



2017-2018 Registration Form

REGISTRATION INSTRUCTIONS (Registration can also be completed online at www.art-stream.org)

- Please complete and submit a separate form for each program. If completing form less than two (2) weeks before program start date, please check our website at www.art-stream.org or call 301-565-4567 to confirm availability before submitting.
- Mail form and payment to: ArtStream, Inc., 8401 Connecticut Ave Suite 1230, Chevy Chase, MD 20815

PROGRAM INFORMATION

Program: _____ City: _____ Tuition: _____

PAYMENT Full 1st installment (1/3) \$ _____ LISS Respite Request tuition assistance (*not guaranteed*)

PARTICIPANT CONTACT INFORMATION

- First time participant Contact info is on file and current I'm updating my info

First Name: _____ Last Name: _____ Gender: _____

Street: _____ City: _____ State: _____ Zip: _____

Email: _____ Home #: _____ Cell #: _____ D.O.B _____

FIRST TIME PARTICIPANTS: How did you hear about ArtStream? _____

PARTICIPANT CONFIDENTIAL INFORMATION

- Confidential information is on file I'm updating my confidential information

(please attach a second sheet if needed)

Medical or other special needs (medications; allergies; physical, cognitive or emotional disabilities; etc.): _____

Coping Methods: How can an instructor know that the participant is uncomfortable? What works best for encouraging positive behavior?

EMERGENCY CONTACT INFORMATION

- Emergency contact information is on file I'm updating my information

Name: _____ Relation: _____

Street: _____ City: _____ State: _____ Zip: _____

Email: _____ Home #: _____ Cell #: _____

TRANSPORTATION CONTACT (if different from Emergency Contact)

Name: _____ Relation: _____ Phone #: _____ Metro Access #: _____

BILLING CONTACT (if different from Participant or Emergency Contact)

Name: _____ Relation: _____ Phone #: _____ Email: _____

Street: _____ City: _____ State: _____ Zip: _____

PARTICIPATION POLICIES

I understand and agree to the ArtStream program participation policies listed on the reverse of this form. I confirm that my contact information listed above or on file is current and accurate.

Participant or Parent/Guardian Signature _____ **Date** _____

Office Use Only

PAYMENT DB QB Em'ld

\$ _____ Date _____ Ck/Trans # _____

\$ _____ Date _____ Ck/Trans # _____

\$ _____ Date _____ Ck/Trans # _____

INVOICE: _____

PROVIDER

LISS Respite Other: _____

Subsidy \$ _____ Balance \$ _____

INSTALLMENTS

1. \$ _____ Date: _____

2. \$ _____ Date: _____

3. \$ _____ Date: _____

TUITION ASSISTANCE

Subsidy \$ _____

Source : _____

Balance \$ _____

DONE

ArtStream Program Participation Policies

I. Participation: ArtStream programs are open to adults (18+) with intellectual and developmental disabilities (IDD) – including autism – and other social and behavioral needs. Participants should be able to function in groups of up to 30 people with 1:4 staffing; independently meet self-care needs; follow directions; and demonstrate respectful, safe behavior at all times.

II. Behavior and Safety: ArtStream reserves the right to determine any individual's participation in an ArtStream program. In the event of a behavior incident or an accident, ArtStream will prepare an incident report and contact the participant's parent or guardian. For ongoing unsafe, defiant or other problematic/inappropriate behavior, a participant may be placed on a behavior contract or dismissed from the program.

ArtStream has a zero-tolerance policy for drugs, alcohol or weapons on site; self-harm; and threats, violence or harassment of any kind. A participant exhibiting or engaging in any of these behaviors or activities may be dismissed from the program. Any participant threatening to harm oneself or others may be required to have a mental health assessment before further participation in an ArtStream program.

