

THE COMMUNITY HOUSE PROGRAM POLICIES

HOW TO REGISTER

Register for Community House programs in person, over the phone or online*. Payment is required at the time of registration. *Please indicate child's age in note section. www.communityhouse.org or 978-468-4818 x10 Visa, MC, AmEx, Discover & Checks accepted. Make checks payable to "The Community House". There will be an additional \$25 fee for checks returned by the bank.

REFUND POLICY

All program fees are non-refundable. Consideration of a refund will be given to cancellations where 2 weeks or more notice are provided.

PROGRAM CANCELLATION

The Community House may need to cancel a program due to low enrollment. In this event, you will be notified of the cancellation and be given a full refund. The Community House reserves the right to reschedule a program.

INCLEMENT WEATHER

All programs (day and evening) will be canceled when the H/W Regional Schools are closed. Information on cancellations will be recorded on The Community House's voicemail 978-468-4818 x10 and on our website's home page. www.communityhouse.org

PROGRAM MAKE UP

The Community House will make all attempts to reschedule a program that has been canceled due to inclement weather or instructor absence. The Community House is not responsible for programs missed due to the absence of a participant.

PHOTOGRAPH & VIDEOTAPE POLICY

Periodically, The Community House photographs/videotapes program participants for promotional purposes. Unless a participant or guardian informs us of their desire not to be photographed, The Community House will use the photographs/videotapes for its promotional purposes.