



## MWCA STUDENT/CLASS POLICIES

205 South Broad St, Monroe Ga 30655

770-207-8937

[monroewaltonarts.org](http://monroewaltonarts.org)

MWCA is a non-profit community art center. We offer technique-based art instruction to children and adults; also, creative writing workshops and other classes and events.

### **COMMUNICATION:**

Please check your email regularly for updates from your teacher or MWCA. All questions regarding your class should be directed to your teacher. Some teachers prefer to text.

### **REGISTRATION & CLASS AVAILABILITY:**

Classes fill via online registration or registrations directly through your instructor, on a first-paid basis. Thus, early registration maximizes chances of securing classes.

### **FEES:**

- Registration and supply fees are non-refundable.
- Follow your instructor's guidelines for payment. Two of our instructors handle their own registration and payment; most of our teachers use the MWCA point-of-sale system.
- Pottery Open Studio (only current pottery students who are members have this privilege) fees must be paid at the time that you drop in through the front desk. Please note that 100% of the fees for the pottery open studio is reserved in an account exclusively for the pottery studio for repair, replacement or purchasing new equipment and supplies for the pottery studio. If it is found that a student is not paying Open Studio fees, that student's privilege to use Open Studio will be revoked.
- Failure to make timely payments will prohibit students from returning to class until payment is made.

### **CODE OF CONDUCT FOR STUDENTS**

- The primary purpose of classes is to instruct students in various art techniques, and any behavior or conversation that distracts other students from learning, whether during or between classes, may be questioned and addressed by the instructors.
- Given that instruction time is limited, our classrooms should be filled with conversations/questions/instruction related to the subject being taught. Please keep personal matters outside of the classroom – schedule lunch or dinner with your new friends! We are striving for a positive atmosphere and want all students (children, teens and adults) to feel safe and comfortable in our classes. Keep conversation clean and G-rated. Inappropriate and/or disruptive language or behavior may be cause for dismissal.
- Students (of any age) may be asked to leave a class or event if they are disruptive.
- When appropriate, a warning will be given prior to cancellation of the ability to attend classes or other events.
- If issues continue, the student may be subject to termination of participation.

### **DISCIPLINE POLICY FOR CHILDREN/TEENS**

- Students are expected to behave in an age-appropriate manner, sit in a classroom setting, take instruction and handle art supplies and equipment with care and respect.
- Students under 18: If discipline or behavior issues arise, at MWCA's teacher's discretion, we may request that a parent or other responsible adult attend class and assist with the student's instruction. Our art classes are a step above what is commonly offered and are technique-based. Very often, fine art supplies and tools are used (not craft-level). As such, concentration and attention to instruction is needed; disruption cannot be an on-

going concern. When necessary, MWCA reserves the right to refund any unused class fees and suspend the student from further participation.

#### **SPECIAL NEEDS:**

We offer some classes specifically tailored to the needs of special needs children and adults. Other classes are not specifically equipped to serve children with special needs, but we will attempt to include special needs children on a case-by-case basis when possible. Parents are required to attend classes with special needs students each week or provide a supervisory person to help the child one-on-one as needed throughout class times. Our regular art classes may not be appropriate for all students and our instructors reserve the right to suspend instruction and refund fees to parents if the class is not a good fit.

#### **ILLNESS:**

All students are requested to stay home if, within 24 hours of class, they have a fever, contagious infection, disease, rash, diarrhea, vomiting or other unknown condition. Once the student is confirmed to be free of communicable illness by a healthcare provider OR is fever-free and symptom-free for 24 hours without taking anti-fever medications, the student may return.

We ask you to err on the side of caution when it comes to deciding to attend class if there is any question about fever or illness.

#### **INCLEMENT WEATHER:**

In the case of inclement weather, please pay attention to school closings as announced on local TV or radio. We will be closed if Walton County schools are closed. If possible, we will announce unexpected closings on our social media.

#### **MAKING UP MISSED CLASSES:**

Classes that you miss due to personal reasons are made up at the discretion of the instructor. If the instructor/MWCA cancels due to illness or inclement weather, already-paid-for classes will be made up or fees refunded.

#### **FEEDBACK**

- Are we missing the mark? There is always room for improvement in any organization. If you have a complaint, something you don't understand OR an idea ... communication is key. Please, if possible, accompany any complaint with a possible solution. Talk to Donna Coffman, our Education chair or fill out this "HOW ARE WE DOING?" form for general feedback: <https://form.jotform.com/240828199111053>
- We often hand out Class & Teacher Surveys to our students. Please help us improve (or promote!) our classes by filling out the form and handing it in, or by filling out the CLASS & TEACHER FEEDBACK FORM online here: <https://form.jotform.com/240828115177053>
- Donna Coffman, as MWCA Education Chair, is your go-to if you encounter a problem or have a question or concern regarding classes. Email her at [donna@monroeartguild.org](mailto:donna@monroeartguild.org). Please give her 48 hours to respond.
- Our phone number: 770-207-8937 | MWCA email: [mag@monroeartguild.org](mailto:mag@monroeartguild.org)