

## **TERMS and CONDITIONS**

By checking this box and submitting your registration form, you are acknowledging that the parent/student has read the guidelines and policies on page 1 of the Catalog including the refund policy: "Refunds must be requested prior to the semester deadline for registration. A \$25 processing fee will be deducted from the refund. Processing fees will not be refunded either. There are NO refunds after the semester deadline for registration. And , I (we) agree to the following: (1) program participant and any guests in his/her party will abide by the terms of this agreement at all times during the period of enrollment and will comply with all rules and regulations posted or otherwise communicated to participant, (2) in case of illness or injury, The Town of Jonesborough (TOJ) is authorized to secure emergency medical treatment at the participant's expense, (3) TOJ reserves the right to remove from the facility or terminate the membership/program enrollment of any participant who fails to comply with any posted rules and regulations or otherwise breaches the terms of this agreement, in which case participant will not be entitled to a refund, (4) program participant rights are not transferable and (5) grant permission for TOJ to make visual recordings of individual listed on this form for its responsible use.

**LIABILITY WAIVER** - I understand that use of the facilities and equipment at TOJ may involve risk of bodily injury or property damage and I agree to assume any such risks. I also understand and agree that by signing this agreement, I am giving up my (or the minor for whom I sign) right to make any claim against TOJ, its agents, employees and volunteers, including the right to sue them, for bodily injury, illness, or property damage or any other loss that I might suffer while using TOJ facilities and services, except as limited by law.

**EMAIL CONSENT** - By including my email on this application I am opting in to receive marketing emails from TOJ. We will never disclose your email address to anyone. **PHOTO RELEASE** - I hereby give permission for me or my child to be photographed/videotaped with the possibility of being used in publicity for TOJ and I give exclusive right to these photos/videos to TOJ and waive all claims of compensation for usage. By submitting this form, parent(s)/guardian(s) and participant show they have read, understand, and agree with the terms on this registration form and the schedule.

**COVID WAIVER** - The novel coronavirus, COVID-19, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited or limited the congregation of groups of people. The Town has put in place preventive measures to reduce the spread of COVID-19; however, cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending an event in our facility(es) could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending events in facilities operated by the Town of Jonesborough and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at The McKinney Center may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Town of Jonesborough employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the McKinney center or participation in Town of Jonesborough-affiliated programming and events ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant

not to sue, discharge, and hold harmless the Town of Jonesborough, its officials, employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the Town of Jonesborough, its officials, employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Town of Jonesborough program or event.

## **GUIDELINES & POLICIES**

### **HOW TO REGISTER**

To apply for classes, register online at [www.mckinneycenter.com](http://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.

### **TUITION**

Tuition amounts are noted online and in the Class Catalog. There is no sales tax, but 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.

### **DISCOUNTS**

\$15 Early Bird discount if you register before the Early Bird Deadline. Please refer to the current semester catalog for the Early Bird Deadline and Registration Deadline. Members receive \$15 off classes all year round. Become a member at <https://mckinneycenter.com/membership-drive-share-the-love/>.

### **SCHOLARSHIPS**

Scholarships are available and recipients can receive up to one free class per semester. Additional classes are regular price. All scholarship and financial information are kept confidential. Scholarship forms may also be found online at [www.mckinneycenter.com](http://www.mckinneycenter.com) and can be submitted electronically. Scholarships are not available for private lessons and some pottery classes. For questions contact Director Theresa Hammons by email: [theresah@jonesboroughtn.org](mailto:theresah@jonesboroughtn.org).

### **SUPPLIES**

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

### **SPECIAL NEEDS**

The McKinney Center strives to serve as many people as possible. A student must be able to do the following things to be successful in the classroom:

- Sit for the duration of the class without a guardian present in the room
- Follow instructions
- Be on the reading level associated with the class description
- Have the appropriate manual dexterity for the medium or class
- Must not be disruptive

Students who are continually disruptive will be removed from the class with no refund. Parents/Guardians are not allowed in class areas; If an accommodation is necessary, the parent must make a request thirty (30) days prior to the beginning of the class and have proof from a qualified clinical professional of a diagnosis and need for the accommodation. The request must be approved in writing

by the Director. The parent/guardian must also submit to and pass a background check that will be conducted by the Town of Jonesborough. Parents/Guardians may sit in the waiting room or in their vehicles and be reachable by cell phone.

### **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 canceled 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.

### **PRIVATE LESSONS**

Once lessons are scheduled, they will not be re-scheduled. Missed lessons will not be refunded. Classes scheduled between 8am and 5pm during the week may be eligible for a discount. Contact the front desk for more information.

### **REFUNDS**

Refunds must be requested prior to the semester deadline for registration. A \$25 processing fee will be deducted from the refund. **There are no refunds** after the semester deadline for registration for any reason. 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 spring breaks as well as 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, etc., please notify us and we will make an extra.

Guardians may leave or wait for their student in the parking lot or designated waiting area inside. Guardians are not allowed in class areas.

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 and COVID-19 PROCEDURES – Effective August 1, 2021**

**The McKinney Center works closely with the Town of Jonesborough to effectively communicate with students and guests regarding Infectious disease and COVID-19 safety protocols while at the McKinney Center. Students and guests are required to observe all safety protocols. While this policy refers to students, the policy applies to McKinney Center staff, instructors, volunteers, artists, vendors, and guests.**

**By registering for classes and agreeing to the Terms and Conditions of registering for a class (or when registering for an event), you have promised the following:**

- The temperature of the student is checked and below 100.4 prior to every class, the student has not taken temperature-reducing medicine in the past 24 hours, or has not had diarrhea in the past 24 hours.
- That, as the student enters the classroom, they will wash their hands prior to taking their seat.
- That the student has not been around anyone who is currently diagnosed or under quarantine for COVID-19.
- That the student has been made aware of social distancing and hand-washing procedures.
- If the student is high risk, please inform the McKinney Center staff. We will do our best to support the needs of the student. High-risk students, wearing masks, may be paired at a table together to assist in lessening the spread of infectious disease.

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

- First, do not attend class or an event 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 as much as possible.

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

- Limited class sizes to half capacity of specific classrooms.
- 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 disposable 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.
- Will continue a strict regimen of thoroughly disinfecting and cleaning the entire building each day and throughout the day as needed.
- Have barriers around staff desk areas. Guests should check-in at the front desk. Meetings will take place in classrooms.
- Signage encouraging visitors to practice safe hygiene and 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 cannot 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.

**\*\*\*Policy is subject to change at any time without notice.**