

# IMPORTANT INFORMATION

## MUSEUM REGULATIONS

Please refrain from bringing toys, games, trading cards, or electronic devices to class.

Children must stay with the class group at all times.

Students are encouraged to look closely, but may not touch the artwork, including the outdoor sculpture.

Students are asked to walk slowly with no running or wild movement during the tour.

Shoes must be worn at all times during class. Shoes with wheels are prohibited.

No touching the art or the cases that protect the art; 3 feet is a safe distance.

Food items and liquids are not allowed inside the museum, except in Café Tempo.

Visitors are kindly requested to silence their mobile telephones when entering the museum galleries.

Photography or video recording with flash is not allowed inside the museum.

No leaning on walls, cases or pedestals (either to write or for physical support).

Ink or other permanent mark-making devices are prohibited, except in the studio classroom. Pencils are available at the information desk.

Backpacks, umbrellas, and packages may not be taken into the galleries; these may be left inside the coat storage areas. There are lockers available in the coat closet for secure storage of items for a 25 cent deposit.



## EMERGENCY CONTACT INFORMATION

All participants in the Art Museum Youth programs must have a Hold Harmless Agreement and Student Code of Conduct on file before participating in the first class in which they are enrolled. Parents may fill it out when they register online, or download it from the JCCC website at [www.nermanmuseum.org](http://www.nermanmuseum.org).

You may fax it to 913-469-4414 or mail it to: Johnson County Community College

Continuing Education Registration, Box 62, 12345 College Blvd. Overland Park, KS 66210-1299

## REFUND POLICY

A full refund will be made for non-credit classes if the college exercises its right to cancel a class or if the class is full when a registration is received. A request for refund will be honored if a phone or email request is received in the JCCC CE Office four business days before the class begins. Otherwise, a Refund Appeal Form may be submitted for administrative consideration on a case-by-case basis.

## STUDENT CONDUCT

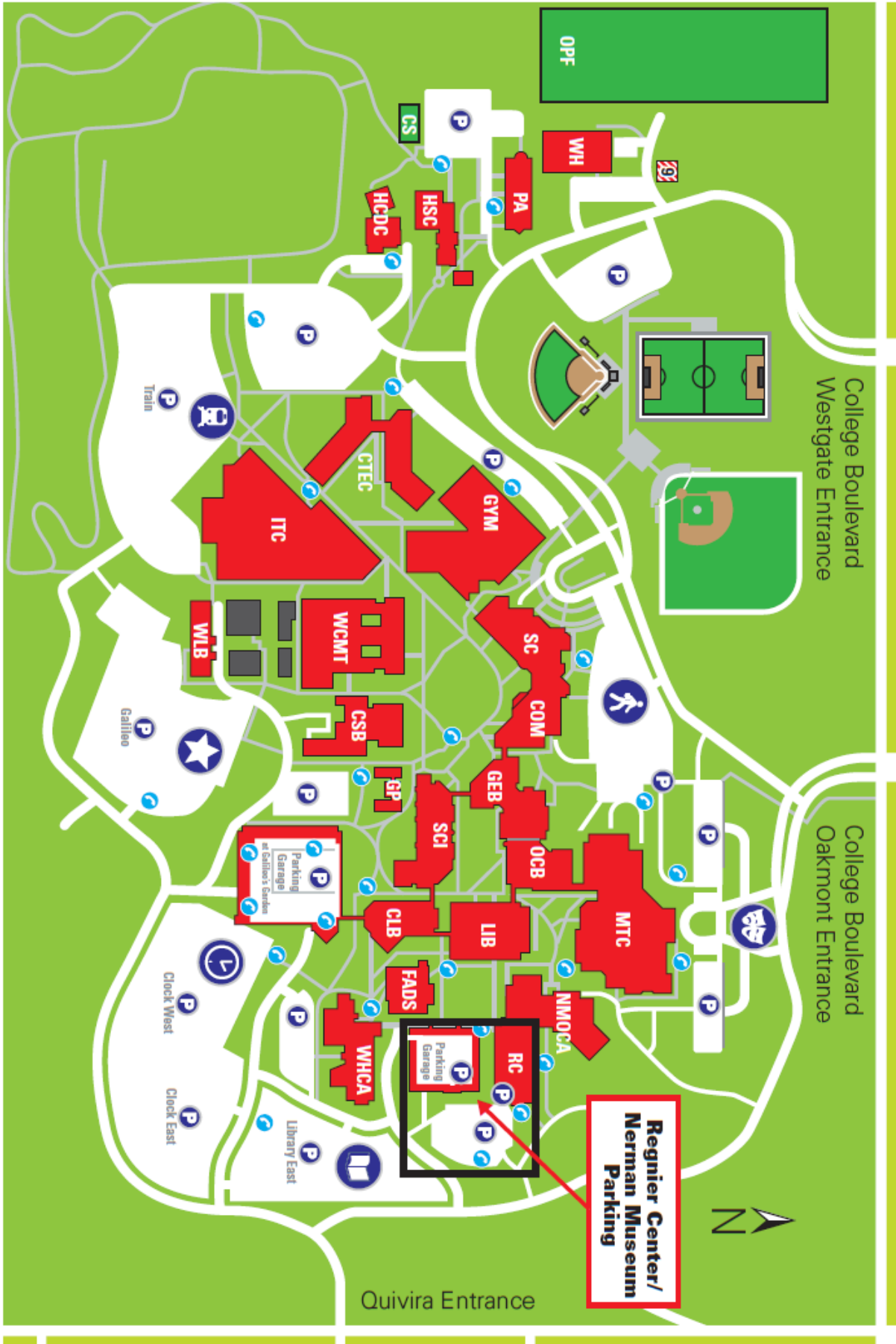
Our policy requires that disruptive students be removed from class. If necessary, we will call parents for early pick up. Tuition refunds are not granted to students permanently removed from class.

## SPECIAL REQUESTS

Johnson County Community College is committed to making reasonable modifications to its services, programs and activities as required by Title II of the Americans with Disabilities Act. Requests for modifications should be made by contacting Access Services for Students with Disabilities at 913-469-8500, ext. 3521, or TDD 913-469-3885.

## DROP OFF/PICK UP INSTRUCTIONS

Enter campus using the entrance on Quivira Road immediately south of College Boulevard. Parents may check-in students in the museum's lobby 15 minutes prior to class; staff at the information desk will greet your child and you may escort him or her to the classroom. We recommend that parents leave their children during the duration for the class, and we welcome parents to visit the museum galleries while the children are in class. Parents pick up students in the classroom when class is over. Parking is free, and the Museum has limited designated parking. There are parking lots around the perimeter of campus, and there is a parking garage near the Midwest Trust Center, a garage adjacent to the Regnier Center, and a garage on the south side of campus with a 5-minute walk.



College Boulevard  
Westgate Entrance

College Boulevard  
Oakmont Entrance



**Regnier Center/  
Nernan Museum  
Parking**

**RC**

**Parking Garage  
at O'Connell's Garden**

Quivira Entrance

Check West

Check East

Library East

Galileo

Train