

Important Information: Markeim Arts Center Policies and Participant Guidelines:

- The Markeim Arts Center (hereinafter referred to as “Markeim”) fosters a rich environment for creative development, encompassing visual arts, performing arts, literary expression, and other forms of creative articulation. While we strive to maintain a safe and supportive environment, participation in any program involves inherent risks. By enrolling in or participating in any Markeim program, you acknowledge and accept these risks. Participants agree to hold harmless and indemnify Markeim, its officers, directors, employees, administrators and volunteers from any and all claims, demands, causes of action, or liabilities of any kind arising from their participation in Markeim's programs, except where such liability is mandated by law.
- Markeim may take photographs, videos and/or sound recordings of participants during classes and events for promotional or educational purposes. By participating in our programs, you grant Markeim permission to use, publish or license these images and recordings. If you do not wish to have your image or your child's image used, please notify us *in writing* prior to participation.
- Markeim reserves the right to display or reproduce participant artwork for promotional or educational purposes, unless otherwise specified *in writing* prior to participation by the participant or their guardian.
- To ensure the safety and well-being of all participants, and to allow our teachers and staff to better serve any student, it is essential that Markeim be notified *in writing* of any medical conditions, special needs, or learning differences. This includes, but is not limited to, allergies (food, materials, environmental), physical limitations, behavioral concerns, and any other relevant information. Please provide detailed information *in writing* prior to participation in any program.
- While we take precautions to minimize exposure to common allergens, including food allergens, we cannot guarantee an allergen-free environment. Participants with severe allergies or conditions should consult with their physician before enrolling. If any food is to be provided by Markeim, a list of ingredients will be made available upon request. Participants are always allowed and encouraged to bring their own food. Participants who bring their own snacks or lunches are responsible for ensuring that their food does not pose a risk or harm to others.
- Providing information regarding medical or special needs does not guarantee that Markeim can provide specialized care. Markeim will make reasonable efforts to accommodate needs that are disclosed.
- Markeim reserves the right to remove any student or participant from any program or activity for unsafe behavior, disruptive conduct, violation of center policies, failure to follow safety instructions or any other reason deemed necessary by the center's staff or administration. This includes, but is not limited to, behavior that endangers the safety or well-being of themselves or others, damage to property, or failure to follow instructions. The decision to remove a participant is at the sole discretion of Markeim. No refunds will be issued for participants removed due to behavioral or policy violations.
- Participants are expected to treat all staff, volunteers, and fellow participants with respect and courtesy. Any form of harassment, bullying, or discrimination will not be tolerated and may result in immediate removal.

- To maintain a focused and productive learning environment for all students, and to foster independence, parents are kindly asked to refrain from remaining in the classroom during scheduled class times, unless otherwise requested *in writing* and pre-approved by Markeim's administrators (not by the class instructors).
- Refund requests for withdrawal from classes, camp, special events or any other Markeim programming, must be made *in writing* and received **no less than 10 days prior** to the commencement of such programming. Refunds will be processed back to the same form of payment in which they were received, minus a \$30 administrative fee. Alternatively, a participant may also choose to apply such paid amounts in the form of a credit towards future Markeim programming within one year of their original payment without any administrative fee deduction. No refund nor credit will be given if a participant withdraws less than 10 days prior to the commencement of such programming.
- All required "*in writing*" notices and requests herein shall be sent by email to Markeim's administrators at info@markeimartscenter.org.
- We understand that unforeseen circumstances can arise. However, due to the high volume of students we instruct and the pre-planned nature of our programming, we are unable to offer refunds or make-ups for missed sessions. This policy applies to all absences, regardless of the reason.
- If Markeim cancels a class due to inclement weather, we will make reasonable efforts to reschedule the missed session. However, rescheduling is subject to instructor and studio availability, and is not guaranteed.
- The artistic content created at Markeim reflects the individual expression of the participants. The views and opinions expressed in artwork are not necessarily those of Markeim.
- Participants are responsible for any damage they cause to Markeim's equipment through negligence, misuse, or intentional acts.
- Participants are responsible for their own personal belongings. Markeim is not responsible for lost, stolen, or damaged items.
- Markeim reserves the right to modify these policies and guidelines at any time without prior notice. Please review these policies and guidelines periodically for any changes.