interest tracks: *Living History* and *Art Academy*. Our stellar lineup of teaching artists have been planning thoughtful, engaging learning experiences for students of all ages. We want to do everything we can to ensure that you are a part of it! Enclosed you will find a copy of all that you need to register for **Summer Learning at the MET!**

REGISTRATION POLICIES AND PROCEDURES

You are not registered until we have received all forms below:

1. Registration Form: download from our website, fill out online, or come by the museum.
2. Student Health Form: must be filled out, signed and mailed or walked in.
3. Arrival/Departure Form: must be filled out, signed and mailed or walked in.
4. Media Release/Exhibition Form: must be filled out, signed and mailed or walked in.

All forms are available at the Museum or on the Museum's web site: **www.metlufkin.org**
Detailed information about this year's Art Camp and the registration process is below; you may also call, email, or stop by the Museum with any questions or for further details about Summer Classes. Our number is (936) 639-4434 and we are located at 503 N. Second Street, Lufkin, TX

- ❖ *Registration is accepted by mail, online, or in-person. Payment must be received within 5 days to hold a spot in the session.*
- ❖ *Although there is no registration deadline for Art Camp, all expenses are paid from registration fees. Therefore, **NO REFUNDS** will be given except for classes that are canceled by the Museum.*
- ❖ *Museum members are eligible for a tuition discount of 10% for their children and grandchildren. To receive this discount, write the name of the qualifying member on their registration form in the members section.*
- ❖ *Scholarships are available through the generosity of the Museum Guild from funds raised through their annual Festival of Trees and private donations; please contact the Curator of Education for more information.*
- ❖ *We regret that awarded scholarships will be forfeited if recipients do not attend the first day of their scheduled session(s).*

Save the Date:

Summer Learning at the MET Closing Reception
Saturday, July 30th from 2:00-4:00 p.m.

For more information about this and other events at the Museum of East Texas, please visit our website at www.metlufkin.org.

Waiver and Release of Liability

Although the Museum of East Texas hopes that no student is ever injured or hurt, injuries are a possibility of participation in Summer Learn at the MET. The risk of injuries is a risk that the students and/or their legal guardian voluntarily agree to assume in exchange for the privilege of participating in the Museum of East Texas Summer Learning classes. The students and/or their legal guardian understand and agree that this risk is not a risk that the Museum of East Texas assumes and that the Museum of East Texas is not responsible for any injuries to the students. Accordingly, the student and their legal guardian voluntarily release, discharge, and waive the right to sue the Museum of East Texas and its directors, trustees, officers, employees, volunteers, agents and all persons acting by, through, under, or in concert with the Museum of East Texas for any and all losses, demands, claims, suits, causes of action, liability, costs, expenses, and judgments whether arising in equity, at common law, or by statute, under the law of contracts, torts, or property, for personal injury (including without limitation emotional distress), arising in favor of the guardian, the student, or anyone claiming through us based upon, in connection with, relating to or arising out of, directly or indirectly, the student's participation in Museum of East Texas Summer Learning classes EVEN IF ANY SUCH CLAIMS ARE DUE TO THE RELEASED PARTIES' OWN NEGLIGENCE, STRICT LIABILITY WITHOUT REGARD TO FAULT, VIOLATION OF STATUTE, OR OTHER FAULT, INCLUDING ANY NEGLIGENT ACT, OMISSION, OR INTENTIONAL ACT INTENDED TO PROMOTE MY CHILD'S SAFETY OR WELL-BEING. The student and/or legal guardian hereby grants permission to the Museum of East Texas to obtain emergency medical treatment for the student if the Museum of East Texas deems in its discretion that such emergency medical treatment is necessary.

Frequently Asked Questions

What should my child wear to class? Wear comfortable clothes that can get messy. If you are participating in an architectural tour, wear sturdy walking shoes.

What are the behavior expectations? Students are expected to listen, follow instructions, participate in class activities, respect others, respect property, and have fun!

Does the Museum of East Texas provide before class or after class supervision? No. Children may be dropped off no earlier than 15 minutes before their scheduled class time and must be picked up promptly after class. Children who are enrolled in consecutive classes before and after lunch may bring a lunch which they will eat in a supervised area. (Lunch not provided). Snacks will be served between classes and within longer classes. Children may not be at the Museum unattended if they are not enrolled in a class.

May I stay in the classroom with my child? This will be addressed as needed.

May I register a gifted child for an older age group? No. Age requirements are strictly enforced and are not negotiable. All children must be registered in their correct age groups.

A friend/relative is visiting from out of town. May he/she attend class as a guest with my child? This will be addressed on an individual basis due to class enrollment.

SUMMER LEARNING AT THE MET

GUIDELINES AND POLICIES

Please read this section carefully before registering.

Summer Learning at the MET 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 classes. 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 the catalog of classes. Note: Summer Learning at the MET 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 Summer Learning at the MET 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, emailed or mailed registrations not received.

Registration Procedure

Registration is accepted by mail, fax, email, or in person during Museum business hours, 10:00 a.m.-5:00 p.m. Tuesday-Friday, and 1:00 p.m.-5:00 p.m. Saturday-Sunday. From May 30 - July 30, with the exception of July 4th, the museum will be open on Mondays from 10:00 a.m.-5:00 p.m.

