



Spring 2019: Registration Guide

1. Classes and programs will be filled on a first-come, first-serve basis.
2. Names will be placed on a waiting list when classes reach capacity.
3. Art 1 (PA) & 2 (Sequim), Rec 2 (Sequim) & Cooking have limited capacity so participants must call (360.681.8642) or email (info@clallammosaic.org) to pre-register.
4. If a class is not enrolled to the minimum level, the class may be cancelled.
5. While all ages are welcome to join classes and activities, minors must be accompanied by a parent or caregiver at all times.
6. If a participant needs assistance with personal care tasks, close monitoring of food intake or requires one-on-one management to participate without disrupting the class, he/she must be accompanied by a caregiver.
7. Caregivers who remain through programming time, must have a signed Support Staff Code of Conduct on file and must sign in during each class attended.
8. All participants must sign a new Participant Code of Conduct on the first day of the Spring session. All clients must comply with these rules in order to continue to participate in programs.
9. Independent departure or exit from programs requires sign-out.
10. Service animals accompanying a participant must have documentation on file. Animals that disrupt programs may not be allowed in class.
11. Mosaic will notify individuals of closures through text messages or emails. You must complete a Communication Preference Form to receive communications via your preferred mode.
12. Mosaic does not generally provide refunds for absences; however, some exceptions are allowed. All refunds for non-attendance must be requested within 1 week of absence or withdrawal from class. Refunds will subtract a 25% processing fee.
13. All registration paperwork must be turned in by April 12, and payment completed or payment arrangements made in order to avoid higher fees.
14. If 2019 Participant Info Long Form & 2019 Consent Form are already on file, only the Short Form is required to register for the Spring session. If not on file, the 2 forms need to be completed.
15. Scheduling of buses/drop-off/pick-up should be based on actual start & end times of classes. Unless otherwise arranged, we will charge \$50 per incidence when a client arrives more than 30 minutes prior to the scheduled start of class and \$50 per incidence when a client departs more than 30 minutes after class is scheduled to end.
16. Pets are NOT allowed in Clallam Mosaic classes unless paperwork is on file indicating that the pet is a therapy animal and is required to accompany the participant.
17. Registration paperwork can be brought to the Mosaic office, emailed to info@clallammosaic.org or mailed to 301 E. Lopez Ave, Port Angeles, WA 98362. Payments can be brought in or mailed.