



**STUDENT INFORMATION:**

Full Name of Student: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Emergency Contact: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**ALLERGIES / MEDICAL CONDITIONS:**

List any medical conditions and or/allergies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *If any allergies or medical conditions are listed above, the Parent/Guardian is responsible for communicating allergen / medical conditions to River Tree Staff prior to the first day of class. An emergency medical plan of action to follow in the event of an accident/emergency should accompany this form.*
- *911 Policy: In all cases and circumstances, River Tree Arts will call 911 and the staff will abide by and follow all EMS/911 instructions during a medical emergency concerning the above mentioned student. The Parent/Guardian will be notified by River Tree Arts staff at the earliest opportunity.*

**SIGN-OUT POLICY:**

All students under the age of 14 years must be signed in and out of class by someone authorized by the Parent/Guardian. Please provide the name of the people allowed to pick up your child(ren) in your absence.

Full name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Full name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Check this box if your child(ren) is 14 years or older and permission has been given to sign himself / herself out of class.

**PHOTO RELEASE:**

River Tree Arts staff takes pictures, slides, and videos of participants in the various activities for use in the marketing and promotion of our programs. I hereby grant permission to River Tree Arts to use the pictures, slides, and videos of me and/or my child(ren) for this stated purpose.

Yes, I agree

No, I do not want any pictures or videos taken of me or my child(ren)

**OFFSITE-CONSENT:**

I give permission for my child(ren) to participate in free time outside of the classroom at Lower Village Park located at 159 Port Road (off Route 35), Lower Village, Kennebunk , ME 04043 under the supervision of River Tree Arts staff at all times.

Yes, I give permission

No, I do not give permission

I hereby give authorization/consent for me and my child(ren) to participate in a River Tree Arts activity. I agree not to hold River Tree Arts or its representatives responsible for any and all injuries sustained/suffered by the above-named participants during the activities. I also agree to waive any and all rights and claims for damages that I believe I may have against River Tree Arts as a result of participation in the activities.

Parent/Guardian Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please mail or email this form to River Tree Arts before the first day of lessons, classes, workshops or camps.***

*Consent forms will remain on file for up to 12 months. Kindly inform the office should your information change.*

RIVER TREE ARTS

35 WESTERN AVE, KENNEBUNK, MAINE 04043

[info@rivertreearts.org](mailto:info@rivertreearts.org) 207-967-9120

## Policies

### **Withdrawal and Refunds:**

You may withdraw from a course 14+ days prior to the first class and receive a 100% refund. You will receive a 50% refund if you withdraw within 2 weeks of class starting. If you withdraw within 1 week prior to the first class, no refund will be given. There are no refunds once a class begins. If River Tree Arts cancels a course, you will receive a 100% refund in the same form as the original payment was made or choose to be issued a credit towards a future class (credit must be used within one year of issue).

### **Cancellations:**

-River Tree Arts reserves the right to cancel any camps or classes that do not have a minimum number of 4 students, depending on the course being offered. Students will be notified at least 72 hours in advance. If River Tree Arts cancels a course, you will receive a 100% refund in the same form as the original payment was made.

- If RSU 21 closes due to inclement weather, all group classes and private music lessons will be canceled. If RSU 21 has early dismissal, there will be no afterschool classes or private lessons. Make ups will be scheduled by the end of the session.

- River Tree Arts reserves the right to cancel courses, substitute instructors, change course times, and limit enrollment. Every attempt will be made to run after school classes in the event the primary instructor is not available: this includes substitute teachers and/or changing the class theme for the day.

### **Off site- Consent:**

- During snack/lunch break or recreation time, students may have the option to spend supervised time outside. If you do not want your child to partake in these activities, kindly notify the front desk.

- Students will be escorted to the Lower Village Park located at 159 Port Road (off Route 35), Lower Village, Kennebunk , ME 04043 under the supervision of River Tree Arts staff at all times.

- We request that all students have waterproof sunscreen liberally applied before coming to camps or classes where students may be outside for all or part of the class, snack time or recess.

### **Allergies:**

- Our student's safety is one of our highest priorities. The Parent/Guardian is responsible for communicating allergen information to River Tree staff at the time of enrollment and registration, prior to the start of class.

- If your child has any food allergies, please provide River Tree with an emergency medical plan of action to follow in the event of an accident / emergency.

- Students with food allergies should bring their own snacks and lunches.

- Please make sure that any emergency contact information is up to date and accurate in our system.

- 911 Policy: In all cases and circumstances, River Tree Arts will call 911 and Staff/Faculty will abide by and follow all EMS/911 instructions during a medical emergency concerning your child. The Parent/Guardian will be notified by River Tree Arts Staff at the earliest opportunity.

### **Medical Conditions:**

- We understand that some campers have medical conditions so please notify us at the time of registration to ensure we can provide everyone with a safe and fun experience.

- 911 Policy: In all cases and circumstances, River Tree Arts will call 911 and Staff/Faculty will abide by and follow all EMS/911 instructions during a medical emergency concerning your child. The Parent/Guardian will be notified by River Tree Arts Staff at the earliest opportunity.

### **Photos:**

River Tree Arts staff takes pictures, slides, and videos of participants in the various activities for use in the marketing and promotion of our programs. Unless the front desk is notified in writing, by enrolling in a program, you grant permission to River Tree Arts to use the pictures, slides, and videos of you and/or your child(ren) for this stated purpose.

### **Feedback:**

River Tree Arts is continually working to provide the best possible services to the community. We encourage your suggestions and/or comments regarding your experience with us. Please call our office at [\(207\) 967-9120](tel:2079679120) or e-mail us at [info@rivertreearts.org](mailto:info@rivertreearts.org) with your feedback. Your comments are very much appreciated. Thank you.