



## **FASHION ACADEMY – 2025 POLICIES and PROCEDURES**

The 2025 Fashion Academy is a weeklong immersion experience for students entering grades 8 through 12 as of fall 2025. The program runs Sunday through Saturday, June 15 -June 21 and is open to male, female and nonbinary students who have a love of fashion and want to learn about the industry. Students may choose from a varied menu of classes throughout the day beginning at 9:00 AM and ending at 4:00 PM daily.

### **THE FIRST DAY OF FASHION ACADEMY – June 15**

Please plan to arrive early on Sunday to allow adequate time for check-in. Check-in begins at 9:00 AM. Enter the campus from 92<sup>nd</sup> Street and enter the parking lot to your right (Faculty Parking) and enter the building through the double doors. Watch for signage directing you to the entrance of Gerhardinger Hall where you will be directed to room 109. PLEASE PLAN TO STAY WITH YOUR STUDENT UNTIL REGISTRATION IS COMPLETE. For safety, curbside drop-off is NOT available on this morning.

This day will consist of registration, orientation, school/classroom tours, lunch and the start of their chosen afternoon classes. **Students will be dismissed early at 2:00 for this day only** as to respect the Father's Day holiday

### **MORNING DROP-OFF MONDAY-SATURDAY**

Enter the campus from Menomonee River Parkway, and take the circle drive around past the main building with the bell tower (Notre Dame Hall). Watch for signage directing you to the entrance of Fidelis Hall, this is where you may drop off your child. A Fashion Academy staff member will greet you in that location and check students in for the day.

Students who are driving themselves must follow the same procedures and park in the north parking lot just past Fedelis Hall for safe check in.

### **ACADEMY TIMES**

Fashion Academy will start promptly at 9:00 AM and end at 4:00 PM every day except for Sunday. If your student will be absent or have special circumstances requiring an early departure, please notify the Academy Director during the registration process. We understand that some changes may not be predictable so also notify the Academy Administrative Assistant by telephone: 414-930-3444. We hope you can understand that we want to plan and manage the classes effectively and therefore there are no partial refunds for missed classes.



### **PICK-UP PROCEDURES/ AUTHORIZED PICK-UP**

Families will be provided with a map and detailed directions for pick-up procedures during the Monday morning registration check-in. Pick-up begins at 4:00 PM every day. Please make sure rides are scheduled and students are picked up in front of Fidelis Hall between 4-4:15 PM. Any adult picking up a student will need to be listed on that student's authorized pick-up list at the time of registration. The authorized pick-up list must also identify any students riding with one another. Anyone picking up a student must show valid ID and be listed as an approved individual at the time of pick up. For any changes after the registration day, you must contact us prior to pick up at 414-930-3444 to add an individual to the authorized pick-up list.

### **LATE PICK-UP PENALTY**

Mount Mary personnel are not available to care for students passed the scheduled pick-up time. Any student picked up after 4:15 PM will be charged an additional \$5.00 for every 5 minutes. This penalty must be paid (cash or check) prior to the start of the next class. Notify the Academy office by telephone of any late pick-ups so we may provide appropriate supervision.

### **FOOD AND BEVERAGES**

Lunch is provided for all students and will be served at noon each day in the Mount Mary University cafeteria. Varieties of snacks are offered throughout the day. Should there be any food allergies or dietary restrictions where students will feel more comfortable bringing their own lunch or snacks, we have refrigeration available to store these items. If there are any other concerns about lunch or snacks, please feel free to email us at [mmu-fashionacademy@mtmary.edu](mailto:mmu-fashionacademy@mtmary.edu).

### **MEDICATION & MEDICAL ATTENTION**

If your child needs to take medication during Fashion Academy hours, the medication should be given directly to the Fashion Academy Director upon check-in and should be clearly labeled with the student's name. Individual students will not be permitted to carry and/or dispense their own medication except for immediate use inhalers and Epi-pens.

*\*PLEASE NOTE A SIGNATURE IS REQUIRED ON THE REGISTRATION FORM. By registering a student for Fashion Academy, you must grant authorization to Mount Mary University personnel to provide medical assistance should an emergency arise, including administering of medication listed. In perceived physical or mental health emergencies, university staff reserve the right to contact Emergency Medical Systems (911) and the student will be treated as necessary. Transportation for Non-Emergency Medical Treatment: In the event that a participant is in need of medical attention of a non-emergency nature, Mount Mary University Fashion Academy Staff will transport the participant to the closest medical facility in an approved Mount*



*Mary University vehicle. If the parent or guardian of the affected participant lives within 45 miles of the University, the parent/guardian is expected to provide transportation for their minor. The parent/guardian will be notified if transportation for non-emergency medical treatment is necessary.*

### **PHOTO/VIDEO RELEASE**

You have the right to either grant or deny permission for images of your child, captured through video, photo, and digital camera, to be used solely for the purposes of educational and promotional material, publication in print, Fashion Academy website, and Fashion Academy social media sites.

