

TUITION PAYMENT POLICY

Tuition and Lab Fees must be paid upon registration. Tuition may be paid by cash (in person), check, or credit card (Visa, MasterCard, American Express, or Discover). Students requesting a receipt should enclose a self-addressed, stamped envelope with payment. There will be a \$25 cancellation fee. Refunds will be made up to 3 days before class begins, less the \$25 cancellation fee. There will be no refund for absence or classes cancelled due to inclement weather. The Baum School of Art reserves the right to change instructors or discontinue any class without incurring liability or obligation.

CLASSROOM POLICY

Registered students, the instructor, and Baum School staff, are the only individuals permitted in the classroom during class time. Other individuals, including family members, friends, and students not registered for the scheduled class are not allowed in the rooms, unless they have prior permission from the administration and are identified with a visitor pass.

PHOTOGRAPHY POLICY

The Baum School of Art reserves the right to use photographs taken during classes and other programs for the promotion of the school. Any student, parent, or guardian who does not wish to be photographed or have a child photographed, must notify The Baum School of Art on the Student Information Sheet.

ARTWORK PICKUP POLICY

Student artwork will be held 30 days after the course end date. All work will be subject to discard after the 30-day period.

STUDENT INFORMATION AND PERMISSIONS

Prior to attending class, the parent/guardian of a youth student will be required to complete a Student Information Sheet. The form will remain in the office and each faculty member be made aware of necessary information. Information forms need to be updated for each term. Forms from previous terms will be shredded.

STUDENT SIGN OUT

Parents/guardians are responsible for picking up their children and will be required to sign their children out of class. Parents/guardians must indicate on the Student Information Sheet if there are other authorized individuals allowed to pick up their children from The Baum School of Art.

Parents/guardians are expected to pick up their children on time at the end of class. In the case a parent is more than 10 minutes late picking up a child, instructors may escort the child to the lobby and administration will contact the child's parent/guardian. If administration cannot reach the parent/guardian, the emergency contacts/authorized pickup person will be notified. In the event that we cannot reach any responsible parties, the police will be called to escort the child home.

FOOD

The Baum School will not serve food, drink, or candy during class. Treats can be handed out at the end of class to parents. Students with special needs may notify administration prior to the start of class.

All classes will take a short break – students may eat their snacks at this time. Students may bring a snack from home or may purchase a snack at the snack machine **before the start of class**. Children may not use the snack machines during class.

ALLERGIES

If a child has severe food allergies it is the parent's responsibility to notify administration of the child's allergies and necessary accommodations and provide appropriate medicine, such as an Epi-Pen, with written instructions. Parents should contact administration prior to the start of class or camp.

DRESS CODE

Sturdy, closed toed shoes are required. The following clothing is unacceptable to wear to class: roller shoes, flip flops, clothing that is too revealing, such as short shorts, extremely low cut tops, or clothing that reveals midriff, and clothing with offensive language. Students coming to class dressed inappropriately may be asked to leave. Please encourage children to wear clothing that can get dirty.

PERSONAL PROPERTY

Please leave jewelry and valuables at home. **The Baum School will not be responsible for lost or broken personal belongings.** iPods, handheld video game devices, cell phones and other electronic devices are not permitted to be used in class. Cell phones may only be used in the case of an emergency. Devices will be confiscated if student use becomes disruptive. The item will be returned to parent/guardian at the end of class.

INCLEMENT WEATHER AND SCHOOL CLOSING

When the weather or roads are questionable, students and staff should check the television, internet, or radio for cancellations or delays, or call The Baum School of Art to hear the voice mail message. The school posts closing information on WFMZ.

The School makes every effort to salt and remove snow, but students should report undesirable conditions to the office. There are no makeup sessions or refunds for inclement weather.

INJURY OR ILLNESS

Every effort will be made to support an individual in the event of injury or illness. The School will provide no medications; only assist the individual in taking their own supply, if parents/guardians indicated medication on the Student Information Sheet.

If a child is ill, or is symptomatic of a communicable illness (i.e., vomiting, fever), that child's parents will be contacted to pick up the student. Parents are asked to refrain from bringing their child to class showing any symptoms of communicable illness.

FIRE

Students will exit with their class to the current gathering place which is the sidewalk on the opposite side of the Allentown Arts Park, behind the old courthouse. Do not use the elevators. If you require a handicap exit route from the second or third floors- locate the emergency call button in the stair well at the east side (5th Street) of the building. Push the button and wait for assistance from a fire professional.

HARASSMENT AND DISCRIMINATION

The Baum School of Art is committed to providing equal opportunity and access to programs, facilities, and employment for all individuals. The School prohibits discrimination and harassment against any individual based upon age, ancestry, race, disability, religion, sex or sexual orientation.

AMERICANS WITH DISABILITIES

The Baum School of Art will provide reasonable accommodations as defined by law.

***Thank you for supporting The Baum School of Art.
We hope your child has a safe and enjoyable experience in their art class!***