



# 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

### PRIVATE & SEMI-PRIVATE LESSON PAYMENT AGREEMENT

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

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

\_\_\_\_\_ There are 4 students in each hourly time slot, unless specified otherwise. Hourly class rates are as followed for the fall:

**\$75 for solo class**

**\$40/ student for 2 person class**

**\$25/ student for 3 person class**

**\$20/ student for 4 person class**

Fall semester: September 6 through December 22:

Monday students have a total of 14 classes.

Tuesday students have 16 classes.

Wednesday students have 15 classes.

Thursday students have 15 classes.

**There are no classes on:** Monday, September 5th, Monday, October 31st, Wednesday, November 23rd or Thursday, November 24th. The last day of fall session is Thursday, December 22nd. Winter/spring 2023 session will begin on Monday, January 9th, and run through Thursday, June 8th.

\_\_\_\_\_ Contracts are binding for each semester. Payment is due in full for the entirety of the session, regardless of personal absences or unforeseen circumstances that shorten the duration of your commitment to the entirety of the session, unless you can find a student(s) to replace you in your designated time. Arrangements need to be approved by The Jacey Gallery.

**Fall semester: September 6 through December 22**

**Winter/Spring semester: January 9 through June 8**

**Summer semester: June 13 through August 9**

\_\_\_\_\_ **THERE ARE NO REFUNDS OR CREDITS FOR MISSING CLASS.** You have reserved a specific class time and will still be held responsible for payment, no exceptions. There will be provided a group email list that parents can discuss and coordinate among each other, if you know you will be absent and that way

you can find another student enrolled that may be able or willing to switch times with you; however, **make-up classes are not guaranteed**. Ms. Jacey will not be personally coordinating make-up classes this year for absences on behalf of students, no exceptions.

\_\_\_\_\_ There are no credits or refunds for weather related closings. Make-up classes for weather related closings are not guaranteed; however, the gallery will make every effort to accommodate a make-up class on a Friday (TBD) for weather related closings, no exceptions.

\_\_\_\_\_ In the event that Ms. Jacey has to cancel a class (non-weather related), a refund or make-up class will be issued. Any class cancellations will be made via the email address 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 at the Jacey Gallery, you, your child or children are not permitted to attend class that day, and you will still be charged, no exceptions.

\_\_\_\_\_ There are no discounts in class rates if you, your child or children attend class late or leave 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, no exceptions.

\_\_\_\_\_ 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, no exceptions.

\_\_\_\_\_ 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 exceptions. Please keep all COVID related illness and precautions in mind for the safety and well being of everyone.

\_\_\_\_\_ 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, no exceptions.

\_\_\_\_\_ THERE IS A \$60 RETURNED CHECK FEE

\_\_\_\_\_ THERE IS A \$100 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

<b>GRADES K-12 RELEASE FROM LIABILITY</b>
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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 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: \_\_\_\_\_