*\*PLEASE NOTE A SIGNATURE IS REQUIRED ON THE REGISTRATION FORM. As a participant in the Mount Mary University Fashion Academy, students may be included in videos and photographs taken during the classes. Photograph(s) may be used in publications, print ads, direct-mail pieces, electronic media or other forms of Academy and University promotions. When signing the Registration RELEASE form you would release the University, the photographer, their offices, employees, agents, and any designees from liability for any violation of any personal or proprietary right in connection with such use.*

### **TOOLS & EQUIPMENT**

Each class is unique in that it is taught using a variety of tools and equipment. If you would like more information pertaining the classes your student is enrolled in and the tools or equipment that he/she may come into contact with, please contact the Director of Fashion Academy, Trish Kuehn, at [kuehnlp@mtmary.edu](mailto:kuehnlp@mtmary.edu). Supplies for each class are provided as part of the registration fee with the exception of supplies for the photography session. Students must have their own camera equipment. Smart phone cameras are acceptable.

### **BEHAVIORAL POLICY**

Each student will be expected to adhere to the following behavioral policies. Parents/guardians must review the following guidelines with their children prior to the start of the Fashion Academy.

As a student at Fashion Academy:

1. I will respect my fellow peers.
2. I will use appropriate language.
3. I will have fun in ways that are safe to others and myself.
4. I will keep my hands and body to myself.
5. I will laugh with anyone, but laugh at no one.
6. I will use all equipment and tools only in the way my Fashion Academy educators instructs.
7. I will tell my Fashion Academy educators when I need help or if someone is bothering me.



8. I will clean up after myself.
9. I will participate in all Fashion Academy activities.

If I do not follow the rules:

- The first time, I will be given a verbal warning by my Fashion Academy instructor. *If my actions are severe and/or involve a physical altercation, I will not receive a warning and I will be asked to leave.*
- The second time, the Fashion Academy Director will be notified and will remove me from the activity. My parent/guardian will be notified by an email, phone call, or in person at pick-up.
- The third time, my parent/guardian will be called to pick me up immediately.

Fashion Academy reserves the right to remove any student from Fashion Academy if his/her behavior is overly disruptive, inappropriate, or creates a safety hazard. In severe cases and/or if a physical altercation occurs, the student will be immediately removed from Fashion Academy and asked not to return, possibly for the remainder of the Fashion Academy.

*\*PLEASE NOTE: A SIGNATURE IS REQUIRED ON THE REGISTRATION FORM. By registering your student for Fashion Academy, you understand and acknowledge that your student must adhere to the stated Fashion Academy behavioral policies. If your student is involved in a physical altercation or uses inappropriate language against other students or staff, he/she will be removed from the Fashion Academy and possibly not permitted to return. In said cases, there will be no refunds granted.*

### **Accommodations**

If any accommodations need to be made for the student, please reach out to [mmu-fashionacademy@mtmary.edu](mailto:mmu-fashionacademy@mtmary.edu) as soon as possible. This would include dietary restrictions, access to classrooms, and sensory accommodations. Mount Mary University will make every effort to provide accommodations with advanced notification.

### **Registration Process Payment**

A deposit of \$50 (fifty dollars) is due at the time of registration. A place is not be guaranteed for a student without this deposit. Full payment is required prior to the start of classes.

### **Scholarships**

Fashion Academy is able to provide partial or full scholarships based upon review of a scholarship essay. For details regarding eligibility and instructions on how to apply for a scholarship, please visit [mtmary.edu/fashionacademy](http://mtmary.edu/fashionacademy).



The deadline to apply for a Fashion Academy scholarship is April 30th, 2025. Recipients will be notified on or by May 31st.

### **Cancellations**

All cancellation requests must be made with the Fashion Academy staff at least two (2) weeks in advance (by June 5) of the Fashion Academy start date. Cancellations made at least two (2) weeks prior to the Fashion Academy start date will receive a refund, minus a \$50 cancellation fee. Cancellations made after June 5 (the two (2) week deadline) will NOT receive a refund.

Fashion Academy reserves the right to cancel the program entirely if it does not meet the minimum attendance threshold. In the event that fewer students register than is required for the Fashion Academy to take place, Fashion Academy will notify parents/guardians at least one (1) week before the Fashion Academy's start date. A full refund will be provided.

If particular classes do not meet a minimum threshold for attendance one week prior to the Academy start date, students will be notified and offered an opportunity to select from other available options.

### **IMPORTANT INFORMATION**

- Academy contact information: [mmu-fashionacademy@mtmary.edu](mailto:mmu-fashionacademy@mtmary.edu) and 414-930-3444
- Fashion Academy Directors: Trish Kuehnl | [kuehnlp@mtmary.edu](mailto:kuehnlp@mtmary.edu) & Elena Pitts | [pittse@mtmary.edu](mailto:pittse@mtmary.edu)
- Registration DEADLINE: June 11
- Scholarship Application DEADLINE: April 30
- Scholarship Announcement: May 31