



# 2019-2020 Registration Form

8401 Connecticut Ave Ste 1230 Chevy Chase MD 20815  
301-565-4567 | info@art-stream.org

### REGISTRATION INSTRUCTIONS (Registration can also be completed online at [www.art-stream.org](http://www.art-stream.org))

- Please complete and submit a separate form for each program. If completing form less than two (2) weeks before program start date, please check our website at [www.art-stream.org](http://www.art-stream.org) or call 301-565-4567 to confirm availability before submitting.
- Mail form and payment to: ArtStream, Inc., 8401 Connecticut Ave Suite 1230, Chevy Chase, MD 20815

### PROGRAM INFORMATION

Program: \_\_\_\_\_ Location: \_\_\_\_\_ Tuition: \_\_\_\_\_

**PAYMENT**     Full     1st installment (1/3) \$ \_\_\_\_\_     LISS     Respite     Request tuition assistance (*not guaranteed*)

### PARTICIPANT CONTACT INFORMATION

First-time Participant     Returning Participant

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ D.O.B \_\_\_\_\_

**FIRST TIME PARTICIPANTS:** How did you hear about ArtStream? \_\_\_\_\_

**(Optional: this information is often requested by funders)** Race/Ethnicity \_\_\_\_\_

### PARTICIPANT CONFIDENTIAL INFORMATION

*(please attach a second sheet if needed)*

Medical or other special needs (medications; allergies; physical, cognitive or emotional disabilities; etc.): \_\_\_\_\_

Coping Methods: How can an instructor know that the participant is uncomfortable? What works best for encouraging positive behavior?

### EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### TRANSPORTATION CONTACT (if different from Emergency Contact)

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_ Metro Access #: \_\_\_\_\_

**BILLING CONTACT (if different from Participant or Emergency Contact)**     Same as Participant     Same as Emergency Contact

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**COUNSELOR CONTACT** Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### PARTICIPATION POLICIES

I understand and agree to the ArtStream program participation policies listed on the reverse of this form. I confirm that my contact information listed above or on file is current and accurate.

**Participant or Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Office Use Only

**PAYMENT**     DB     QB     Em'ld    **INVOICE:** \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ Ck/Trans # \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ Ck/Trans # \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ Ck/Trans # \_\_\_\_\_

LISS     Respite

FULL TUITION ASSISTANCE

PARTIAL TUITION ASSISTANCE

Subsidy \$ \_\_\_\_\_

Source : \_\_\_\_\_

Balance \$ \_\_\_\_\_

## ArtStream Program Participation Policies

**I. Participation:** ArtStream programs are open to adults (18+) with intellectual and developmental disabilities (IDD) - including autism. Participants should be able to function in groups of up to 30 people with 1:4 staffing; independently meet self-care needs; follow directions; and demonstrate respectful, safe behavior at all times.

**II. Behavior and Safety:** ArtStream reserves the right to determine any individual's participation in an ArtStream program. In the event of a behavior incident or an accident, ArtStream will prepare an incident report and contact the participant's parent or guardian. For ongoing unsafe, defiant or other problematic/inappropriate behavior, a participant may be placed on a behavior contract or dismissed from the program.

**ArtStream has a zero-tolerance policy for drugs, alcohol or weapons on site; self-harm; and threats, violence or harassment of any kind.** A participant exhibiting or engaging in any of these behaviors or activities may be dismissed from the program. Any participant threatening to harm oneself or others may be required to have a mental health assessment before further participation in an ArtStream program.

**III. Registration:** Registrations are processed on a first come, first serve basis. Registration may be submitted by mail or online at [art-stream.org](http://art-stream.org). Registration should be submitted at least two (2) weeks in advance; if registering late, call the ArtStream office to confirm availability. Individuals may be added to the wait list if the program is full. Registration is not valid, nor is a spot guaranteed, until any previous balance is paid and a registration form is received with an initial payment or approved alternate payment option (below). A confirmation email will be sent when a spot in the program is reserved for the participant. Once registration is confirmed, the participant is responsible for the cost of tuition. Tuition will not be prorated for planned or unplanned absences.

**>> Payment Due Dates:** All payments must be sent to the ArtStream office. If paying in full tuition is due within fifteen (15) business days of the first session of class. If paying in installments, the first payment is due within seven (7) business days of registration. Payments must be sent to the ArtStream office.

**>> Super Social Saturday Payments:** Payments for Super Social Saturday must be received by the Thursday prior to each session. Refunds will not be provided for cancellations less than five (5) business days prior to the session.

**>> Alternate Payment Options:** ArtStream makes every effort to accommodate all participants regardless of their ability to pay. Alternate payment options available to all participants are listed below. Please contact us for other payment arrangements.

**>> Installments:** Participants may pay in up to three (3) installments, and an installment plan will be designated with registration and varies by the length of the program. An installment plan will be created after registration.

**>> Provider Agency:** ArtStream services are eligible for LISS and Respite funding, or may be approved by other service providers. Participants must submit funding requests directly to their provider; ArtStream is not responsible for communicating with providers unless pre-arranged. If the provider agency approves partial funding or denies funding, the participant is responsible for any remaining balance.

**>> Tuition Assistance:** Participants in need may request tuition assistance. Funding availability is not guaranteed.

**V. Cancellations:** ArtStream and its partners reserve the right to cancel programs due to low enrollment or other unforeseen circumstances. If a program is cancelled in its entirety, participants will be fully refunded for all sessions not held. In the event of inclement weather or other emergencies, ArtStream will notify participants via email, phone, and the ArtStream website, Facebook and Twitter. ArtStream will make every effort to notify participants at least three (3) hours before a session, but sessions may be cancelled with little or no notice. Participants will not be refunded for emergency cancellations. Participant safety is ArtStream's first priority; if a participant feels unsafe to travel due to weather conditions, they should contact their director.

**VII. Liability Waiver:** ArtStream aims to provide a safe environment, but there is always a risk of accident or injury. Each participant, parent or legal guardian is responsible for all medical bills or other costs for illness or injury related to participation in an ArtStream program. Participants must be covered by their own accident and medical insurance. By signing an ArtStream registration form, participant releases and indemnifies ArtStream from all liability for any claims or damages arising out of participation.

**VIII. Photo Release:** ArtStream has permission to use photographs, audio and video of classes and performances for any purpose, including promotional, educational and commercial uses.

**IX. Research Consent:** ArtStream may conduct group evaluations in order to assess the quality of ArtStream programming. Any group evaluation is completed anonymously and reviewed in aggregate with no personal identifiers. The purpose of these evaluations is to improve ArtStream classes and results. Participation in this evaluation is voluntary. ArtStream participants or their legal guardian may choose not to participate or to withdraw from the evaluation process at any time, without affecting registration, class participation or future participation. Your signature on the registration form gives ArtStream permission to conduct group evaluations and use the aggregate, anonymous information for promotional, educational, course improvement, or fundraising uses.