

## **Family Museum — Winter 2007**

### **Education Policies, Important Dates, and Registration Information**

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#### **Mission**

The mission of the Family Museum is to inspire life-long learning in children through interactive arts and science activities and exhibits.

**Session 1: January 2 – February 16, 2007**

**Session 2: February 26 – March 31, 2007**

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#### **Types of Classes Offered**

A variety of activities for participants ages 18 months through adult are offered in this catalog:

- **One-Time Activities** — Designed to be completed within a single visit; these may be a performance, workshop or event and may require pre-registration and/or special tickets.
- **Series Classes** — Series Classes may be scheduled one or more times weekly and are offered in each of five, 5 to 8-week sessions per year. Many of the series classes have new lesson plans for each session. Some repeat the lesson plans in two or more sessions during the year. Others are so popular, that the same class is repeated several times each week to allow more children to participate. These classes are listed with either multiple sections or they are noted as “repeat” if they are carried over from one SESSION to the next.
- **Comprehensive Classes** — Building progressively from September through late May or early June, these are skill and development classes. They include our Dance Program and the following early childhood classes: Old Blues Gallery, New Blues Gallery, and Literally Yours. Pre-registration is available at the beginning of each calendar year for comprehensive classes.
- **Please Note** — **AGE REQUIREMENTS FOR MANY CLASSES** are a result of offering more closely graded classes in response to needs expressed by parents.

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#### **Registration Dates**

- **MUSEUM MEMBERS:** Mail-in priority registration for members only must be postmarked no earlier than **Saturday, December 2, 2006.**
- **NON-MEMBERS:** Non-members and museum members who did not use priority registration may either drop-off or mail registrations beginning **Saturday, December 9, 2006.**
- **You will be billed with your confirmation of classes.** You may pay by mail or in the registration office. Teachers cannot accept payments.
- Be sure to note on your calendar the start and end date of each course in which you enroll.

DATES THE MUSEUM WILL BE CLOSED AND/OR NO CLASSES ARE SCHEDULED WILL ACCOMPANY YOUR INVOICE. PLEASE BE SURE MARK YOUR CALENDARS.

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## Education Program Policies

### Refund Policy

The Family Museum will gladly provide the following:

- Full museum **credit** good for classes for one year, when registrant cancels participation in writing three weeks prior to beginning of class. (Less than three weeks, a \$12 handling fee is deducted from your credit.)
- Full refund minus \$12 handling fee for series classes when registrant is moving out of the area.
- Full refunds or credit, as preferred by patron, if the museum cancels a class or an event.

### Timeliness Policy

In order to accommodate the growing demand, our classes and teachers are very tightly scheduled. Timeliness by parents and caregivers in bringing and picking up children is an essential element in maximizing the number of classes and children we can accommodate. We are sincerely grateful to our museum patrons who are prompt and courteous in handling time issues. We hope this policy will minimize the impact of the few who are not.

- Children may not be brought into the classrooms before the beginning of the class.
- Parents are responsible for escorting children from one class to another.
- Adults who do not pick their children up on time will be billed \$10 for the first five minutes and \$5 for every subsequent minute. Two fines within the same session will result in ineligibility for further enrollment.
- Emergency situations causing tardiness will be handled on a case-by-case basis. In an emergency, a parent or caregiver should make every effort to call our front desk at (563) 344-4106 or 344-4170 so that alternative care can be arranged for the child until a designated person arrives to pick up the child. To ensure the safety of the child, identification by designated persons other than parents or guardians is required.

### For Safety's Sake

For the well being of your child, we ask you to escort them to and from the classrooms. Please do not drop off children ages 8 and younger. If someone other than the child's legal guardian is going to pick up a student, the teacher must receive a note from the parent or guardian stating who this person is and a number to call if there are any questions.

### Tuition Assistance

Tuition Assistance is available. Those seeking assistance will need to provide a letter of recommendation from a doctor, teacher, counselor or social service agency. For more information, please call (563) 344-4161.

### Early Childhood Requirements

Children enrolling in Winter 2007 classes should have turned the age required by the individual class listings (see class catalog).

- Children who are enrolled in more than one hour of consecutive classes must be fully potty trained.
- When you enroll youngsters in an early childhood activity at the Family Museum, a brochure will accompany your confirmation letter. It is very important for you to read the brochure carefully. Your children's healthy development, comfort and safety are paramount to us. So while it may seem we have lots of special rules, they are meant to ensure the best possible experience for you and your children.

### Exhibit Visits Before or After Class

*Remember that admission to the exhibits is not included in your class fees. Please check in at the Visitor's Center if you wish to go into the exhibits before or after class.*

### Early Closings or Cancellations

The museum reserves the right to cancel, postpone or modify programs and activities due to weather or other unforeseen circumstances. Announcement of closings will be provided to WVIK radio, Channel 9 Cable TV in Bettendorf, KWQC and WQAD TV. Closing and cancellation information will also be available by 7:30 a.m. at (563) 344-4106.