



# The Jacey Gallery

## Registration Form

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade/Age: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Will your child be walking from school? \_\_\_\_\_ Walking home after class? \_\_\_\_\_

How did you find out about The Jacey Gallery? \_\_\_\_\_

\*Is there anything important that I need to know about you/your child? \_\_\_\_\_

\*If yes, please explain: \_\_\_\_\_

## The Jacey Gallery

### K-12 GROUP CLASS PAYMENT AGREEMENT

#### I UNDERSTAND AND AGREE UPON THE FOLLOWING:

\_\_\_\_ Payment of \$30 (cash or check only) for each 1.5 hour class is due prior to the start of each day of attendance at The Jacey Gallery. The \$30 charge per class covers the 1.5 hour instruction per class, as well as all applicable supplies that your child will be using.

\_\_\_\_ If you do not have payment prior to the start of each day of attendance at the Jacey Gallery, then your child is not permitted to attend class that day.

\_\_\_\_ There are no discounts in class rates if your child attends class late or leaves early.

\_\_\_\_ Please notify the gallery in advance if your child cannot attend class.

\_\_\_\_ Please do not drop students of any more than 10 minutes early to start of class, as other classes are in session.

\_\_\_\_ There is a late pick up fee of \$10 for 10-15 minutes late picking up your child and a \$30 charge thereafter, unless prior arrangements have been made with the gallery. The late pick up fee is due when you pick up your child.

\_\_\_\_ If there is default on any payments for any reason, your child will lose their space in art classes.

\_\_\_\_ If your child is too sick to attend school, then your child will not attend art class that day.

\_\_\_\_ No food or drinks in class or use of cell phones during class unless contacting guardian.

\_\_\_\_ The Jacey Gallery reserves the right to restrict, deny and terminate attendance of any individual for any reason. All class rates and terms of this agreement are non-negotiable.

\_\_\_\_ THERE IS A \$50 RETURNED CHECK FEE

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## The Jacey Gallery

### PRIVATE LESSON PAYMENT AGREEMENT

#### I UNDERSTAND AND AGREE UPON THE FOLLOWING:

\_\_\_\_\_ Tuition for the entire month (cash or check only) is due in full prior to the start of the first day of class at the beginning of each month at The Jacey Gallery.

**Tuition due on first day of class at the beginning of each month, paid in full: (excluding Thanksgiving, winter break, and spring break.)**

**\$50 (one hour solo lesson) x # of weeks in the month**

**\$30 (per 2 student/one hour semi-group private lesson) x # of weeks in the month**

**\$25 (per 3 student/one hour semi-group private lesson) x # of weeks in the month**

**\$70 (1.5 hour solo lesson) x # of weeks in the month**

**\$40 (per 2 student/1.5 hour semi-group private lesson) x # of weeks in the month**

**\$35 (per 3 student/1.5 hour semi-group private lesson) x # of weeks in the month**

\_\_\_\_\_ Contracts are binding for each semester. If you terminate your contract before the semester ends, you are still responsible for that semester's tuition paid in full.

**Fall semester: September 9 through December 19**

**Winter/Spring semester: January 6 through June 12**

**Summer semester: June 15 through September 3**

\_\_\_\_\_ If you have enrolled yourself and more than one of your children in class, you are still responsible for everyone's tuition payment, regardless of other activities that may arise and conflict with the time that you have scheduled.

\_\_\_\_\_ **THERE ARE NO REFUNDS OR CREDITS FOR MISSING CLASS.** You have reserved a specific class time and will still be held responsible for payment. **Make up classes are not guaranteed and are only considered for class cancellations made at least 24 hours in advance.** \*\* Make up classes for weather related closings are not guaranteed; payment is still due. The gallery will do it's best to make accommodations for make ups. **NO EXCEPTIONS.**

\_\_\_\_\_ In the event that Ms. Jacey has to cancel a class (non-weather related), credit will be carried over to the following month. Any class cancellations will be made via the email adress you have provided on the registration form.

\_\_\_\_\_ If you do not have payment prior to the start of the first day of class at the beginning of each month at the Jacey Gallery, your child is not permitted to attend class that day, and you will still be charged.

\_\_\_\_\_ There are no discounts in class rates if your child attends class late or leaves early.

\_\_\_\_\_ Please do not drop students of any more than 10 minutes early to start of class; other classes are in session.

