

DOUGHERTY ARTS SCHOOL

ADULT ARTS CLASSES



PROGRAM SPECIFICS

SAFETY / CONDUCT

The Dougherty Arts Center promotes an environment in which all participants feel safe, secure and without obstacle to participation in their registered classes and other programs and activities. Unless accommodation arrangements have been made in advance with our Inclusion Office, adult and senior students must be able to participate independently in class. Family, friends, children and pets are not permitted to attend with the enrolled student. Students must be dressed appropriately and safely for the class, including wearing appropriate shoes, clothing and jewelry that fits properly not to catch or cause safety hazards around art supplies, chemicals, classroom tools or equipment.

Each student is responsible for his / her own conduct. Students who are disruptive, who threaten, attempt injury or damage to people or property, who use abusive language, ignore staff instructions, or behave in a manner deemed inappropriate or unsafe by staff will be removed from the class for the remainder of the session without refund, transfer or make-up. Students are required to comply with all policies, procedures and direction of Dougherty Arts Center staff to ensure the safety and productivity of classes for all students. Students who violate these requirements may be suspended and / or removed from the property for a specified period of time to be communicated verbally or in writing by a City of Austin employee.

TEEN REQUEST FORM

Waivers for students under the age of 18 must be completed and signed by the parent or guardian before the student can attend class. Request must be submitted at least 5 business days before the class begins. Requests to attend classes with descriptions that state students must be 18 years old and up will not be approved. Ages 12-14 are not considered.

ENROLLMENT POLICIES & PROCEDURES

MINIMUM ENROLLMENT / REFUND

Each class needs a minimum number of students to enroll before the class can "make." If the minimum enrollment has not been met 2 business days before the class begins, the class will be cancelled. All students who enrolled in the class will be notified by telephone or email, and may transfer to a different class or be issued a refund (see refund procedure). We encourage all students to enroll as soon as registration begins. Class receipts confirming processed registrations will be sent along with a copy of the Dougherty refund policy. Please check your phone and email messages, including your SPAM folder, in case a class is cancelled after the payment receipt has been sent.

TRANSFERS

A transfer requires a cancellation and re-registration into another class. All procedures listed for cancellations apply to transfers. Failure to attend a class does not entitle a participant to a transfer, makeup, prorated or refund. Substitutions, including family members, are not permitted. If the Dougherty Arts School cancels a class due to low enrollment and you wish to transfer to another class you will not have to pay the \$35 non-refundable deposit.

WAITING LISTS

One way to deliver quality service is by limiting the class size to provide a good student / teacher ratio. If a class has reached the maximum limit, names are placed on a waiting list and students are notified in order placed on the waiting list as openings become available.

CANCELLATION / REFUNDS

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, makeup, prorated or refund. Substitutions, including family members, are not permitted. Registration fees are refundable in full only if the Arts School has cancelled the class. Registrations cancelled at least 7 days prior to the first day of class may be issued a refund, minus a \$35 nonrefundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. No refunds are issued for registrations that are cancelled without 7 days advanced notice of the first class day. Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) or you may apply the credit to your account, which may be used by any immediate family member for any program offered in the Austin Parks and Recreation Department for up to one year of the date placed on the account. Please note that refunds under \$10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under \$10 at this time. There is a \$25 cash fee on all returned checks.

ENROLLMENT POLICIES & PROCEDURES

WHEN CAN I REGISTER

Each participant must either enroll online. Full payment is required to secure a spot in a class, unless otherwise noted. Registrations will be accepted online at, in person at the Dougherty Arts School or by telephone. No registrations will be accepted prior to 10AM on the first day of each registration date (refer to registration dates prior to submittal). Registrations received prior to 10AM on the first day of registration will be returned without being processed.



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ACCOMMODATIONS & SAFETY

Accessibility Accommodations Requests

The City of Austin is committed to compliance with the Americans with Disabilities Act. If you require special assistance for participation in our programs or use of our facilities, please call 512-974-4040. Individuals with disabilities are encouraged to participate in the City of Austin, Parks and Recreation Department Programs. Special accommodations can be requested to facilitate your participation and inclusion in these programs. Please request an accommodation upon enrollment. Requests for reasonable accommodation will be reviewed and determined on an individual basis. Please allow 2 weeks in which to schedule the accommodation interview prior to the program start date. If you have questions for the Inclusion Office prior to the interview date, please feel free to call 512-974-3914.

Emergency Cancellation / Bad Weather Closures

If a class is unexpectedly cancelled due to an emergency, every effort is made to call students and reschedule the class. In addition, a sign is posted on the classroom door. Typically, the class meeting is made up the week following the last day of class. The Dougherty Arts Center observes all emergency closures, including weather closures for adult classes. The City Manager determines when facilities close due to weather conditions. Please stay tuned to your local weather station for updates on city facility closures.

Safety & Fire Drills

The Parks and Recreation Department conducts random fire drills. We appreciate your participation in making safety our first concern.

Video & Image Policy

The Parks and Recreation Department regularly takes photos of participants in our classes, special events and other activities. Photos are for Department use and may appear in presentations, brochures, fliers, public service announcements and other media uses. Please see the Photo Release Waiver section on the Registration Form.

School Registration Office Hours:

Monday — Friday 10 AM — 5:30 PM

Saturday & Sunday Closed

Registration Office 512-974-4040

DACSCHOOL@AUSTINTEXAS.GOV



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