**Cain Center for the Arts Summer Camp Policies and Procedures**

**Refunds:** In the event that a camper cannot participate in a camp in which he or she has registered, a 75% refund will be issued (less convenience and/or service fees) when a minimum of fourteen (14) days advance notice is given. If less than fourteen (14) days advance notice is given, a 50% refund will be issued. Once a camp has begun, no refund will be given. Refunds and make-ups will not be given for absences due to personal schedule conflicts. Cain Center for the Arts reserves the right to provide alternative instructors in the case of an instructor cancellation.

**Camp Cancellations:** Cain Center for the Arts reserves the right to cancel due to insufficient enrollment. If a camp is cancelled, students will be notified approximately 5 days before the start of camp and refunded in full. Once camp has begun, Cain Center for the Arts reserves the right to cancel dates due to unavoidable circumstances, including inclement weather.

**Severe Weather:** Safety is the first priority when determining if we should stay open in extreme weather. If a camp is cancelled, a partial refund or credit will be given. Camp cancellations will be notified via email; please be sure to check your spam folder if you are unsure about a cancellation.

**Camp Attendance:**

* Please be on time to camp. The center is available 15 minutes before each camp for drop-off.
* Please pick your child up promptly at the end of camp.
* If your child will miss any days of camp, please inform us or your instructor as far in advance as possible.
* Campers are to attend their registered camp ONLY. No trading or swapping with other campers is allowed.
* **All persons authorized to pick-up campers (including parents) will need to have a driver’s license or other state-approved identification to confirm with Cain staff.**

**Personal Conduct:**

* For the benefit of the learning experience for all of our campers, we reserve the right to request parental or qualified care provider supervision, or in extreme cases, the right to ask a disruptive student to leave the classroom, in the event a student fails to meet a reasonable standard of behavior, including respect for other students and teachers.
* Cain Center for the Arts does not discriminate and prohibits harassment (verbal, physical, or visual) on any unlawful basis, including, but not limited to, ace, race, religion, disability, sexual orientation, etc. It is your responsibility to report any incident to the Program Director. Such circumstances will be investigated and reasonable actions will be taken to resolve all incidents.
* **Please remember that camp staff is not authorized to administer medication of any kind.**

**Communications Policy:** Please notify us in writing if you do not want yourself, your child, or your artwork photographed or filmed for promotional purposes. Registration in a class/event gives Cain Center for the Arts permission to use images without further consent or compensation. Cain Center for the Arts integrates all enrolled student/patron information into electronic and physical communication methods (emails, physical mailers, +etc), unless otherwise requested.

**Accessibility:** We are committed to providing accessible education programs by providing reasonable and appropriate accommodations that foster inclusion of people of all ages, abilities and skill levels. If you believe that you will require accommodations to enable you to participate meaningfully in our programs, please contact us before you register.

**Ceramics Policies:**

* Each camper’s work will need to processed through the center’s kiln, which can take up to two weeks. Parents will be notified by email when items are ready for pickup.