\_\_\_\_\_ Students enrolled in private lessons are responsible for purchasing their own supplies to bring to each class attended. If you do not bring supplies, class will be canceled that day and you will still be charged for class. The Jacey Gallery is not responsible or accountable for your personal art supplies nor providing supplies for you.

\_\_\_\_\_ There is a late pick up fee of \$10 for 15-20 minutes late picking up your child and a \$30 charge thereafter, unless prior arrangements have been made with the gallery. The late pick up fee is due when you pick up your child.

\_\_\_\_\_ If there is default on any payments for any reason, your child will lose their space in art classes. You are still held responsible for the tuition payment in full for the entire semester.

\_\_\_\_\_ If your child is too sick to attend school, then your child will not attend art class that day. If a make up lesson cannot be scheduled, you are still charged for being absent.

\_\_\_\_\_ No food or drinks in class (with the exception of bottled water) or no use of cell phones during class unless contacting guardian.

\_\_\_\_\_ The Jacey Gallery reserves the right to restrict, deny and terminate attendance of any individual for any reason. All class rates and terms of this agreement are non-negotiable. Payment will be collected in full for the entire semester.

\_\_\_\_\_ THERE IS A \$50 RETURNED CHECK FEE

\_\_\_\_\_ THERE IS A \$50 NON-REFUNDABLE REGISTRATION FEE PER SEMESTER TO HOLD YOUR SPACE. (This will be deducted from your first month's tuition.)

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## The Jacey Gallery

### GRADES K-12 RELEASE FROM LIABILITY

If my child, \_\_\_\_\_, should become ill or injured during class at The Jacey Gallery, I understand that The Jacey Gallery will contact me immediately or the person that I have designated on the registration form if I cannot be reached. If neither party can be reached, The Jacey Gallery will contact the child's physician or arrange for immediate emergency treatment necessary to ensure the health and safety of my child.

I understand and acknowledge that I release The Jacey Gallery and its staff from all liability for any loss or damage whether on or off the premises. I understand that this release includes any claims based on negligence, action or inaction of The Jacey Gallery, its staff or class members. I have read this form and agree to grant my child permission to participate in class activities at The Jacey Gallery located at 2821 N. Parham Road Suite 201, Richmond, VA 23294, with Release from Liability.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## The Jacey Gallery

### ADULT PAYMENT AGREEMENT

#### I UNDERSTAND AND AGREE UPON THE FOLLOWING:

\_\_\_\_\_ Payment (cash or check only) of \$25 for each 1.5 hour group class, the payment of \$40 for each private one-hour class or the payment of \$60 for each private 1.5 hour class is due prior to the start of each day of attendance at The Jacey Gallery.

\_\_\_\_\_ There are no discounts in class rates if I attend class late.

\_\_\_\_\_ If I do not have payment prior to the start of each day of attendance at the Jacey Gallery, then I am not permitted to attend class that day.

\_\_\_\_\_ I am responsible for purchasing my own supplies to bring to each class attended.

\_\_\_\_\_ I understand and agree that there is a 24 hour cancellation policy for private lessons that I have scheduled, and if I do not cancel at least 24 hours in advance, I am still responsible for payment.

\_\_\_\_\_ If I default on any payments for any reason, I will lose my space in art classes.

\_\_\_\_\_ Children are absolutely not permitted in adult groups classes, unless arrangements have been made to book a private lesson with my child.

\_\_\_\_\_ The Jacey Gallery reserves the right to restrict, deny and terminate attendance of any individual for any reason and that all class rates and terms of this agreement are non-negotiable.

\_\_\_\_\_ THERE IS A \$50 RETURNED CHECK FEE

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## The Jacey Gallery

### ADULT RELEASE FROM LIABILITY

If I should become ill or injured during class at The Jacey Gallery, I understand that The Jacey Gallery will immediately contact the person designated on the registration form. If this party cannot be reached, The Jacey Gallery will arrange for immediate emergency treatment necessary to ensure my health and safety.

I understand and acknowledge that I release The Jacey Gallery and its staff from all liability for any loss or damage whether on or off the premises. I understand that this release includes any claims based on negligence, action or inaction of The Jacey Gallery, its staff or class members. I have read this form and agree to participate in class activities at The Jacey Gallery located at 2821 N. Parham Road Suite 201, Richmond, VA 23294, with Release from Liability.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_