Program Attendance Policy
By enrolling yourself and your family in REACH’s programs, workshops, and events, you acknowledge that you have been informed and will follow the REACH Attendance Policies and Terms of Service. We appreciate your collaboration in keeping our community safe.

- As of Summer 2023, face masks which cover the nose and mouth will not be required but are recommended. We have a limited number of disposable masks for participants that would like to wear them.
- All students, staff, and visitors should refrain from attending class if they have contracted a transmissible disease, or are experiencing symptoms of such (fever, more than normal coughing, sneezing, or runny nose, etc).
- If you arrive early (more than 5 minutes before class starts) we ask that you stay with your child until class starts to allow teachers to finish setting up a class.
- If you are running late or know if you or your child will miss a class session, please contact us at (517) 999-3643 or info@reachstudioart.org. This helps our staff to be prepared and plan accordingly.
- Missed class sessions cannot be made up, or fees discounted. Dismissal from class sessions due to misconduct or failure to follow our policies is not refundable or discounted.
- Enrolling in REACH programs acknowledges implied consent to photograph students and student artwork without compensation and for REACH purposes. Photographs are used for documentation and promotion of REACH programs through print and social media.

Liability Release
By registering in REACH program and activities, you:

- Acknowledge REACH Studio Art Center is a community program designed to provide artistic experiences.
- Understand that both expected and unexpected art supplies are on premise.
- Acknowledge that your child’s participation in art activities is entirely voluntary and that REACH takes all possible precautions to reduce risk and provide a safe, healthy, and enjoyable experience.
- Warrant that you or your child can follow directions for all activities in the class, and that continued refusal to do so can result in immediate dismissal from class without refund.
- Acknowledge that risks from participation in class activities exist and that you have allowed your child to attend these programs knowing of the risks and their potential consequences, including personal injury.

You hereby release REACH Studio Art Center and all its affiliates and employees from any and all liability, claims, losses and so forth, and agree that no monies or other forms of reimbursement for expenses will be paid to you or your affiliates during participation in REACH programming.

Refund Policy

- Refunds may be requested up to 1 week before the start of class or camp. Requested refunds will incur an 8% processing fee.
- Refunds requested within one week of the first day of class will be given in the form of credit for future classes.
- No refunds will be given the day of or after the start of the class.
- Class fees will not be pro-rated and missed classes cannot be made up. We will do our best to accommodate unavoidable cancellations due to illness or major emergencies.
- If REACH cancels a class session due to a snow day or other circumstances, a make-up day will be scheduled if possible.
- A full refund is provided if REACH cancels a class due to insufficient enrollment.

Scholarship Eligibility
Families qualify for scholarship if their annual or weekly household income matches a cell in the following table: [REACH+Scholarship+Policy_Winter_2024.pdf](squarespace.com)

Families must provide valid proof of income within one week from the time registration is completed.

Scholarships can only be applied for one class, per term. Meaning a student between 2–18 years old, enrolled in a youth class can receive ONE scholarship per 4-to-8-week session.

Scholarship Attendance Policy
Scholarship recipients must attend a minimum of 50% of classes to remain eligible for future scholarships. If a student is absent for more than 50% of a program’s duration, the family will be ineligible for scholarships the following term. REACH staff will do their best to accommodate unavoidable cancellations due to illness or major emergencies.

Acceptable Documents as Proof of Income
Proof of income is due within one week of completing registration; or scholarship price will be voided, and registration cancelled.

Acceptable documents include:

- Most recent IRS Form 1040 (pg 1, line 9)
- A copy of an EBT card with holder's name
- Recent pay stub

Proof of income can be submitted to family’s ACTIVE account, emailed to sofia@reachstudioart.org or physically provided during REACH hours (a photo will be taken then uploaded to family’s ACTIVE account). Proof of income information is valid for one calendar year (Fall - Summer).