

## InterAct Summer Policy and Procedures:

### PAYMENTS

Payments are required on the Friday before the start of the next week's session. Cash or check payments are preferred. However, we will accept credit card processing if needed.

### CANCELLATIONS & REFUNDS

Tuition is based on your child's participation in the program, which is held 5 days per week in the morning from 9:00am – 12:00pm. No refunds are provided for missed classes. Unless, advanced notice is provided by the prior week. In the event of illness, you can choose to make up the sessions on another week. A minimum of two children are required to run the workshop. You will be notified the Friday before your start date, if minimum enrollment has not been achieved. In the event we cancel a week, you can either receive a full refund or your payment or you can choose a different week to attend.

### REIMBURSEMENT

InterAct: Theatre and Therapy Lab Workshops are not reimbursable by your health insurance company since it is an enrichment activity/class.

If you have a Dependent Care Flexible Spending Account, and your child is claimed as a dependent on your Federal Income Tax Return, under IRS guidelines, you may be eligible for reimbursement from your Dependent Care Flexible Spending Account if your child attends this enrichment program. Please check with your accountant about possible work-related, child-care deductions and/or your employer's Dependent Care Flexible Spending Account guidelines for eligibility. Invoices can be provided upon request.

### SNACKS

A snack break will be given during each daily class. Children need to bring their own snack and reusable water bottle each day. This is a nut free facility; please make sure the snack your child brings is nut free. Any food allergies should be clearly noted on the registration form.

### CLOTHING:

Please dress your child in comfortable clothing that they can easily play in. Art making happens daily, so please do not send your child in with any clothing that you do not feel comfortable with them getting messy in. Please send your child with sunscreen on and any other protective sun gear (hat, sunglasses) in case we take a walk outside for the day. If we are visiting a park with water features, ( sprinklers etc...) please dress your child in a swimsuit under their clothes.

### FIELD TRIPS:

Field Trips are weather and COVID-19 permitting. Field trips include trips to a local park, museum, or other nearby attraction. Permission slips are sent out at minimum two days prior to the trip. A signed permission is mandatory for your child to be able to participate in the trip. Parents and caregivers are always welcome to join us on our field trips.

### DROP OFF & PICK UP

A parent or caregiver can drop off and pick up their child, if they are potty trained. Please note, there is limited stroller parking inside the facility. If your child is not potty trained, we ask that a caregiver be present throughout the duration of the workshop to ensure that your child's diaper can be changed if needed. Please supply your child's diapers and wipes. A changing table is available in the bathroom. In addition, we kindly ask that you dispose of soiled diapers in the bathroom. ALL students MUST be picked up by 12:00 PM unless your child has a therapy session directly after. Pickups after 12:00pm will result in late fees of \$10 per 15 minute increments.

### PERMISSION TO PARTICIPATE

I give permission for my child, \_\_\_\_\_ to participate in the InterAct: Theatre and Therapy Lab summer workshop.

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Parent / Legal Guardian Signature

Parent / Legal Guardian Printed Name

Date

I have read, understand, and will comply with all of InterAct: Theatre and Therapy Lab's Policies & Procedures written above.

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Parent / Legal Guardian Signature

Parent / Legal Guardian Printed Name

Date