

# Arts Course Participant Guidelines - 2024

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Effective Date: June 13, 2024  
Approved by: Executive Director

## Purpose

The purpose of this document is to outline Arts Council of Ladysmith and District (ACLD) programming expectations and special considerations.

These procedures are developed in accordance with the ACLD Safety Policy and Equity Policy.

## Guidelines for Art Course Participants

### Health and Safety

#### Stay At Home If You Are Sick

Students or instructors exhibiting symptoms of a cold, influenza, or any other infectious illness are asked to stay home and notify the ACLD that they will be absent. If symptoms are the result of known allergies or another medical condition, notify the ACLD prior to the start of your class.

### Program Changes

The ACLD may need to change instructors or program content, depending on registration numbers and instructor availability. Information on our online registration system should be considered the most up-to-date.

### Fees

All in-person and online class fees must be paid in full at the time of registration.

### Program Cancellation

#### **Classes, Camps, Workshops**



**ARTS COUNCIL**  
of LADYSMITH  
and DISTRICT

The ACLD reserves the right to cancel classes that do not meet minimum enrollment requirements, and students will be offered a full refund.

In the event that an Instructor is ill, the ACLD will take one of the following actions:

1. Provide a substitute instructor
2. Reschedule the class
3. Provide a pro-rated refund to all affected students

In the event of a facility closure, due to weather events or other unforeseen issues, the ACLD will take one of the following actions:

1. Reschedule the class
2. Provide a pro-rated refund to all affected students

## Withdrawal

### **From Classes**

A minimum of 7 days' notice prior to a course's start is required for withdrawal requests to be eligible for a refund. Refunds issued for withdrawals are subject to an administrative fee of \$15.

Missed courses cannot be carried to other sessions. Refunds will not be granted for withdrawal requests received within 6 days or less of the course's start; however, enrollees may elect to give their spot to an eligible friend or family member. In such a case, please provide Ladysmith Arts with the name and contact information of the replacement participant.

Special consideration may be given for medical reasons.

In the event that Ladysmith Arts cancels a course, all those enrolled will receive a full refund.

## Age

Students must be of the required age, if specified, by the start date of the class.

## Attendance

Only pre-registered program participants can attend a class, workshop or camp at The ACLD. Instructors do not have the ability to register students.

## Minor Students Pick-up

ACLD is not responsible for young students before or after class time. Please do not arrive more than 10 minutes before the start of the class, and arrange to have young students collected within 5 minutes of the class ending.

## Medical/Learning/Emotional Needs

Inform the ACLD at the time of registration about any allergies, medical, physical, emotional, or learning needs. We will discuss any accommodations that you, or your minor child, may require.

For children's classes, if a child requires additional one-on-one support, they are welcome to attend with a responsible helper arranged by the parent/guardian. On a case-by-case basis, providing a responsible helper may be a requirement for participation. In response to serious but non-urgent medical or emotional events, the ACLD will contact parents or guardians during class with the phone number provided during registration. Please ensure that someone will be available to respond at the phone number listed during class time.

If urgent medical attention is required for students of any age, the ACLD will call 9-1-1 and follow the directions provided. The ACLD may send the student, including minor children, to the nearest emergency medical centre by ambulance. Any ambulatory costs will be the responsibility of the student or their parent/guardian.

## Irritants

In general, students should not bring food items containing nuts, and students should not wear scents to the ACLD. Students will be notified if a class participant has indicated a serious allergy to a food or scent and may be asked to ensure that these items are not brought onto the premises.

## Consent to Use Likeness

Imagery from our classes and events help us celebrate and promote active involvement in the arts throughout our community. The ACLD seeks consent to collect, use and share photographs and/or video of participants on our website, digital communications, posters, and/or social media sites for promotional purposes. Consent is requested for minors in the student emergency and profile form, and for adults verbally at the time of collection.



## Conduct and Contact

Any incidents or complaints related to this procedure should be fully documented by a staff member or volunteer, who will bring it to the attention of the ACLD Board Chair and Executive Director.

If you require more information about this procedure please contact our Board Chair at [president@ladysmitharts.ca](mailto:president@ladysmitharts.ca) or Executive Director at [delie@ladysmitharts.ca](mailto:delie@ladysmitharts.ca) or call 250-245-1252.