III. Registration: Registrations are processed on a first come, first serve basis. Registration may be submitted by mail or online at art-stream.org. Registration should be submitted at least two (2) weeks in advance; if registering late, call the ArtStream office to confirm availability. Individuals may be added to the wait list if the program is full. Registration is not valid, nor is a spot guaranteed, until any previous balance is paid and a registration form is received with an initial payment or approved alternate payment option (below). A confirmation email will be sent when a spot in the program is reserved for the participant. Once registration is confirmed, the participant is responsible for the cost of tuition. Tuition will not be prorated for planned or unplanned absences.

If a participant wishes to cancel registration, requests must be submitted in writing prior to the second class session; the participant will be responsible for the cost of sessions held, and refunded for additional tuition paid. After the second session, participants will be responsible for the full cost of tuition. Online processing fees are nonrefundable. Registration will automatically be cancelled for participants who miss the first two class sessions without advance notice so as to allow individuals from the wait list to join the program.

>> **Payment Due Dates:** If paying in full in one payment, tuition is due **within fifteen (15) business days of the first session of class**. If paying in installments, the first payment is due within seven (7) business days of registration. Payments must be sent to the ArtStream office

>> **Super Social Saturday Payment Due Date:** Payments for Super Social Saturday must be received by the Thursday prior to each session.

IV. Alternate Payment Options: ArtStream makes every effort to accommodate all participants regardless of their ability to pay. Alternate payment options available to all participants are listed below. Please contact us for other payment arrangements.

>> **Provider Agency:** ArtStream services are eligible for LISS and Respite funding, or may be approved by other service providers. Participants must submit funding requests directly to their provider; ArtStream is not responsible for communicating with providers unless pre-arranged. If the provider agency approves partial funding or denies funding, the participant is responsible for any remaining balance.

>> **Installments:** Participants may pay in up to three (3) installments, with the first payment made with registration or within seven (7) business days of registration confirmation. An installment plan will be designated with registration and varies by the length of class. For an average eight-week class, installments are due with registration, at the fourth week, and before the sixth week of class.

>> **Tuition Assistance:** Participants in need may request tuition assistance. Funding availability is not guaranteed. Please contact us at c.rabago@art-stream.org for tuition assistance.

V. Cancellations: ArtStream reserves the right to cancel programs due to low enrollment or other unforeseen circumstances. If a program is cancelled in its entirety, participants will be fully refunded for all sessions not held. In the event of inclement weather or other emergencies, ArtStream will notify participants via email, phone, and the ArtStream website, Facebook and Twitter. ArtStream will make every effort to notify participants at least three (3) hours before a session, but sessions may be cancelled with little or no notice. Participants will not be refunded for emergency cancellations. Participant safety is ArtStream's first priority; if a participant feels unsafe to travel due to weather conditions, they should contact their instructor.

VI. Communication: Participants, parents or legal guardians are responsible for providing ArtStream with current contact, participant coping methods, and medical information.

VII. Liability Waiver: ArtStream aims to provide a safe environment, but there is always a risk of accident or injury. Each participant, parent or legal guardian is responsible for all medical bills or other costs for illness or injury related to participation in an ArtStream program. Participants must be covered by their own accident and medical insurance. By signing an ArtStream registration form, participant releases and indemnifies ArtStream from all liability for any claims or damages arising out of participation.

VIII. Photo Release: ArtStream has permission to use photographs, audio and video of classes and performances for any purpose, including promotional, educational and commercial uses.

IX. Research Consent: ArtStream may conduct group evaluations in order to assess the quality of ArtStream programming. Any group evaluation is completed anonymously and reviewed in aggregate with no personal identifiers. The purpose of these evaluations is to improve ArtStream classes and results. Participation in this evaluation is voluntary. ArtStream participants or their legal guardian may choose not to participate or to withdraw from the evaluation process at any time, without affecting registration, class participation or future participation. Your signature on the registration form gives ArtStream permission to conduct group evaluations and use the aggregate, anonymous information for promotional, educational, course improvement, or fundraising uses.