



Registration Form 16-17

HOW TO REGISTER

- Please submit a separate form for each program.
- Fill in program, payment and participant information.
- Review participation policies on reverse.
- Mail form and payment to:
 - ArtStream, Inc.**
 - 620 Pershing Dr.**
 - Silver Spring, MD 20910**
- Submit registration at least two weeks before start date. If registering late, call to confirm space **301-565-4567**.
- Or, register online at **www.art-stream.org**

ALTERNATE PAYMENT OPTIONS

ArtStream services are eligible for LISS and Respite funding, or you may pay in installments or request tuition assistance.

PROGRAM INFORMATION

Program: _____
 City: _____ Dates: _____
 Tuition: _____
 Optional Donation: _____
 TOTAL: _____

PAYMENT

- Full 1st Installment \$ _____ LISS Respite
 Request tuition assistance (*not guaranteed*).

PARTICIPANT INFORMATION

First Name: _____ Last Name: _____ My information is already on file.
 I've updated my information below. Male
 Street: _____ City: _____ State: _____ Zip: _____ Female
 Email: _____ Home #: _____ Cell #: _____ D.O.B _____

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

POSSIBLE COPING METHODS: How can a teacher know that the participant is uncomfortable? What phrases are best for encouraging positive behavior?

EMERGENCY CONTACT INFORMATION

Name: _____ Relation: _____ My information is already on file.
 I've updated my information below.
 Street: _____ City: _____ State: _____ Zip: _____
 Email: _____ Home #: _____ Cell #: _____

TRANSPORTATION CONTACT (if different from above)

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

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** _____

----- For office use only. -----

PAYMENT	<input type="checkbox"/> DB <input type="checkbox"/> QB <input type="checkbox"/> Em'ld	ALTERNATE PAYMENT	<input type="checkbox"/> INSTALLMENTS	<input type="checkbox"/> TUITION ASSISTANCE
\$ _____ Date _____ Ck/Trans # _____	<input type="checkbox"/> PROVIDER	<input type="checkbox"/> LISS <input type="checkbox"/> Respite <input type="checkbox"/> Other: _____	1. \$ _____ Date: _____	Subsidy \$ _____
\$ _____ Date _____ Ck/Trans # _____	Subsidy \$ _____ Balance \$ _____		2. \$ _____ Date: _____	Source : _____
\$ _____ Date _____ Ck/Trans # _____			3. \$ _____ Date: _____	Balance \$ _____
				<input type="checkbox"/> 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 participating in an ArtStream program.

III. Registration: Registrations are processed on a first come, first served basis. Registration may be submitted by mail or online at www.art-stream.org. Registration should be submitted at least two 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 a registration form is received with an initial payment or approved alternate payment option (below). Once a registration is received, a spot in the program is reserved for the participant and 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 their registration, requests should be submitted in writing prior to the second class session; the participant will be responsible for the cost of sessions held and refunded for any 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.

IV. Alternate Payment Options: ArtStream makes every effort to accommodate all participants regardless of their ability to pay. The following alternate payment options are available to all participants:

>> **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. Tuition must be paid in full by the program end date.

>> **Tuition Assistance:** Participants in need may request tuition assistance as a final resource. Funding availability is not guaranteed.

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 and/or 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.