



# Capitol Hill Arts Workshop Family Registration Form

## Parent Contact Information

Parent #1 Name:			Today's Date:	
Mailing Address:			Home Phone Number:	
City:	State:	Zip Code:	Work/Day Phone Number:	Cell Phone Number:
Parent #2 Name:			Parent #1 Email Address:	
Parent #2 Work/Cell Phone Number:			Parent #2 Email Address:	

**Questions 1 – 4 are optional and are used by CHAW specifically for grant writing purposes.**

1. Gender	2. Race/Ethnicity
3. How did you hear about CHAW?	4. Have you taken classes with CHAW before?

### Course Selection

Student Name	Birth Date	Course Name	Course Code	Tuition & Fees

### Youth Arts Program Van Service Information

School Name, Grade & Teacher:	Please indicate days needed Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>
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### Payment Information

Check Number	Visa/MasterCard/America Express #:	Exp. Date:
<p>Monthly payment plans are available. Payment plan payments are made on the 1<sup>st</sup> or the 15<sup>th</sup> of each month and may be split up in as many as 5 payments. The payments plan option requires a down payment to reserve the class at the time of registration. Payment plans <b>must</b> be set up with either postdated checks or a credit card number. Call the office at 202-547-6839 with questions</p>	<b>Down Payment:</b>	
	<b>Number of Payments:</b>	
	<b>Payment Date:</b> <input type="checkbox"/> 1 <sup>st</sup> of the month <input type="checkbox"/> 15 <sup>th</sup> of the month	
	Would you like to contribute to our Tuition Assistance Program? (This is a tax deductible gift) \$ _____	
<b>Grand Total:</b> (include \$10 new student fee if never taken classes at CHAW)		Signature:

Capitol Hill Arts Workshop  
[www.chaw.org](http://www.chaw.org)

Phone: 202.547.6839 Fax: 202.543.1723  
[registration@chaw.org](mailto:registration@chaw.org)

### For Office Use Only

_____ <b>Time/Date Stamp</b>	_____ <b>Counted/Staff Initial</b>
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\*\*Signature Required on Reverse of this sheet\*\*

# Capitol Hill Arts Workshop (CHAW)

## Policies Agreement

- **Registration Fee:** There is a one time \$10 Registration Fee per family.
- **Payment:** Payment in full is appreciated, but payment plans are available. This can be done by either providing a valid credit card number or leaving post-dated checks for monthly installments. All balances must be paid by the end of the current semester. Re-enrollment will not be allowed until balance is paid in full. CHAW accepts VISA, MasterCard, and American Express. Please make checks/money orders payable to the Capitol Hill Arts Workshop (or CHAW). All returned checks and late payments are subject to a \$25 fee.
- **Enrollment:** Please note that CHAW has a set minimum and maximum class size for very specific reasons and therefore cannot change that set number for any particular class. In addition, we must abide by our set age requirements for our youth classes as the courses are created accordingly.
- **Weather Policy:** In general, CHAW follows the closings of DC Public schools. Sometimes we will open for evening classes or open on time even if the school system decides not to. You may call the office (202) 547-6839 to confirm CHAW's schedule during severe weather. If inclement weather occurs later in the afternoon, evening or on a Saturday, CHAW reserves the right to close and cancel activities. Classes cancelled due to inclement weather will be made up, if calendar and space permit.
- **Make-Up Week:** Most adult and early childhood classes have a make-up day built into the schedule, to accommodate inclement weather or an instructor's absence; there are no make-up classes to accommodate student absences.
- **Withdrawals, Refunds & Cancellations:** If a class has insufficient enrollment, CHAW reserves the right to cancel the class and will refund all tuition. Notice of student withdrawal from instruction must be made to CHAW in writing. Students may submit these requests to [registration@chaw.org](mailto:registration@chaw.org) or via fax at 202-543-1723. Verbal notice or requests cannot be accepted.

Withdrawal	Refund/Credit
Prior to 1 Week before class	Full Tuition Refund
Within 1 Week before class	Full Tuition Refund less an administrative fee of 10% of class tuition.
Prior to 2nd class	75% tuition credit towards another class at CHAW
After the 2nd class	No tuition credit

- **Dismissals:** CHAW reserves the right to dismiss any student because of disciplinary problems and/or past due tuition payments. Students dismissed will not receive tuition credits or refunds.
- **Photo/Video/Recording Release:** I hereby give my consent to the photographing, videotaping, and recording of my self, my artwork and my performances, or those of my child. CHAW is authorized to use or cause to be used all photography, videotaping, recordings and my name for advertising, publicity, commercial or other business purposes. Others may use and/or reproduce said photographing, videotaping, and recording with or without the CHAW's consent. I release CHAW and its entire staff, faculty, customers, and the Arts Workshop's appointed advertising agencies and their staff, faculty, and customers from all claims of any kind on account of such use.

**These policies reflect the most efficient and judicious approach to registration issues that we have encountered at CHAW. Feel free to email the Registrar at [registration@chaw.org](mailto:registration@chaw.org) with specific concerns and questions. Our policies are updated online on the following webpage: [http://www.chaw.org/about\\_policies.php3](http://www.chaw.org/about_policies.php3).**

**I understand that I am responsible for and agree to pay all charges I incur at CHAW and that if I withdraw, I must do so in accordance with the policies and procedures outlined above.**

\_\_\_\_\_  
Parent or Adult Student Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Youth Arts Program Policy Statement

### Sign Out Policies:

- All students **MUST** be signed out each day at the front desk.
- If alternate arrangements for the pickup of my child are made, CHAW must be notified.
- There is a 15 minute grace period for late pickup; a penalty fee will be enforced for lateness beyond this grace period.

### Van Policies:

- If your child is absent from school or will not be riding the van that day, **you MUST inform our front desk or myself by 2:30pm**. This ensures a smooth van route for everyone.
- If we are not informed about an absence, we record this for our “three strikes” policy. Students can lose van service without refund if they reach those “three strikes”.

### Medical Concerns:

- Please inform the Program Coordinators of any medical or behavioral issues that the staff and faculty should know.

### Behavior Rules for Students:

- Respect your fellow classmates and your teachers.
- Listen to your teachers and always follow directions.
- Profanity will not be tolerated.
- No running in the building.
- No students are allowed in the kitchen or behind the front desk.
- Do not leave any classroom without permission.
- Please use inside voices at all times.
- Everyone must keep their hands to themselves.

### Behavior Consequences for Students:

- Instructors will enforce the “3 Strikes” rule, except in the case of major infractions or incidents.
- After the 3<sup>rd</sup> strike, students will be sent to office to see the Program Coordinators.
- The office visit will include a discussion of the infractions and a plan of remedying the behavior. After this “Time Out”, the student will return to the classroom.
- “Time Outs” will be reported to parents, either immediately or at pickup.
- If three “Time Outs” occur over the semester, the student may be asked to stay home from classes for a day.
- The staff at the Capitol Hill Arts Workshop reserves the right to dismiss a child who demonstrates physical or verbal violence toward a student or teacher on his or her first offense.

By signing, I acknowledge that I understand the Art Workshop’s policies, and that I will review them with my child.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_