

DATES TO REMEMBER

Open House	August 15, 2020, 10am - 2pm at the McKinney Center
Early Bird Deadline	August 15, 2020, 2pm
Last Day to Register	August 21, 2020, 5pm

HOW TO REGISTER

To apply for classes, register online at www.mckinneycenter.com. All registrations will be accepted on a first-come, first-served basis.

ENROLLMENT

Class space is limited. Registration is first-come, first-serve. Please register early. Early Bird Registration Discount ends August 15, 2020. The deadline for registration is August 21, 2020.

TUITION

Tuition amounts are noted in the Class Catalog. Please note that there will be a small processing fee added to the end of your registration to cover the cost of our on-line system. There is no sales tax.

DISCOUNTS

\$10 Early Bird discount if you register before August 15, 2020.

SCHOLARSHIPS

Scholarships are available. Scholarships recipients can receive up to one free class per semester. Additional classes are regular price. Students over the age of 12 and one parent must complete 10 hours each of volunteer work during the semester in exchange for the scholarship. Contact Director Theresa Hammons about the application process by phone: 423-753-0562, or email: theresah@jonesboroughtn.org. All scholarship and financial information are kept confidential. Scholarship forms may also be found online at www.mckinneycenter.com and can be submitted electronically.

SUPPLIES

Class supplies are included in the tuition fee unless otherwise noted in the class description.

CANCELATIONS

Jonesborough's Mary B. Martin Program for the Arts reserves the right to cancel, combine or reschedule classes as needed. Classes not meeting the minimum enrollment will be canceled one week in advance of the start date. Students will be notified by email if a class has been canceled and will receive a full refund. If classes are cancelled due to federal, state, or local mandates all efforts will be made to transition classes online. Refunds will not be given for classes that transition to online meetings.

REFUNDS

Refunds must be requested prior to the semester deadline for registration. \$25 processing fee will be deducted from the refund. There are no refunds after the semester deadline for registration. There are no refunds for classes that transition to online meetings.

INCLEMENT WEATHER

In case of inclement weather, The Mary B. Martin Program for the Arts follows the Washington County Public School System closure procedure. Faculty will work with students and/or guardians to schedule make-up classes for weather closings or any other reason.

SCHOOL BREAKS & HOLIDAYS

Due to having students across several school districts we will have class during fall and springs breaks and holidays unless otherwise informed by your instructor or McKinney Center Staff.

CLASS CHECK-IN PROCEDURE

For students under 18 - Drop-off and pick-up will happen at the back of the building. On the first day of class you will receive a parking pass with your child's last name. Please have this in your dashboard in the left-hand side of your vehicle. This will help us with identifying you as the authorized person to pick-up your child. Students will not be allowed to be picked up by individuals without this parking pass. If you need an extra pass to give to a spouse, grandparent, et., please notify us and we will make an extra. Guardians may leave or wait for their student in the parking lot designated waiting area. Guardians are not allowed in class areas unless approved by the Director. If you have a special need please discuss this with the Director prior to the first day of class.

For adult students – please park your vehicle and come into class using the Office door. Your instructor will take roll at the beginning of class.

INFECTIOUS DISEASE PROCEDURE

By registering for classes and agreeing to the Terms and Conditions of registering you have promised the following:

- The temperature of the student is checked and below 100.4 prior to every class, has not taken temperature reducing medicine in the past 24 hours, or has had diarrhea in the past 24 hours.
- That as the student enters the classroom that they will wash their hands prior to taking their seat.
- That the student has not been around anyone diagnosed with an infectious disease.
- That the student has been made aware of social distancing and hand-washing procedures.

The McKinney Center has taken the following procedures to assist in lessening the spread of infectious disease:

- Limited class sizes to half capacity of specific classrooms, sometimes less depending on the class.
- Scheduled classes in each room 30 minutes apart for appropriate cleaning for furniture and supplies.
- Has hand-washing stations and hand-sanitizer in each classroom.
- Can provide masks or gloves for students upon request.
- Has trained faculty and staff how to properly wear and dispose of masks and gloves.
- Changed check-in and out procedures to reduce shared use of pens and to limit the number of individuals inside the building.
- Will have doors open when the outside temperature is appropriate to limit touching of doors and to increase air flow.
- Reduced the number of individuals who can use restrooms at one time.
- Will continue a strict regiment of thoroughly disinfecting and cleaning the entire building each day and throughout the day as needed.
- Will have new barriers around staff desk areas.
- Signage encouraging visitors to practice safe hygiene and social distancing.

While at the McKinney Center students should be prepared to do the following:

- First, do not attend class if you feel sick. You may be able to view the class from home if MKC staff is available and given enough lead time to set up the needed technology.
- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer.
- Avoid touching eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Immediately discard tissues in a trash can.
- Avoid using other's tools, work spaces, etc.
- Practice social distancing

If you get sick while at the McKinney Center

- Notify your instructor or staff person immediately.
- If the student can drive, they should be allowed to leave the building immediately and seek medical attention.
- If the student can not drive, they will be placed in an isolated area until their ride can pick them up. Children will be attended by a MKC staff person or volunteer until the parent arrives.
- The student's work area will be immediately disinfected and cleaned.

*** Policies do not apply to classes held at the JRT. Contact the JRT for details.**