



Appel Farm Arts and Music Center Children's Arts Classes Policies and Procedures

Please Read

Registration: Registration is taken on a first-come, first-serve basis. A class is closed when it reaches its maximum capacity. In order to maintain a positive experience for both the children and the teacher and to ensure quality and individualized attention, no exceptions will be made.

Refunds: Tuition is refunded only when a class is cancelled by Appel Farm. Cancellations take place only when a class is under enrolled.

Parent Participation/Observations: Parents may choose to observe their child's class by request. Requests must be made at least 24 hours in advance with the Director of Arts Education.

Friends/Siblings: In the case that a child needs to bring a friend or sibling to class with them, the Director of Arts Education must be contacted no later than 24 hours before the class. A child may bring a guest to class, under special circumstances, only once per semester.

Arrival/Lateness: In order for teachers to prepare for their classes, Appel Farm asks that students are dropped off no earlier than 10 minutes before a class is scheduled to begin. Parents must pick-up their child no later than **5 minutes** after the dismissal of class. Teachers can not be responsible for children who are left at the center after class has ended or before class has begun.

Inclement Weather: In case of snow, classes are cancelled when Appel Farm is closed. If you have questions concerning the status of a class, call 1-856-358-2472 x108. Cancelled classes will be made up at the end of the session.

Photography: During classes, photographs may be taken. These photographs are used for funding as well as marketing materials such as flyers and brochures.. If you do not want your child's photograph taken please make a notation on the Photograph Release Form which you receive with your registration packet.