



Welcome to Kids 'N' Clay!

We are pleased to have you with us as part of the Kids 'N' Clay Community!

Following is a quick synopsis of our operating format and procedures:

- All students are considered “artists-in-residence”.
- Tuition is monthly, at the rate of \$98 / month, based on a 4 class month. Long (*i.e.* 5 week) months are balanced by the holiday breaks. Drop-in classes (when space is available) are \$30 per participant, per class.
- Enrollments are considered ongoing, we reserve a space in the weekly class until we hear from you otherwise.
- Tuition is due on the 1st of the month. Checks should be placed in the “Check box” by the front door. We have a credit card option available for your convenience – please let us know if you are interested in this option. (Credit Card payments are processed through Google Checkout, with a 2% convenience fee added to the total). Go to www.kidsnclay.com/berkeley for more info.
- If your “artist-in-residence” cannot attend their regular class, please let us know if possible, as we will attempt to accommodate other students asking for “make-up” classes.
- Make-up classes are available – we ask that you call to let us know so we can ensure that space is available and that we are staffed to the proper level.
- Make-up classes are available as long as the “artist-in-residence” is actively enrolled. Once the “artist-in-residence” is no longer actively enrolled (*i.e.* still registered as ongoing and paying tuition), we regret that we cannot accommodate make-ups because of our staffing requirements.
- Late tuition payments (after the 10th of the month) are subject to a \$10 late fee.
- Checks returned due to non-sufficient funds will be charged an additional \$25 fee.

Thank you for the opportunity to help facilitate the positive development of our future – through our children!

If you have any questions about the procedures at Kids 'N' Clay – please be sure and ask any of the staff ... or, give us a call at 510.845.0982!

Best Regards –

Kevin & the Kids 'N' Clay team



Statement of Policies – July 1st, 2010

- Calendar** This policy covers the period between September 7th and the last day of May. Classes will continue through June, and are continued on an ad-hoc basis as vacation schedules, etc., allow.
- Tuition** Enrollments are considered ongoing, we reserve a space in the weekly class until we hear from you otherwise. Tuition is \$98 per month, regardless of the number of classes in the month, and is charged until a notice of cancellation from the student or parent. This fee covers the cost of all materials. Tuition is due before the first of each month; thereafter a late fee of \$10 per month will be added to the account. Checks returned due to non-sufficient funds will be charged an additional \$25 fee.
- Make-ups** If you plan to be out of town for your class and there is space available in another class, then you may sign up to reserve space on the make-up calendar, which is posted in the studio. If you need to miss a class because of illness or another urgent reason, please contact the studio and we will try to reschedule space, if available. Missed lessons, for which the studio is not notified in advance, will not be entitled to make-ups.
- Vacations & Holidays** The studio will be closed for two weeks of vacation during the school year: one week at the end of December (holiday break) and during the annual spring break. We will be closed on Thanksgiving Day, but will remain open during all other one day holidays, such as Veterans' Day and Presidents' Day.
- Safety and Limitation of Liability** The staff of Kids 'N' Clay takes extraordinary precautions to ensure the safety and well-being of the students. Parents are expected to oversee the safety of their student(s) during the arrival and departure to and from the studio space. A high level of supervision is given the students while working. However, ceramics does involve some mechanical devices (e.g. pottery wheels) and equipment (scoring pins, rolling pins, non-toxic glazes, etc.) that could present a hazard if used improperly. Like many other materials, extended exposure to excessive clay dust may present a health hazard. Please be assured that daily efforts are undertaken at Kids 'N' Clay to reduce the presence of clay dust, such as daily HEPA vacuuming and a wash down of affected hard surfaces and floors. Involvement in these classes constitutes an acknowledgement by the sponsoring party(ies) that they are aware of some inherent risk to their children in these classes and agree to hold Kids 'N' Clay harmless, without condition or limitation, in the event of any injury or harm to their student(s).





KIDS 'N' CLAY POTTERY STUDIO

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www.kidsnclay.com

EMERGENCY CONTACT & RELEASE FORM

(This is confidential information that will not be shared without your permission.)

Child(ren)'s Name _____

Child's Home Address _____

City, State, Zip _____

Child(ren)'s Home Phone _____ Birthday('s) _____

1st Parent Name _____ Work _____ Cell _____

2nd Parent Name _____ Work _____ Cell _____

Guardian / Other _____ Work _____ Cell _____

Above listed parties are assumed to be authorized to pick-up named "artist-in-residence". If there are exceptions or **any parties NOT authorized**, please list here: _____

Add'l Emergency Contact _____ Work _____ Home _____

Doctor's Name _____ Phone _____ Hospital preference _____

Allergies or other medical conditions (if any) _____

E-mail address 1: _____

E-mail address 2: _____

(IMPORTANT: we have switched to email as our primary mode of communications for holiday notices & schedule updates and the like. And, be assured that your email address will NOT be shared with anyone else!)

The signature below of an authorized parent or guardian of the above named Child acknowledges and accepts the conditions of payment and limitation of liability as stated in the Statement of Policies for Kids 'N' Clay, dated July 1, 2010. We also authorize the Kids 'N' Clay staff to contact, consult and authorize emergency treatment if required, with the above named physician (or other professional medical personnel, such as EMS services) in the case of inability to reach any of the above named Parents, Guardians or other Emergency contact.

Signed _____ **Date** _____

Unless checked , I hereby give permission for images of my child, captured during regular and special Kids 'N' Clay activities through video, photo and digital camera, to be used solely for the purposes of Kids 'N' Clay promotional material and publications, and waive any rights of compensation or ownership thereto. We will contact you if any such use is planned.

If we may ask, how did you hear about Kids 'N' Clay?

- Advertisement Word of Mouth (student) Word of Mouth (other) Referred by School _____
- Coupon/Flyer Website Newsletter Walk-by Other _____