

Policies for 2017 Programs, Classes and Tours:

All Registrations Are Due Prior To Attendance! Pay Online with a Credit Card or Bank Transfer Payment. Please read all policies.

- Classes are filled on a first-come, first-served basis.
- Programs are held in Manhattan @ **All Souls Church: 1157 Lexington Avenue, NYC, 10075** between 79th and 80th Streets, unless otherwise noted.
- You are registered **ONLY** upon receipt of full tuition and the signed/ online approved registration form.
- For Credit Card Purchases: a 2.9% processing fee will be added to your total amount.
- A \$50 registration fee is added to fall tuitions, and is *non-refundable*.
- You will receive e-mail confirmation when your payment is received + a welcome letter with all details- prior to the start of your first class.
- 5% discount for All Souls School students.
- Enrolling more than one child: You will receive a 5% reduction in tuition for each additional child on full tuition paid for 1st child
- **Refunds are available prior to the start of your class through 24 hours after the 2nd scheduled class** (minus the non-refundable \$50 registration fee included in your tuition) and minus each scheduled per-class fee, occurring prior to receiving your written request (whether or not your child attends.)
- **Requests for withdrawal/refund or credit MUST be made in writing within 24 hours after the 2nd scheduled class or before:** A one-year 50% credit of remaining classes will be issued thereafter for any withdrawal (minus the non-refundable \$50 registration fee included in your tuition.) *Credits may be used towards any of our services.*
- There is one make-up class per fall/spring semesters *for illness only*, which must be scheduled in advance and booked during a similar age class only.
- Claire's Creative Adventures reserves the right to cancel classes and assumes no liability whatsoever beyond the refund of tuition, *minus the non-refundable \$50 registration fee.*

- I agree and undertake to insure that neither the child being enrolled nor any adult accompanying the child during CCA activities will in any way endanger, or threaten to endanger, the safety or well being of any person in or associated with the program. If in the sole judgment of Claire's Creative Adventures team, any such child or adult does so endanger or threaten to endanger other persons, Claire's Creative Adventures reserves the right to discontinue the child's enrollment without consultation or other process, and without refund or credit.
- I do, hereby, forever release and discharge Claire's Creative Adventures, LLC from any and all claims and demands of any kind for injury which my child and/ or accompanying guardian may suffer or sustain, directly or indirectly, as a result of participation in Claire's Creative Adventures programs. I grant permission for anyone in the Claire's Creative Adventures team to take whatever steps necessary to obtain emergency medical care, if warranted. I grant permission for my/our child to participate in all of the activities of Claire's Creative Adventures that take place at 1157 Lexington Avenue at All Souls Church as well as at a park, museum, gallery or event location.
- I grant permission for my child to be included in pictures of promotion connected with Claire's Creative Adventures, LLC. (Written request to NOT use a photo of your child ***must be received prior to the start of the term or event, so that all are notified of this request.***)

Tour Registrations:

In Addition To The Above Policies:

- You will then receive email verification of payment, as well as a separate email with location and meeting details.
- Make-ups are for illness only. Otherwise, *all sales are final*.
- A minimum of 3 children is required per tour or a private tour fee of \$255 for up to 3 children.
- If a minimum of 3 children is not reached, and the tour does not run, a credit for another tour date will be given.