

REGISTRATION OFFICE
314.561.4898 | registration@cocastl.org

ONLINE: Register through COCA's secure server at cocastl.org. If you have taken classes at COCA before, you already have an account. Click the "Classes, Camps & Auditions" button to browse and register for camps.

BY MAIL*: Send your registration form and payment (CHECK ONLY) to: COCA, Attn: Registration | 6880 Washington Avenue | St. Louis, MO 63130

**Credit card registrations are not accepted by mail.*

Early registration is encouraged; many camps fill up quickly.

Faxed registrations are not accepted.

BUILDING CLOSED: APR 4 | MAY 31 | JUN 18 & 19 | JUL 4 & 5

BUILDING CLOSURES: If severe weather, a power outage or unforeseen circumstances necessitate the closing of any COCA summer program, COCA is not responsible for providing a makeup session, credit or refund. COCA posts information about closings on local media outlets as well as at cocastl.org and 314.725.6555.

CONFIRMATION: COCA will email confirmation of your registration. If you have not received confirmation within two weeks, please contact the Registration Office at 314.561.4898.

ADDITIONAL INFORMATION/SPECIAL NEEDS: If your child has food allergies or special needs, please list them on the Registration Form or contact the Registration Office.

MEDICATIONS: Medical authorization is required from a physician for campers who require medication during the camp day. Medical forms are available online and will be provided by email.

PAYMENT PLANS FOR EARLY REGISTRANTS: Requires 20% down payment, \$30 registration fee and \$15 processing fee due upon registration. Your credit card will automatically be billed in equal payments according to the schedule below. All registrations after April 30 must be paid in full at time of registration. All payment plan registrations must be paid in full by June 1.

Dates of Automatic Withdrawal:

JAN/FEB	MAR 1, APR 1, MAY 1, JUN 1
MAR	APR 1, MAY 1, JUN 1
APR	MAY 1, JUN 1

FINANCIAL OBLIGATION: COCA does offer payment plan opportunities. COCA reserves the right to suspend or terminate instruction and performance participation for students who do not meet their financial obligations. Students are liable for the full cost of tuition. Students with outstanding balances will NOT be allowed to re-register until the balance is paid in full.

RETURNED PAYMENT POLICY: It is COCA's policy to charge a \$25 processing fee for any returned payments (checks or credit cards). Those whose payments are returned may lose the privilege to pay via check, credit card and payment plan.

WITHDRAWALS/REFUNDS: Tuition and before/after care fees will be refunded, less a \$25 processing fee per camp, if you submit a withdrawal form by these deadlines:

MAY 1	For June camps and Before/After Care
JUN 1	For July and August camps and Before/After Care

COCA offers no refund or credit for missed camp days due to illness, schedule conflicts or any other reasons. Registration fees are non-refundable.

FINANCIAL ASSISTANCE

Financial assistance is available for COCA Summer Arts Camps. COCA accepts applications for financial assistance beginning April 1, 2021.

Applications available online or in the Registration Office. Letters notifying applicants of their status will be emailed and registration will be available at that time.

MEDICAL WITHDRAWALS: COCA offers no refund or credit after the withdrawal deadline except for documented medical conditions. You must submit a withdrawal form and documentation on physician's letterhead. Medical withdrawals must be submitted before the last day of your child's camp. Tuition will be refunded less the \$25 processing fee per camp.

TRANSFERS: COCA offers the opportunity for students to transfer to another camp if space is available. Transfer forms are available in the front lobby and the Registration Office. Transfers must be submitted **before** the start of your child's camp.

CANCELLATION: In the event that enrollment does not reach the required number for a particular camp, or circumstances arise beyond COCA's control, COCA reserves the right to cancel. You will be notified, and we will be happy to work with you to find a suitable replacement. If no replacement can be settled upon, COCA will refund your money in full, less your non-refundable registration fee.

COVID-19 WAIVER: I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I/my child may be exposed to or infected by participation in COCA's in-person programming; and that such exposure or infection may result in personal injury, illness, disability, and death. I voluntarily agree to assume all of the associated risks and accept sole responsibility for any injury to myself/my child (including, but not limited to, the aforementioned exposure risks or resulting expenses of any kind), that I/my child may experience or incur in connection with my participation in COCA's in-person classes or camps, and hereby release, indemnify and hold harmless COCA, its employees and representatives, from Claims of any kind related to COVID-19. I agree that I/my child will follow COCA's COVID-19 protocols listed at this link cocastl.org/campus-safety, including but not limited, to wearing a mask as required, safe social distancing, and hand washing/sanitizing during my participation.

RELEASE/WAIVER: I hereby agree to indemnify and hold harmless COCA and its employees from and against any and all claims for personal injuries or damages of any kind arising from participation in the COCA program. Furthermore, I authorize COCA staff and faculty to seek emergency medical help for me and/or my child if this becomes necessary. I agree to indemnify and hold harmless COCA personnel in seeking medical care for me and/or my child. I realize that every effort will be made by COCA staff to contact me in the event of a medical emergency involving my child.

