

DAC Arts Camp Policies

Updated September 2023

Durham Arts Council, Inc.

Note: You must agree to these policies upon registration for each camp session. Copies of these policies will be found at the bottom of your registration receipt.

Enrollment is limited in our courses and workshops and your participation is important to us. Once you have enrolled, we are counting on you to attend.

If DAC cancels a course you will receive a full refund. Please allow 3-4 weeks for processing. Students will be contacted by email for class cancellations.

CAMP Cancellation, Withdrawal and Refund Policy:

Parents who need to withdraw their child/children from any Summer, School Break or Teacher Workday Arts Camp, for any reason should contact the DAC Education Office in writing to jbelle@durhamarts.org at least 2 weeks before the session begins. You will receive a refund, less \$30 service charge per two-week camp per session per participant and \$15 service charge per one-week camp session per participant. These are the only circumstances in which DAC gives refunds. DAC will transfer your child to a later session only if space is available. Parents who need to withdraw their child/children from any Summer or Intersession Arts Camp, for any reason, less than two weeks prior to the start date or after camp has begun should contact the DAC Education Office in writing. You will not receive a refund. You may transfer your remaining balance to another camp or course in the same term for any family member. DAC will transfer your child to a later session only if space is available. Mail-in Registrations will be recorded by date of receipt. You may mail-in, drop-off or fax 919-560-2725 registrations. For more information please call 919-560-2726.

Any credit you receive from DAC will be valid for one year from the date you notify us and must be used by someone on the same account as the original registrant. DAC will not extend credit or provide make up classes for occasional classes missed due to illness or other circumstances.

CAMP Late Pick Up Policy:

Participants that are picked up after the closing time of camp will be charged a late fee. The fee is as follows: For participants who are registered until 3pm, a \$5 fee will be charged per family if participant(s) have not been picked up by 3:15pm. For participants who are registered until 5pm, once the parent/guardian is up to 15 minutes late a \$5 fee will be charged per family. Payment is due at the time of late pick-up.

CAMP Installment Plans

If you are paying in installments, the first payment is due upon registration and the second is due two weeks before you or your child's first session. You understand that you are obligated to pay the course fee regardless of you or your child's attendance. A credit card must be used for multiple payments. We will automatically charge your second payment two weeks before the first session.

CLASS and CAMP Inclement Weather Policy

In case of inclement weather DAC classes will be cancelled if the DAC building is closed. Students should call 919-560-2787 for building closures. If the DAC building is open or on a delayed opening or early closure during inclement weather classes may be cancelled on a case by case basis and students will be contacted by their instructor or DAC staff. In most cases DAC will schedule a make up class for classes cancelled due to inclement weather. On occasion, the class session may be moved online.

DAC School tries to schedule instructors well in advance of each term. On Occasion, unforeseen circumstances require DAC to substitute instructors.

Only registered students are permitted in class. You must be registered in a class in order to attend a class.

If your group has special accessibility needs in the DAC building, please contact the DAC Director of Facilities at 919-560-2711. For program accessibility needs, please contact the DAC School Director at 919-560-2735 at least two weeks prior to the program you plan to enroll in.