

# Spruill Arts Youth Registration Form

Complete the registration form below. Fax, Mail, or Drop off the completed form to The Spruill Education Center.

## 1) Complete Camper & Medical Form Information

Child's Name/Nickname \_\_\_\_\_ Child's Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Rising Grade \_\_\_\_\_ Gender \_\_\_\_\_

School Name \_\_\_\_\_ Custody Issues \_\_\_\_\_

Parent Name(s)/ Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

Telephone Numbers Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Alternate Emergency Contact #1 Name \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Emergency Contact #2 Name \_\_\_\_\_ Phone \_\_\_\_\_

Allergies/ Medical Concerns/Food Restrictions \_\_\_\_\_

Office Use:

## 2) Sign the Contractual Agreement/ Emergency Authorization

I understand that all registration changes, transfers, and cancellations will incur a fee and must be approved by a Spruill employee two (2) weeks prior to the camp session. I acknowledge that I accept and agree to abide by the policies of Spruill Arts. (SEE REVERSE/PAGE 2). This program is not licensed by Bright from the Start: Georgia Department of Early Care and Learning & is not required to be licensed. Spruill Arts does not offer daycare services.

I hereby fully release and discharge the Spruill Center for the Arts, Inc., 5339 Chamblee Dunwoody Road, Atlanta, County of DeKalb, State of Georgia; its successors or assigns; its agents, employees, officers, and directors from any and all claims, demands, damages, actions, causes of actions, suits, fees, or expenses whether matured or un-matured, direct, primary or secondary including without limitation, any and all personal injuries, known or unknown, and injuries to property, real or personal, caused by existing, or hereafter arising out of the activities described below.

Pictures are used to promote Spruill Arts for the purposes of social media, marketing, fundraising, and information. By signing this release, I agree to consent to the use of the camper's likeness (photographs, video) for publicity and promotional purposes. I hereby give permission to the camp staff to secure emergency medical treatment for my child in the event of an emergency.

**SIGNATURE (REQUIRED) ×** \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## 3) Enter Course Information

COURSE CODE	COURSE TITLE	DATE	TIME	COURSE FEE

**DONATE TODAY AND SUPPORT SPRUILL!**  \$5  \$10  \$20  Other  
 The suggested donation is \$1, but larger amounts are gratefully accepted. Donations are fully tax deductible, every little bit helps. **\$1 OR \$\_\_\_\_\_**

**MEMBERSHIP**  \$20 Senior (65+)  \$35 Individual  \$70 family\*  
 \* Household Members: \_\_\_\_\_ \$

**GRAND TOTAL** \$

## 4) Complete Payment

CHECK (\$30 fee for all returned checks)  CASH

**CREDIT CARDS (COMPLETE AND SIGN BELOW):**  Visa  MasterCard  Discover (No AMEX)

**SIGNATURE (REQUIRED) ×** \_\_\_\_\_ Name on Card/Billing Address: \_\_\_\_\_

Card Number                 Exp Date   /   CVV

HOW TO REGISTER:



Spruill Center for the Arts, Education Center  
 5339 Chamblee Dunwoody Road, Atlanta, GA 30338  
 770.394.3447 x 0, Fax: 770.394.6179  
[www.spruillarts.org](http://www.spruillarts.org)

# REGISTRATION INFORMATION

Complete a registration form and submit payment. Fax, mail, or drop off at The Registration Office. Register online at [www.spruillarts.org](http://www.spruillarts.org).

- Registration will be accepted if seats are available, the registration deadline has not passed, and all pre-requisites have been met.
- Receipts will be sent if a valid email address is provided. SCA is not responsible for receipts that are not received.
- SPACES WILL NOT BE HELD for any reason without registration, release signatures, and payment.

## FIND THE REGISTRATION FORM

- 1) Paper catalog
- 2) [www.spruillarts.org](http://www.spruillarts.org)
- 3) Registration desk

## HOW CAN I PAY?

Credit Card: VISA, Mastercard, Discover. A signature is required for all credit card transactions. NO American Express.

Check: DO NOT staple checks, \$30 Returned Check Fee.

Cash: DO NOT mail cash.