IMAGE CONSENT: I agree that COCA may use my and/or my child's likeness in the routine promotion of its programs and for other non-commercial applications.

FIELD TRIP CONSENT: I give permission for my child to leave the premises for field trips supervised by adult staff members. I understand that I will have advance information about the date, time, and location of the field trip.

COCA PRIVACY POLICY: COCA may collect the mailing addresses of its customers and will contact those patrons by U.S. mail with printed materials including special ticket offers, invitations, notices of educational programs or solicitations to support the organization. COCA occasionally shares its U.S. postal addresses with other St. Louis non-profit organizations. Emails and phone numbers are not shared. If you do not wish to receive mailings, please call 314.561.4905.

COCA does collect email addresses from those who subscribe to COCA's e-communications or those who provide emails to COCA's approved online ticketing services or through the online registration process. COCA may send emails to those addresses. Each e-mail includes an "opt-out" function, which will provide the reader the opportunity to discontinue e-communications from the organization. If you wish not to be contacted, please send an email with your request to coca_info@cocastl.org or call 314.561.4878.

FINANCIAL ASSISTANCE COCA offers financial assistance for Summer Arts Camps. COCA accepts applications for assistance beginning April 1, 2021. *Assistance is given on a first come, first served basis.*

Applications available online or in the Registration Office. Letters notifying applicants of their status will be emailed and registration will be available at that time.

ORIENTATION COCA offers evening orientation for families to tour the camp facility, meet the camp manager and learn and ask questions about camp policies and procedures.

IN-PERSON | THU, MAY 13 | JUN/EARLY JUL CAMPS
Ages 3 to 7, 6:00PM | Ages 8 & up, 7:00PM

IN-PERSON | THU, JUL 8 | LATE JUL/AUG CAMPS
Ages 3 to 7, 6:00PM | Ages 8 & up, 7:00PM

VIRTUAL | THU, MAY 13 | JUN/EARLY JUL CAMPS
All ages, 5:00PM

VIRTUAL | THU, JUL 8 | LATE JUL/AUG CAMPS
All ages, 5:00PM

WHAT TO WEAR Campers should wear comfortable clothing in which they can paint, move and play, and closed-toe shoes. Special dancewear requirements, when needed, will be included in the confirmation letter.

LUNCH/SNACK Full-day campers and campers staying for back-to-back half-day camps have a supervised lunch period. Full-day campers should bring a lunch, drink and two snacks. Half-day campers should bring one snack (soda and juice machines available).

There is no refrigerator or microwave available. An allergy-free table is available.

An entirely outdoor lunch area is available upon request.

DROP OFF & PICK UP

7:30AM	Before Care drop-off begins
8:50–9:00AM	Morning/full-day camp drop-off
11:45AM	Morning camp pick-up
12:05–12:15PM	Afternoon camp drop-off
3:00PM	Afternoon/full-day camp pick-up
6:00PM	After Care pick-up ends

PLEASE NOTE: Children waiting in hallways and lobbies before and after camps are NOT supervised by staff or faculty. Unattended children will be placed in Before or After Care and parents will be charged.

BEFORE & AFTER CARE COCA offers supervised Before Care (7:30–9:00AM; \$40 per week) and After Care (3:00–6:00PM; \$75 per week) **for campers ages 5 & up.** **Register at the same time you register for camps.**

Some exclusions apply for off-site camps—see specific camp descriptions for details.

An entirely outdoor Before & After Care area is available upon request.

INCLUSION SERVICES As part of the ADA, COCA is pleased to provide auxiliary aids and services to help students and campers with communication disabilities fully engage in our programs. We ask for as much advance notice as possible, so we can work with the student’s/ camper’s family to determine the best plan of action and have plenty of time to arrange for the aids or services required. Please contact the COCA Registration Office at registration@cocastl.org or 314.561.4898 for more information.

HOLIDAYS COCA is closed on Memorial Day (MAY 31), Juneteenth (JUN 18), and Independence Day (JUL 5) in observance of the holidays. Camps are pro-rated accordingly.

COCA'S EQUITY & INCLUSION COMMITMENT

COCA is committed to actively and intentionally operating as an anti-bias, anti-racist institution. As such, we promote policies, practices, and programs that create courageous spaces for our COCA community to dialogue toward understanding.

We know art is a powerful instrument for social justice. It is a means for people to share history, culture, and perspectives, celebrate differences, challenge assumptions, and find common ground. We aim to be a home to people from all backgrounds. We do not discriminate based on race, national or ethnic origin, citizen status, veteran status, ancestry, age, religion, disability, sexual orientation, gender identity, or any other basis of discrimination.

COCA is dedicated to advancing anti-bias, anti-racism work as we grow. As a learning institution, we understand that this work is an iterative journey. We will continue to evolve our strategies in collaboration with our communities in order to remain relevant and impactful.