



THE CREATIVE FOUNDRY

2407 Hanover Ave. | Richmond, VA 23220 | 678.772.0090

CLASS REGISTRATION FORM

NOTE: Full or Partial completion of this form is taken as acceptance by those people listed &/or authorizing this form, see Cancellation Policy shown below.

Class Title: _____

Class Date: _____ Class Time: _____

Child's Name: _____ Age: _____ Email addresses will be used to provide updates & confirmation of your registration.

Parent's Name(s): _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home: () _____ Work: () _____ Mobile: () _____

Emergency Contact Name: _____

Home: () _____ Work: () _____ Mobile: () _____

FOX TROT

For students attending Fox Elementary:
Your child will be met after school and walked approximately one block to the studio for class.
(Parents must agree to and sign release)

YES

NO

Fox Teacher's Name: _____

Grade: _____

I hereby grant permission for Jenifer Thoem and The Creative Foundry, LLC, to pick up my child,

Please Print Child's Name

At the end of the day from William Fox Elementary School and walk him/her to The Creative Foundry, LLC studio, located at 201 N. Davis Ave., Richmond, VA 23220, on the day of his/her scheduled class.

Signature: _____

Return your completed registration form with payment to:

The Creative Foundry

2407 Hanover Ave. Richmond, VA 23220

Please make checks payable to: **The Creative Foundry**

Total Payment: \$ _____

Signature: _____

By signing this registration agreement, I hereby waive, release, and indemnify The Creative Foundry, LLC and its agents, directors, officers, employees, and volunteers (collectively, the "Released Parties") from all claims or liability which have arisen or may arise from any activity or trip and which involves any damage, loss, or injury that may occur. I understand that the activities in which my child might engage in could be hazardous to their personal safety, and therefore release The Creative Foundry, LLC from liabilities for any injuries that may occur while participating.

The Creative Foundry, LLC Cancellation & Refund Policy:

- Class placement is allocated in order of receipt of registration form and payment of fees. Payment is required prior to class commencing or position cannot be guaranteed.
- Written cancellation received more than 10 days prior to the commencement of the course will be subject to an administration fee of \$50 per person.
- No refund will be given for cancellations received within 10 days of commencement of the course.
- If no written cancellation is received prior to the course, & the participant does not attend on the day(s), then the participant is liable for full course fees.
- The Creative Foundry, LLC reserves the right to cancel, reschedule, or postpone a course or classes in the event of unforeseen circumstances.
- If a course is cancelled participants will be booked onto the next available course, or you may request a full refund at no cost.

Privacy Policy:

The Creative Foundry, LLC is committed to protecting your privacy & the confidentiality of information provided. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you. By signing this registration agreement, the signee grants The Creative Foundry, LLC the rights to photograph, record, interview, and/or video the child listed on this form and his/her artwork for the sole purpose of advertising, promotional, and/or public relation use, including but not limited to print, broadcast, collateral, and internet usage related strictly to The Creative Foundry, LLC.