## RELEASE/CLASS REQUIREMENTS

A Release of All Claims/ Emergency Authorization is REQUIRED to participate in classes/ camps at The Spruill Center. Students/ Campers under 18 MUST provide a parent/ guardian signature.

Adult classes are for students 18 and over only. For youth classes, students must be within the listed age range.

## SUMMER CAMP INFORMATION:

- Campers must be within the listed date range to enroll.
- This program is not licensed by Bright from the Start: Georgia Department of Early Care and Learning and is not required to be licensed. Spruill Arts does not offer Daycare Services.
- We do not have the staff to accommodate special needs campers.
- Additional care is offered each week. There is a fee for late pick-ups.\*
- SCHOLARSHIPS: There are a limited number of scholarships available for our summer camp program. Contact the Education Director at 770.394.3447, extension 229.
- GROUPING REQUESTS must be submitted on the registration form. Friends must list one another and be within a two (2) year age range. We do not guarantee placement.
- CAMPER DROP-OFF AND PICK-UP: Walk your child in on the first day of camp. Carpool information at [www.spruillarts.org](http://www.spruillarts.org).
- MULTI-CAMP DISCOUNT: Register for 3 camps together: save \$10 on all 3 camps and subsequent registrations. Register for 2 camps, and then add a 3<sup>rd</sup> in a separate registration: the \$10 discount applies to the 3rd camp registration and subsequent registrations.  
Discount will not be applied retro-actively or refunded.  
Discount valid for fax, mail, and drop off registrations only.  
Online registrations are not eligible for the multi-camp discount.

\* Fee schedule for early drop offs & late pick-ups:

Before 9:15am (not enrolled in before care)	\$10
After 3:00pm (not enrolled in after care)	\$20
After 6:00pm: \$5 every 5 minutes	

## INSTRUCTORS

- SCA general education instructors are independent contractors. Instructor contact information may be available by request.
- Summer Camp Instructors are SCA employees subject to a background check at the state and federal levels.

## COURSE CHANGES/ CANCELLATIONS

- Changes/cancellations initiated by a student will incur a fee and MUST be accepted by an SCA employee.
- There is a fee and deadline for all student cancellations and transfers, based on the course fee:

Course	Transfer Fee	Cancellation Fee	Deadline
\$0 - \$50	\$0	\$5	3 business days or by the published registration deadline.
\$51-\$75	\$5	\$10	
\$76 - \$99	\$5	\$15	
\$100-\$199	\$10	\$20	
\$200-\$300	\$15	\$30	
Over \$300	\$20	15% of fee	2 weeks or by the published registration deadline.
Special Workshops	No Transfers	Based on the workshop fee.	
Visiting Artist Workshops	No Transfers	Non-refundable deposit (if not specified=\$100) + 15% of fee	3 business days before the first day of camp session.
Summer Camp: 5-10 year olds	Transfer to other camp sessions only; \$15 per transfer	\$30 per cancellation	2 weeks before the first day of camp session.
Summer Camp: 11-14 year olds	Transfer to other camp sessions only; Transfer fee based on camp fee.	Based on the camp fee.	3 business days before the first day of camp session.
All other (non-Summer) Camps:	Transfer fee based on camp fee.	Based on the camp fee.	

- The Spruill Center reserves the right to refuse/cancel registration, change or cancel any class for any reason.
- Students will be notified in the event of a course changed or cancelled by SCA as soon as possible.
- No refunds, transfers, and cancellations after a course has begun or beyond the registration deadline.
- Emergency/Medical refunds may be available at the discretion of The Registrar with documentation.
- Memberships and donations are NOT REFUNDABLE.
- Monies will not be held as a credit for future use.
- Previously retained fees due to a student initiated cancellation or transfer will not be refunded for any reason.

## EDUCATION CENTER OFFICE HOURS:

Monday through Thursday 9am- 7pm, Friday 9am- 5pm  
Most Saturdays 9:00am-12:00 noon, CLOSED SUNDAYS  
Spruill Gallery Information, call 770.394.4019

## ILLEGALLY PARKED VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.

PETS are not permitted in the building. Only service animals are allowed on the premises.

The Spruill Education Center is handicapped accessible. Programs and facilities are offered to all persons regardless of race, color, national origin, religion, gender, sexual orientation, age, or creed.



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