

CLAY CENTER *of* NEW ORLEANS

Summer Camp Policies

We are so excited that your child is interested in a summer camp at the Clay Center! Before registering your child for a camp, please carefully read all policies outlined below. Registration constitutes your agreement to abide by and honor all our summer camp policies.

General Information

- Each week-long half-day camp includes:
 - 12.5 hours of instruction and studio time
 - A small class size limited to ten campers
 - All required ceramic materials and tools
 - Firing for all pieces made during the camp
- All classes are held in the main studio/classroom of the Clay Center of New Orleans main studio/classroom, which is located in Unit 119 of the ArtEgg Studios building (1001 South Broad Street, New Orleans, LA 70125).
- Our building can be a little hard to find. Detailed location and parking information for ArtEgg Studios is available at <https://www.nolaclay.org/visit-us.html>

Registration & Payment

- Registration is “first-come first-serve” and confirmed upon receipt of full payment or deposit.
- If electing the deposit option, the remaining balance must be paid no less than two weeks prior to the first day of camp.

Refunds, Cancellations & Withdrawals

- If the minimum required number of students is not met one week prior to the start date, the camp will be cancelled and 100% of the tuition paid will be refunded to the original payment method. Alternatively, we can transfer your child’s registration to a later summer camp if space is available.
- We will issue a 100% refund if notice for a student withdrawal is received via email to info@nolaclay.org 14 or more days before the start date of the camp.
- No refunds are available for students who are withdrawn less than 14 days before the start date of the camp, or who do not attend the camp.
- If a camp is suspended due to a tropical storm, hurricane, or other unforeseen event, a prorated refund will be issued for the missed camp days only.

Student Drop-off & Pick-up

- When registering, please provide first and last names for all adults authorized to drop off or pick up your child from camp. If you need to add or remove someone from your list of authorized persons after registration, please email us at info@nolaclay.org.
- When picking up or dropping off a child for the first time, we will ask for ID and a cell phone number.
- Please be prepared to park and personally escort your child through the ArtEgg Studios building to and from Unit 119 for drop-off and pick-up.
- **Parents or authorized persons with permission to drop off and pick up students will need to physically escort them to and from Unit 119 each day and sign them in and out camp.**
- **The studio will open for campers ten minutes before the start of class. Please drop off and pick up your child on time.** A late fee of \$25 will be assessed for students picked up after 12:15 pm.
- Students are expected to stay in the designated class area at all times. A Clay Center staff member will escort students to the restrooms at ArtEgg Studios as needed.

Other Policies

- Please ensure your child has eaten a meal before camp and used the restroom. Please also send a water bottle with your child each camp day.
- Please do not bring toys, art supplies, sketchbooks, stuffed animals, or any other items to camp.
- In order to have fun, campers are expected to be good neighbors and class participants. Kindness to all camp members is a must. Listening and following teacher directions, controlling self and voice, and respecting the space and the camp rules are expected. Persistent disruptive conduct will result in dismissal from the camp at the Clay Center's discretion without refund.
- While every precaution will be taken for student safety, parents and students assume full liability for attending this camp course and agree to hold the Clay Center of New Orleans, ArtEgg Studios, and the instructor and teaching assistant harmless of any injury that should occur in class or onsite.
- Students will be taught proper ceramic techniques; however, *project outcome cannot be guaranteed*. Students work at different rates, so not all students may complete the projects, and results cannot be guaranteed. The Clay Center of New Orleans and the instructor reserve the right to adjust course content to best meet the needs of the individual students enrolled.
- Other questions? Please feel free to email us at info@nolaclay.org!