Mail your completed registration to:

Summer Learning at the MET
Museum of East Texas
503 North Second St.
Lufkin, TX 75901

Scholarships

Scholarships are available, courtesy of the Museum Guild, through funds raised from the Annual *Festival of Trees*, and through private donations. To request a scholarship, please contact Vicki Lunell, Curator of Education, at 936-639-4434, or vlunell@metlufkin.org.

Cancellations, Changes, and Refunds

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

Phones and Valuables

All electronics must be turned off or kept on silent during class. Please leave valuables 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. Students who are removed from class will not be refunded.

Illness

In order to protect the health of all, the Museum of East Texas prohibits students from attending class with symptoms or when ill with communicable disease or conditions such as COVID, chicken pox, flu, head lice, pink eye, strep throat, etc. The 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. The 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 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.

Students with Special Needs

The Museum of East Texas is happy to provide reasonable accommodations for people with qualifying special needs upon completion and submission of the Museum of East Texas's 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 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 Summer Learning classes. **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.

SUMMER LEARNING AT THE MET

MEDIA RELEASE AND EXHIBITION

MEDIA RELEASE

By enrolling in the program, students and their guardians acknowledge and agree that any photos, videos, pictorial images, voice recording, or quotations including those taken by a student or created by the Museum of East Texas (including without limitation those taken by any photographer or videographer paid by or volunteering for the Museum of East Texas) during or related to attending courses at the Museum of East Texas are the sole property of the Museum of East Texas and may be used in future publications, web pages, promotions,

advertisements, and exhibits of the Museum of East Texas (or any other person authorized to use such images by the Museum of East Texas) without the need of any additional permission from or consideration to the student or guardian. By enrolling in the program, students and their guardians agree to release and waive for student, and anyone claiming through the student, all claims based on the right of privacy, right of publicity, moral rights, or any other intellectual property rights related to the rights granted by the student to the Museum of East Texas.

- I agree to allow photos/videos/images of my child.
- I do not agree to allow photos/videos/images of my child.

- I have read and agree to the Summer Learning Guidelines and Policies

Signature of Parent/Guardian _____ Date _____

EXHIBITION

Summer Learning participants, parents, and guests will be invited to a special reception to view Summer Learning artwork on Saturday, July 30, from 2:00-4:00 p.m.

Work displayed during the Summer Learning Exhibition will be collected during classes and stored at the Museum until the Exhibition, when it can be collected. Please indicate below if you would like your and/or your child's artwork to be displayed during the Summer Learning Exhibition.

- Yes, please display my/my child's artwork during the Summer Learning Exhibition.
- No, we will not be participating in the exhibition, therefore return all artwork at the end of class.

Invitations will be mailed to participants. Please list the name and full address of anyone you would like to receive an invitation.

Name: _____ Address _____

Name: _____ Address _____

Name: _____ Address _____

SUMMER LEARNING AT THE MET
STUDENT HEALTH FORM

One health form is required for each participant. Please fill out both sides completely. Students must have a completed, current health form to participate in Summer Learning classes.

Student Information

Student's name: _____ Date of birth: _____

Contact Parent or Guardian name: _____

Address: _____

City, State, ZIP: _____

First emergency contact: _____

Phone 1 _____ Phone 2 _____ Phone 3 _____

Second emergency contact: _____

Phone 1 _____ Phone 2 _____ Phone 3 _____

Third emergency contact: _____

Phone 1 _____ Phone 2 _____ Phone 3 _____

Emergency Medications

Allergies: _____ No Known Allergies _____ Yes—please list allergies to food, medicine, environmental, and any other allergies: _____

If the participant has special dietary needs, you must provide any food. Please describe what the participant is allergic to and known reactions:

STUDENT HEALTH FORM continued

Please indicate desired action to be taken and any medication to be administered in case of mild or severe allergic reactions. _____

Does the participant have an EpiPen? _____ Yes _____ No

Asthma

Does the participant have asthma? _____ Yes _____ No

Does the participant require an emergency inhaler? _____ Yes _____ No

Special Needs

Does the student have any special needs? _____ Yes _____ No

Immunizations including DPT or Tetanus current as of (date) _____

PARENT/GUARDIAN AUTHORIZATION FOR EMERGENCY CARE:

This health history is correct and accurately reflects the health status of the student to whom it pertains. Student has permission to participate in all class activities except as noted by me/or an examining physician. If I (or my subsequent emergency contacts) cannot be reached in an emergency I give permission to the Museum of East Texas and its agents to call 911. I understand the information on this form will be kept confidential and only shared with necessary personnel. I give permission to photocopy this form. I have read, understand, and agree to adhere to all Registration Guidelines and Policies.

Registration will not be processed without signature.

Signature of Custodial Parent/Guardian _____

Date _____ Relationship to student _____

SUMMER LEARNING AT THE MET

ARRIVAL/DEPARTURE AGREEMENT

Participants with mobility issues may enter and exit using the front doors on the Plaza, or the south entrance on Paul Ave. Parking is provided in the north parking lot and on Paul Ave.

The front doors will be open with additional limited parking in front of the Convention Center.

Please sign in your students 15 minutes before class begins, and sign them out within 15 minutes of the end of class. If you will be late, please call the Museum at (936) 639-4434. The safety of your child is very important to us. Therefore, we require that participants be picked up inside the building, by parents/guardians, or those designated below.

Name of student: _____

Name/Relationship _____ Phone: _____

Name/Relationship _____ Phone: _____

Name/Relationship _____ Phone: _____

Parent/Guardian Phone Date