

Program Information, Terms & Policies



Our Faculty

Our art, music and theatre faculty are all artist-educators and professionals in their field, many with advanced degrees. We are very proud to have caring, creative and enthusiastic teachers! Faculty bios are listed online at www.WeTeachCreativeArts.org.

We encourage open communication! If you have a question, ask the office staff or your art, music or theatre teacher!

Our Teaching Philosophy

We teach skills, techniques, appreciation, performance & exhibition, and the creative process. Lessons, processes and skill sets are not learned overnight and require practice, repetition and patience.

Our Space

Creative Arts currently rents space from the First Congregational Church in Reading. **When dropping off or picking up your child, please walk them to & from the classroom.** This ensures their safety and it allows time to speak with the instructor or see other posted announcements.

Events

There are many opportunities for students to perform or exhibit their work. Please speak with your instructor or look at our calendar of events.



Registration

All programs are first-come, first serve. We must receive a completed registration form by mail, email, or in-hand along with payment to reserve a space in our programs.

Registration ends one week before each program. No confirmation of registration is given. Students are notified if programs are cancelled. CREATIVE ARTS reserves the right to cancel programs due to low registration. A full refund, including fees, will be returned under this scenario only.

Discounts

A private music lesson discount of 5% is allowed off a sibling private lesson registration, 10% off third. Sibling discounts for classes, when applicable, are listed next to the full tuition price. Coupons and discounts cannot be combined.

Payment Options & Methods

1. **Pay in full.** The BEST deal for CREATIVE ARTS & for you!! This is the only payment option available for semester class registration. Please call the office if you have an extenuating circumstance that necessitates a semester payment plan or financial assistance—these will be handled on a case by case basis.
2. **Payment Plan.** Payment plans are currently only available for full-year music lesson enrollments or on a case by case basis as stated above. A non-refundable payment plan fee of \$36 is due with the 1st installment along with the registration form. Payment schedules of equal installments (dates to be determined with the office) must be made by post-dated checks (or automatic credit card payments).

Payment Methods. CREATIVE ARTS accepts cash, check and debit/credit cards. **Please note checks and cash are the most cost effective for us** and help us keep our tuition low. Credit cards are the most costly for us and you will be charged a processing fee to pay by credit/debit. Any payment returned by the bank will be charged **\$35**.

CREATIVE ARTS reserves the right to suspend classes or lessons for any student whose tuition payments are in arrears, unless other arrangements have been made with the office.

Withdrawal Policy

Tuition is non-refundable unless a withdrawal request is made in writing to Executive Director Jennifer Hart at least two weeks prior to the start of the semester. Please note, a \$35 processing fee will be assessed to all approved withdrawal refunds. Tuition is not refundable after the semester has begun. Read the private lesson policies too.

Wait List Policy

When programs reach capacity, we begin a first-come, first-serve wait-list. If a spot becomes available, we contact the family immediately. A finite reply time is given and, if we do not receive a reply, we move on to the next person on the list. Registration forms are required, but payment is only processed if the spot is filled.

Photo / Recording Release

CREATIVE ARTS occasionally records and/or photographs students for promotional and/or program information purposes. Usage may include internal and external publications as well as online purposes including YouTube, Facebook, etc. Please notify us in writing if you do NOT want your child to be photographed or recorded.

Student Conduct & Discipline

Students are expected to follow direction, to participate, and to properly handle materials & equipment. Parents will be contacted after a 2nd infraction. A 4th infraction will result in removal of the child from the classroom and possible removal from the program without refund.

Registration Form — Fall 2015:



Classes are filled on a first-come, first-served basis, so—**Register Today!** It's as easy as 1, 2, 3:

1. Complete the registration form below. **Note:** By completing this form you agree to the terms & policies stated in this brochure.
2. Supply payment information.
3. Mail or deliver form & payment to CREATIVE ARTS, 25 Woburn Street, Reading MA 01867, or email to info@WeTeachCreativeArts.org (registrations also accepted online)

Call CREATIVE ARTS at **781.942.9600** with any questions or suggestions!

Parent/Guardian's Name(s) _____

Address _____ City _____ Zip _____

Primary Phone # _____ Secondary Phone # _____ Email _____

Parent #1 Place of Employment & Phone _____ Parent #2 Place of Employment & Phone _____

Student's First & Last Name	DOB	Class/Workshop/Instrument & Instructor	Day of Week & Time	Tuition
Student's First & Last Name	DOB	Class/Workshop/Instrument & Instructor	Day of Week & Time	Tuition
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PAYMENT INFORMATION:

Cash (Emp. Initials _____) - or - Check # _____ Payable to CREATIVE ARTS

Visa, MasterCard & Amex also accepted for a FEE per transaction:
(Credit Card FEES: \$5 if <\$100; \$10 if <\$500; \$20 if <\$1,500; \$30 if >\$1,500)

Card #: _____ / _____ / _____ / _____

Billing Zip Code _____ CVC Code _____ Exp. Date ____ / ____

AMOUNT PAID: (Check One)

____ Paid in full—The BEST deal for both of us!

____ Payment Plan (see policies) with post-dated checks below:

_____, # _____, # _____, # _____

***THANK YOU!** Your donation is tax-deductible. Feel free to adjust the suggested amount to suit your desired donation amount.

How did you hear about us?

____ Returning Student ____ Friend ____ Internet ____ Library
____ School ____ Picked Up Flyer Other _____

Total Tuition Due: _____

Private Music Lesson Registration Fee: _____

*Tax-deductible Donation (optional): **\$15***

Possible Credit Card Fee: _____

Possible Payment Plan Fee: _____

Other Possible Discounts or Fees: _____

Total Due: _____

Amount Paid Today: _____

Please remember to include forms & post-dated checks for remaining balance due!

OFFICE USE ONLY

DATE STAMP

Paid/Ver: _____

Registered: _____

CCDB: _____

MDB: _____