



HCCA POLICIES

THE CENTER RESERVES THE RIGHT TO:

- Substitute faculty as needed. Program participants will be notified of long-term faculty changes.
- Cancel a program at any time for reasonable cause.
- Deny registration or entry when deemed necessary for public safety.
- Ask any participant to leave if he or she is disruptive, interferes with the safety of others, or does not follow HCCA's Rules of Conduct and to suspend a participant from a program, without refund, after notifying participant or parent (for participants under age 18) of disciplinary problems.
- Photograph program participants for publicity, educational, or documentary use.
- Adjust program details printed in this brochure.

MEDICAL INFORMATION/EMERGENCIES:

- It is the responsibility of participants to consult with a physician regarding their/their child's physical condition and ability to participate in this program.
- All program participants must complete HCCA's Emergency Form and Waiver & Release.
- For emergencies requiring immediate medical attention, staff will call 911 and notify the student's parents or emergency contact.

RULES OF CONDUCT INCLUDE:

- No smoking in the building.
- No soliciting or loitering.
- No disruptive, inappropriate, or indecent conduct or language.
- No interference with employee duties.
- No defacing property.
- No unauthorized use of illegal drugs, intoxicants and/or weapons

Any other conduct that is disruptive or may jeopardize the safety of others is strictly prohibited.

PARENTS PLEASE NOTE:

Neither the facility staff nor instructors are responsible for children before or after the scheduled program/class unless otherwise pre-arranged in writing. It is your responsibility to take your child to the teacher at the start of the program and pick your child up from the teacher immediately after the program. **A fee of \$5 for the first five minutes and \$5 per minute for each additional minute will be assessed if your child is not picked up at the close of the program/class** and no prior arrangements have been made with the staff.

INCLEMENT WEATHER POLICY:

The Howard County Center for the Arts (HCCA) will follow the policies below with regard to closings and late openings due to inclement weather. This policy is in effect unless otherwise stated/notified.

IF, DUE TO INCLEMENT WEATHER, HOWARD COUNTY PUBLIC SCHOOLS (HCPS):

Are closed for the day by 8AM: HCCA's regularly scheduled ongoing programs (i.e. classes, rehearsals) will NOT operate and the building will be closed. *

Close early: HCCA will close 1 hour after Howard County Public Schools have closed. *

Open 1 hour late: HCCA will open at 9AM. If HCPS open 2 hours late, HCCA will open at 10AM.

Not in session (e.g. weekends, holidays or previously scheduled school closings) the following policies are in place:

- a. If phase one of the snow emergency plan** is in effect at 8AM that day, HCCA's regularly scheduled ongoing programs (i.e. classes, rehearsals) will NOT operate and the building will be closed. *
- b. Programs in operation at HCCA when phase one of the snow emergency plan** goes into effect will close down one hour after the plan goes into effect.
- c. Afternoon and evening classes will be cancelled if phase one of the snow emergency plan** goes into effect one hour prior to the start of class.

* The status of the building closure will be re-evaluated by 3PM for evening (start time of 5PM or later) programs and events. Updates will be available on the Arts Council voice mail (410-313-2787) after 3PM.

** The Maryland State Police declares snow emergencies with input from MD State Highway Administration. During inclement weather, a list of snow emergency plans in effect can be found on www.chart.state.md.us as well as most local radio and television stations.

Listen to WBAL 1090 AM for specific HCCA announcements or call 410-313-2787 for a recorded message.