



Arkansas Museum of Fine Arts  
501 East Ninth Street  
Little Rock, Arkansas 72202  
[www.arkmfa.org](http://www.arkmfa.org)

## Windgate Art School Guidelines and Policies

*Please read all policies carefully before registering for a class at the Arkansas Museum of Fine Arts (“AMFA” or the “Museum”). By registering for a class, all students agree to the following terms.*

### / Standard Policies for All Registered Students

#### Registration Deadline

All classes and workshops have a designated registration deadline. If minimum enrollment is not reached by the registration deadline, the class will be canceled, and refunds will be issued.

#### Fees & Discounts

- Tuition amounts are noted in the class schedule.
- AMFA members receive 20% off tuition for one year from the date of their membership. The member discount applies to all classes and workshops for which a member registers unless otherwise noted.
- Full payment of tuition is required at the time of registration.

#### Cancellations, Transfers, Withdrawals & Refunds

- AMFA or Windgate Art School reserves the right to cancel, combine, or reschedule classes to adjust for enrollment or unforeseen circumstances. If a class is canceled, all registered students will be notified as soon as possible and will receive a full refund.
- A \$25 fee will be charged to any student who withdraws from a class, regardless of reason, up to two weeks before the class start date.
- Students who drop out within less than thirteen days before the class start date will be granted a 50% refund and a 50% credit applicable to their subsequent class. Students may also opt to roll their entire tuition over for another quarter.
- No refund can be provided to students who withdraw on or after the class start date.
- Failure to attend class will not be regarded as an official notice of withdrawal.
- If a student transfers to a class with a higher tuition amount, he/she will be charged the difference.

#### General Guidelines

- Supplies: Unless otherwise indicated, students in adult classes are responsible for providing their own supplies. Please do not purchase new supplies prior to your first class, unless instructed to do so by the instructor. Most instructors will provide a complete Supply List during the first class. Class descriptions indicate when materials are provided. Most materials for children’s classes are furnished by AMFA.

- Children under the age of 16 may not register for adult classes unless the class description specifies that the class is designed for an "adult (usually a parent/guardian) and child."
- Only registered students may attend classes.
- Security personnel are on-site to provide support for AMFA programs and events. Evening security is also provided in parking areas during regularly scheduled classes.
- Questions? Please call Guest Services at 501-372-4000.

### **Inclement Weather Policy**

- Please check the website to determine whether the AMFA will be closed or starting late due to bad weather. If the AMFA is closed, classes will not be held and all studios are closed. If classes are closed because of bad weather, your instructor will notify you of the class makeup date at the next scheduled class.

### **Holidays, Make-up Classes & Open Studio Times**

- Classes and studios are not open on the following holidays:
  - New Year's Eve and New Year's Day
  - Dr. Martin Luther King Jr. Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Eve and Christmas Day
- Evening classes start at 6:00 or 6:30 p.m. The Art School Entrance will not be opened after 8:00 p.m. for security purposes.
- Although the Museum facilities are closed on Mondays, the Windgate Art School is open.
- If the AMFA cancels a class because of weather, a make-up class will be provided. The Windgate Art School reserves the right to schedule make-up days at dates and times conducive to the overall Windgate Art School schedule and are usually based on teacher availability and program scheduling.
- Windgate Art School studios are reserved daily for classes and workshops from 9:00 a.m. to 9:00 p.m. during the week and 9:00 a.m. to 5:00 p.m. on Saturday and Sunday.
- Several times a year, the studios are closed to everyone. This is generally due to maintenance and other AMFA business and usually occurs during session breaks.
- Use of the studios for commercial production is prohibited.

### **Continuing Education for Educators – Professional Development**

- AMFA is a registered provider of professional development credits with the Arkansas Department of Education (ADE). If you are an educator seeking professional development credits for a class or workshop, please notify your instructor. At the conclusion of the class, you will also need to notify AMFA so that a certificate verifying the number of contact hours can be completed. Completed certificates are mailed to the home address.

- To qualify for credit, the class must be taken for professional - not personal - development. The awarding of the professional development credit - based on attendance and completion of the ADE approved training - is solely at the discretion of the local school district.

### **AMFA Membership & Contributions**

- Become a member today and enjoy 20% off Windgate Art School classes. Visit the [membership page](#) for more information. If you would like to contribute to the Windgate Art School or AMFA in other ways, please contact Catherine Bays, Director of Development at 501-396-0345 or [cbays@arkmfa.org](mailto:cbays@arkmfa.org).

### **Photography / Video Permission**

By registering for a class, you grant AMFA permission to use photographs and/or video recordings of the registered student on Museum and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation. Students understand and agree that such photographs and/or video recordings of the student may be placed on the Internet. Students waive the right to approve the final product. Students agree that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of the Museum.

### **Requesting an Accommodation**

- The Windgate Art School will make every effort to provide appropriate program access to people with known disabilities to the extent possible without creating an undue hardship on the School. People with disabilities are responsible for requesting appropriate accommodations and helping the School assess how best to assist them prior to their registration. If you wish to declare a disability or need to request an accommodation for yourself or your child, please call Guest Services at 501-372-4000 before you register.

### **Student Behavior**

- The Windgate Art School is a community art school. Enrollment is open to any adult or child with an interest in the arts. All Windgate Art School students have the right to a positive learning environment that fosters creativity.
- The Windgate Art School reserves the right to refuse enrollment to participants with a history of unacceptable behavior.

## **/ Youth Student and Parental Guidelines**

Thank you for registering your child for an AMFA Windgate Art School class. To ensure everyone the best art-making experience, here are a few guidelines we ask that you follow:

I/We give permission for my child to participate in AMFA Windgate Art School classes and programs.

I/We understand that for safety reasons students must wear closed-toed shoes in the classrooms and the theatre spaces. No flip flops.

I/We understand that the art making process can be messy. Please make sure to dress your child appropriately. We do provide aprons but sending a smock or a large T-shirt to cover clothes that you otherwise do not want paint, glue, ink, or other art-making materials on is also a good idea.

I/We understand it is also helpful for students with long hair to keep it pulled back. This keeps students from getting art-making materials in their hair. For theatre students it helps keep hair out of their faces while acting and moving.

I/We understand that the AMFA Child Safety Policy requires that parents of children aged 13 or under bring them directly to the classroom where class is taking place.

I/We understand that the Museum and its employees shall not be held responsible for injuries or accidents to the registered student except for those injuries or accidents which are covered under the Museum's insurance.

I/We understand that such coverage will be in force only during scheduled classes and programs.

I/We understand that the Museum and its employees shall not be responsible for housing or transportation of my student to or from the Museum for scheduled classes and programs.

I/We understand that students may not be dropped off to a scheduled class or program any earlier than 10 minutes prior to the start of a class or program.

I/We understand that students must be picked up promptly at the scheduled conclusion of a class or program. There will be a 10-minute grace period after a class or program concludes.

- If there are extenuating circumstances that prevent you from picking a child up on time, please contact the instructor. Instructor contact information will be provided to parents on the first day of class.

I/We understand that the student's attendance is not required; however, I/We understand that prior notification of absences will help Museum staff facilitate the class or program.

I/We understand that if a class is canceled for any reason, the instructor will notify of the cancellation and when a make-up class has been scheduled.

I/We understand that sometimes classes are moved to different classroom spaces to accommodate special workshops and programs, in this event the instructor will let you know ahead of time when possible and will inform you of the new location within the building.

Thank you for your cooperation with these policies. We are looking forward to having your child in class.