

Cincinnati Family Enrichment Center Policies & Procedures

Classroom Size

Our class maximum is 10 children. Except for infants worn in slings, each child accompanying you to a class should be registered and of the appropriate age. Occasionally classes for various aged children run simultaneously. If your older child is comfortable attending a class without you, that would free you up to attend another class running at the same time with a younger child. If you're registering 2 children of similar ages in the same class the CFEC will provide you with a 30% "refund" in the form of a coupon in that dollar amount to be used in our family boutique.

Accompanying Your Child to Class

Parental attendance in baby/toddler classes is required; with children ages 3 to 6, it is optional. In an effort to promote family togetherness, we encourage you to attend class with your child through their 6th year.

Make-Up Classes

To keep class costs down we have chosen not to offer make-up sessions or provide refunds if you miss a class. If class is cancelled by us due to inclement weather, an additional class will be added to the end of the current session. In case of snow, please call the center for a recorded message; if Cincinnati Public Schools are closed, so are we.

Parent Presence

The goal at CFEC is to promote family togetherness. Please do not leave your child unattended at our center, even if you have chosen not to attend class with them. We are not a licensed childcare facility. Feel free to relax on one of our cozy porches, have a refreshment in our sunroom, browse our Family Boutique, or even schedule a "Me Moment" with one of our therapists.

Wellness Issues

If your child's nose is running green or they've had a fever or vomited within the last 24 hours, please keep them home. Only worms spread germs! With regard to diaper changing, please use the changing table in the bathroom and seal your diaper in a bag that you bring along with you.

Behavioral Issues

If the instructor of your class feels your child is acting in a disruptive or inappropriate manner she will bring it to your attention at which time you will be asked to step out of the classroom to discuss the situation with your child. If upon re-entering the classroom, your child again behaves in a manner not conducive for the other participants to be able to enjoy their class time, you will be kindly asked to take your child home for the day (we all have “one of those days!”) and try again next week.

Family Membership

Family memberships are optional to anyone who visits CFEC, and are a cost-effective way to allow your family the broadest offerings at CFEC.

Membership Perks include:

- ★early-bird class registration
- ★10% discount off all children's programs
- ★1 complimentary evening parenting workshop
- ★10 complimentary Open Play sessions
- ★Family Resource Center coupon
- ★Sunroom refreshment coupon
- ★\$5.00 off first massage

*Cost: only \$30!

*Yearly renewal is required.

Payment Options

On-line registration is by credit card only. On-site registration also includes the options of check or cash. Returned checks will result in a processing fee of \$35 and reimbursement of bank fees. Until we're fully credit card capable, we ask that your “Play Punch Card” and boutique purchases be by check or cash, and your refreshment purchases be by cash.

Refunds

Refunds are only available if you cancel your class registration at least 2 weeks prior to the start of the session or workshop.

Waiver

You must provide us with your signed waiver prior to attending any classes with your child. No bending on this one.

Cincinnati Family Enrichment Center
4244 Hamilton Avenue
Cincinnati OH 45223

Waiver

I give consent for my child(ren) to participate in any activities associated with Cincinnati Family Enrichment Center, LLC, and I accept all risks associated with this participation. I waive and release any and all rights and claims for damages I, my child(ren), or any additional adult accompanying my child(ren) may have against Cincinnati Family Enrichment Center, LLC, its owners, employees or instructors for any and all injuries experienced during a class activity or on the Cincinnati Family Enrichment Center premises. In the event of an emergency, if first aid efforts are made by Cincinnati Family Enrichment Center, LLC employees or instructors, I hereby state that I hold said parties harmless in the execution of such, and agree to provide for all medical expenses that might be incurred by myself or my child(ren) as a result of any injury sustained at the Cincinnati Family Enrichment Center. I promise not to sue and forever release Cincinnati Family Enrichment Center, LLC, its owners, employees and instructors from liability resulting in damages or injuries, including those resulting from negligence. I have read and fully understand this assumption of risk and waiver of liability and affix my signature in agreement.

I also agree that photographs and/or videotapes of my family members participating in events at the Cincinnati Family Enrichment Center may be used for promotional and educational purposes by the Cincinnati Family Enrichment Center without compensation.

PARENT/GUARDIAN: _____

SIGNATURE: _____

DATE: _____