

## Welcome to the Artists Playground!

I'm so glad you have joined us! I hope you will enjoy your learning experience at our studio as much as we enjoy teaching.

This sheet will give you the scoop about how things work at The Artists Playground. Over the years we have learned what works well for both the students and teachers in order to keep the studio running smoothly and efficiently. Although important, these items are not necessarily carved in stone. After all is said and done, the most important thing is that we communicate with each other to avoid any misunderstandings.

*Pat Lutz*

### GENERAL INFORMATION FOR ADULTS & CHILDREN

#### Payment: (Adult classes):

- Classes are charged at a weekly rate and paid for 1 month in advance on the last class(week) of your current month (weekly rate times weeks in month). *(For example, if your class meets on Thursday and there are 5 Thursdays in the next month, you would pay 5 times the weekly rate on the last Thursday of the current month)* If this presents a problem, please see us.
- When a student signs up for a month, the entire month's fee must be paid regardless of missed classes. Classes may be made-up, room permitting. (see make-up policy below)
- No refunds are given after your first scheduled class for the month. If you have paid in advance, a full refund will be given up to 2 weeks before your first scheduled class.
- If a student decides to stop classes, we request a 2 week, paid notice. This allows us to arrange for someone on the waiting list to take your spot. Thanks for understanding.

#### Payment: (Childrens' classes):

- Payment is due the first class of each session. If this presents a problem, please speak to me.
- If you plan to re-enroll your child in the next session, a \$25.00 deposit is due by the last week of the current session.
- No refunds are given after the first class of each session for children's classes. Refunds, minus a \$25.00 registration/processing fee, will be given prior to the first class of the term only.
- When a child is enrolled in a session, the entire session fee must be paid regardless of missed classes. Classes may be made-up, room permitting. (see make-up policy below)

#### Make-ups:

When students miss classes they still must be paid for but they can be made up in another class (room permitting) & only while they are an active student. Students can hold onto only 2 make-ups at a time, unless they make special arrangements with me due to extenuating circumstances. There are anywhere from 20 to 30 people absent a week so we should be able to find a spot for you. Another word about make-ups: if you schedule a makeup for, lets say, Wednesday night, and cancel, your make-up goes to Make-up Heaven. ***In other words, you can't make up make-ups!*** ***NOTE: We are aware you have busy lives so ... if you can't fit in a make-up consider an alternate of bringing a friend or family member to a class as a treat for them!***

#### Dress:

Students might want to wear smocks or old clothes because, although they may not get paint on themselves, someone may accidentally get paint on them. We try to tidy up but, never-the-less, this is a very active art studio. So, at times, there may be wet paint on the chairs, tables or easels.

#### Inclement Weather/Class Cancellation:

When Newburyport schools close due to bad weather, we will cancel **morning** classes for that day. For **afternoon & evening, Saturday, summertime or workshops** check our website or Facebook! If, by chance, the weather becomes acceptable for other classes, we will add notices to our sites. Please check our web site ([TheArtistsPlayground.com](http://TheArtistsPlayground.com)), or Facebook (<https://www.facebook.com/theartistsplaygroundschool/>) or email me at [info@TheArtistsPlayground.com](mailto:info@TheArtistsPlayground.com). We will try to post a notice at least 1 hour before any scheduled class, informing you of class status. Classes cancelled due to bad weather are not rescheduled, however students are welcome to make them up in other classes, room permitting.

### REMINDER: PLEASE CALL IF YOU ARE GOING TO BE ABSENT

Your call will allow space for someone who wishes to make up a class.