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Maud Morgan Arts, A program of Agassiz Baldwin Community  
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287

## Program Policies

Like all organizations of our kind, we have administrative policies developed for purposes of safety, clarity, and the smooth functioning of the program. Please review the policies laid out below so that expectations are clear. If you have further questions, do not hesitate to contact us.

Thank you.

Food and drink in the art studios are not allowed; MMA is a Nut-Free center. Please observe this restriction.

### Course Withdrawal and Refunds

Refunds are only given if a student withdraws 10 or more business days before the first class, less an administrative fee of \$25. Students withdrawing need a confirmation from a staff member that we have received notification that you are dropping the class. Please contact our Site Coordinator Valerie: 617-349-6287 x29 or [vmendez@agassiz.org](mailto:vmendez@agassiz.org).

Full refunds are given at any time if a class is cancelled by Maud Morgan Arts for any reason.\* There are no refunds for student absence or scheduling conflicts. After classes begin, late registration may be accepted on a space-available basis with faculty approval. MMA does not pro-rate classes under any circumstances.

### Course Confirmation

Acceptance of payment confirms enrollment. You will receive a confirmation by email soon after you register.

### \*Course Cancellation

Maud Morgan Arts reserves the right to cancel any class for insufficient enrollment. A full refund will be offered to those registered.

Adult classes that are cancelled because of inclement weather or instructor absence will have up to two make up classes at the end of the term or by other arrangements. Our administrative staff will reach out with updates if this is to occur.

Children's classes that are cancelled because of inclement weather will have up to two make up classes at the end of the term immediately following the last class in the session. Our administrative staff will reach out with updates if this is to occur.

If a chosen class is canceled or is full, other options are offered – but we cannot guarantee enrollment into particular classes. MMA class registration is first come, first served. Sign up for our mailing list to be notified of when registration begins. Our administrative staff will reach out with updates if this is to occur.

### Agassiz Baldwin Afterschool Children Taking Classes at Maud Morgan Arts

From school dismissal to start of classes, students may enroll in Snack N' Track. Students enrolled in

Agassiz Baldwin Afterschool on day of their MMA class, will be enrolled in Snack N' Track free of charge. Registration is open to all students from any school. Please visit our Snack and Track policies or contact Valerie for more information (vmendez@agassiz.org).

### Publicity Waiver

Maud Morgan Art classes are sometimes photographed or videotaped for publicity purposes. Permission to be included in publicity is implicit by enrollment. If you do not wish to be included in publicity, please submit this in writing to the office.

### Supplies for Children's Classes

Materials needed for children's classes at MMA will be supplied. Supplies may be supplemented under the direction of the faculty. Materials fee varies from class to class, reflecting the relative cost of materials for different media. The materials fee is an approximation of the actual cost, and the cumulative materials fees are spread over the various classes to cover both basic and specialized materials.

### Supplies for Adult Classes

Some basic materials are supplied by MMA. Other, more personal or specialized, materials may be supplied by individual artists enrolled in the classes, in consultation with the faculty. MMA intends to be as non-toxic as possible. Materials containing VOC solvents or giving off toxic fumes are not allowed in the studios. Some supplies may be purchased from MMA. Consult the director or the faculty for materials and prices.

Adult students must accept full responsibility to maintain all equipment and pay for any damage to the studio beyond normal wear and tear. If a student causes damage or notices damage, they must report it to teacher or **Cory Shea, Director**, cshea@agassiz.org, **617-349-6287 x15**.

### Independent Studio Access – Currently Enrolled Adults Only

#### Independent & Studio Use for MMA Students | 2019 Sessions

Singular Adult students who are 18 and older and currently enrolled in a MMA ceramic class receive **30 hours** of independent studio use during the 10-Week session. If allotted 30 hours are exceeded, please contact Cory Shea to purchase additional Independent studio hours, (Extra hours are \$8.50 per hour). No guests who are not registered in an MMA class are allowed to use the studios Studio hours are not transferrable between sessions and are only active in the current session students are currently enrolled in; after the first class takes place. Independent use will be revoked if studio is not cared for respectfully. Please see studio policies for specifics.

- Children enrollment in a MMA class does not permit studio time.
- If you are an adult registered with your child for 'Clay for All' class please note that the independent studio hours are for students 18 and older. Children under 18 are not permitted in the studio outside of classroom time (even if accompanied by an guardian).

#### Sign In

Due to insurance purposes, all students must sign in and out in the studio binders (on their designated page) each visit outside of classroom time (even if students are staying late after class). All students must comply. Note that MMA has a security camera in the lobby that is monitored by the MMA staff.

Please follow the Building Lock-Up Procedures if you are last to leave the art center, the classroom lights and track lights are turned off, and the recessed lights remain on and the front door has been locked.