**Guiding Principles –** The URBANA FINE ARTS CENTER uses the following guiding principles to establish and ensure high quality and safe programming:

Program space is welcoming and engaging, while allowing children to feel emotionally and physically supported. Space is appropriate for the range of activities the program offers and is properly maintained.

Classes, activities and events are diverse and supportive of all youth regardless of their background, race, ethnicity, culture, language, religion, socioeconomic status, gender, disability, or sexual orientation.

Classes and activities encourage healthy life style, independence, responsibility and mutual respect.

**Enrolling:** Registration: on line: www.urbanafineartscenter.com , in person or to: URBANA FINE ARTS CENTER – 2740 South Philo Road, Suite C, Urbana, IL 61802. Space is limited for each age group. In the event a class is filled to capacity, a waiting list will be formed on a first come first serve basis.

**Class Schedule:** A list with all classes and fall schedule is available in our website: www.urbanafineartscenter.com

**Ages:** URBANA FINE ARTS CENTER offers classes for students of ages 3 to adult.

**Fees:** Please, see class schedule.

**Payment:** Payment is due upon registration and non refundable. We accept personal checks, cash and credit cards.

**Make up classes:** Students are encouraged to make up absences. Please, call or e-mail to find out the appropriate class for each make up.

**Class Cancellations:** If a class is cancelled by URBANA FINE ARTS CENTER, a make up class, a credit, or a refund will be offered.

**Personal Belongings:** Items brought to the premises by participants should be labeled with the child's name. Lost items will be placed in a lost and found container and discarded or donated, if not claimed by 5/31/2018. Electronics, cell phones and toys are not permitted during classes. URBANA FINE ARTS CENTER is not responsible for personal items that are misplaced, stolen or broken at its location.

**Snacks:** Participants are encouraged to bring a nut free snack, if registered for more than one class/day.

**Appropriate Wardrobe:** Students are expected to comply with the dress code for each class or activity. A list with all classes and fall schedule is available in our website: www.urbanafineartscenter.com or upon request.

**Discipline:** Students are expected to show respect to their peers and instructors, as well as treat the facilities and equipment with care. Clear expectations will be set at the beginning of each class.

**Medication/Illness:** Children with a fever, diarrhea or nausea should not attend classes that day. Upon notification of a sick child during class, a parent or guardian must pick up their child immediately. If the parent or guardian can not be reached, emergency contacts will be called to pick up the child. In case a child is under prescribed medication, a parent or guardian is expected to be present at the time the medication is to be taken. By signing and agreeing to the URBANA FINE ARTS CENTER policies and procedures and waiver form, included in the registration process, parents and guardians grant permission to have medical treatment that may be deemed advisable to be given to the child/children, in the event of injury, accident, and/or illness.

**Weather Conditions:** In case of tornadoes, students may be taken to the closest safe spot. In case of cancelations due to weather conditions, an email will be sent to inform all students and parents.

**Tardiness:** Please, communicate tardiness by phone (217) 979-7721 or e-mail: info@urbanafineartscenter.com