



## WEEKLY PROGRAM STUDIO POLICIES – UPDATED JANUARY 2026

*These policies are posted on our website. When you enroll in one of our programs, you are automatically bound by our current studio policies. These policies are not negotiable.*

### **STUDENT PICK UP & DROP OFF**

- Any MINOR attending a weekly program must be signed in & out by a parent or guardian.

**LATE PICK UPS** - Failure to pick up your child on time after their lesson, EVEN FIVE MINUTES after class ends (Based on our clock), you are CONSIDERED LATE.

- The first five minutes are - \$10.00.
  - Every additional 5 minutes that you are late, the fee goes up by \$5 dollars and will be pro-rated to the nearest five minutes.
- All late fees must be paid, PRIOR to your next session via cash or Venmo at: Tina-Rear.
  - Failure to pay the late fee in advance of your next session will automatically result in a loss of a session and refusal of any future make-up sessions, discounts, or promotions.

**CLASS CANCELATIONS & MAKE UPS** - There may be times that your personal schedule may not align, and your child will have to miss a class. Unfortunately, we cannot make exceptions to our policies for each family's personal scheduling needs.

- If the studio cancels a class for any reason, you will not lose that session, it will be added to the end of your program. Your original renewal date still applies. Adjustments made to individual programs based on cancellations or extensions do not extend your renewal date.
- Our studio is closed for all major holidays. Studio closings can be found on our website and posted in our studio.
- If there is inclement weather, our studio policy follows the protocols of the Hillsborough Township School District and State of NJ, "state of emergency".
  - If school is closed for weather related reasons, the studio will be closed. Students will not lose a session; a session will be added to the end of their program. Your ORIGINAL renewal date still applies.

### **WEEKLY PROGRAM MAKE UPS - Sick Absences**

- **There are no make ups for Sewing Classes. Sewing is based on a series of specific dates.**
- **Anime, Acrylic Pouring, Fine Art Skills Labs, 3D Art, Mixed Media, Crochet & Scrapbooking Classes:**
  - If your child is SICK and cannot attend class, we request at least **2 hours** before the start of the class to be considered as an excused absence and students will not lose a session; a session will be added to the end of their program. Your ORIGINAL renewal date still applies. \*No more than one per set of sessions will be excused.
- **Drawing & Painting Classes:**
  - If your child is SICK and cannot attend class, we request at least **2 hours** before the start of the class to be considered for a MAKE UP SESSION.
  - To be considered for make-up, YOU must request a make-up day and time at the time of cancellation.
  - You MUST have your make up session BEFORE your next lesson or you will lose the session.

**IF YOUR CHILD STAYS HOME FROM SCHOOL BECAUSE THEY ARE SICK, THEY SHOULD NOT BE COMING TO ART CLASS.**

**SCHEDULED VACATIONS** – Requires advanced notification to the studio.

- There are no make ups for vacations for Sewing Classes.
- **Anime, Acrylic Pouring, Fine Art Skills Labs, 3D Art, Mixed Media, Crochet & Scrapbooking Classes:**
  - If you are going to be away on vacation and would like us to consider freezing your account for the dates you will be traveling, you **MUST** notify us in advance to discuss your program and individual needs.
  - If your vacation make-up requests are granted, you will forfeit any promotions and free sessions you may have been allotted to your current program session and no additional absences including “sick” absences will be granted during that session. Your ORIGINAL renewal date still applies.
- **Drawing & Painting Classes:**
  - If you are going to be away on vacation and would like us to make up your sessions, you **MUST** notify us in advance to schedule your make up sessions PRIOR to your vacation.
  - If your vacation make-up requests are granted, you will forfeit any promotions and free sessions you may have been allotted to your current program session and no additional absences including “sick” absences will be granted during that session. Your ORIGINAL renewal date still applies.

**PROGRAM RENEWALS /CANCELLATIONS (All Weekly Programs)**

- All weekly program renewals are due on or before the date of your **SEVENTH SESSION**. *Your SEVENTH SESSION date is the original date of this lesson, not a modified date due to an excused absence or promo.*
- It is YOUR responsibility to know when your child’s renewal date is and renew accordingly. Please check your child’s sign in page at drop off.
- As a courtesy, we try to provide a written notice that you will go home with your child PRIOR to your renewal date.

**RENEWALS FEES (All Weekly Programs)**

- If you do not renew your program on or before your original seventh session date, there will be a \$35 late fee charged to your account. Late fees are only payable in cash or VENMO.
- If you do not pay the late fee before your next lesson, you will automatically lose a session from your program.
- If your account is not in good standing, upon renewal, that set of sessions is not eligible for any promotions, discounts, or make-up sessions.

**TAKING A BREAK**

- In lieu of renewing your program, you decide to “take a break” for less than three months, there will be a REGISTRATION FEE of \$45, upon your renewal.
- This Renewal Fee must be paid in cash or Venmo to Tina-Rear PRIOR to the start of your first session.
- If your child participates in seasonal activities and you know in advance that they will need a break from their program, please discuss that with us. Exceptions are at the discretion of the studio.

**PROGRAM PAYMENTS (All Weekly Programs)**



- Clients can pay online via our website, Venmo or Cash. No discounts.
- Clients can pay in advance for more than eight sessions.
- If you purchase 24 sessions at a time, you will receive a 9<sup>th</sup> session free for each of the additional two sessions purchased.
  - a. Purchasing bulk sessions does not entitle you to additional make-up sessions or excused absences. Our standard policies still apply. Personal schedules are not considered when booking this far in advance.
  - b. Our renewal policy still applies; you must renew on or before the seventh session in the LAST set of sessions you pay for. Sessions remain divided into 8 weeks on your sign-in page.

**STUDIO COMMUNICATIONS (All Programs)** - Scrap U & Artistry Too uses email to communicate information on class cancelations, changes, fees, etc. Often, clients do NOT receive our emails because they are going to their junk mail.

- We are asking that you list us **as a contact in your email address book @ [tina@scrapunj.com](mailto:tina@scrapunj.com)** to avoid having our emails and correspondence going into spam. Stating that you “did not receive the email” is not an excuse.
- Upon registration, we will pull the email address listed on your registration form as the MAIN email address to communicate with you.
- If you would like to change that email address or add to it, it is **YOUR** responsibility to notify us.

### **SUPPLIES FOR CLASSES**

**Drawing & Painting Lessons:** Please bring the following items to class each week.

- A tote bag to carry your supplies back and forth. Please have your name on it.
- A Sketch Book with your name on it

**Fine Art Skills Labs Lessons:** Please bring the following items to class each week.

- A tote bag to carry your supplies back and forth. Please have your name on it.
- A Sketch Book with your name on it

**Anime/Cartooning Lessons:** Please bring the following items to class each week.

- A tote bag to carry your supplies back and forth. Please have your name on it.
- A Sketch Book with your name on it

**Crochet Lessons:** Please bring the following items to class each week.

- A tote bag to carry your supplies back and forth. Please have your name on it.
- Crochet Needles, patterns and any yarn needed for your current project.

**Sewing Lessons:** Please bring the following items to class each week.

- Your sewing Machine with your name on it OR you can rent one of our machines.
- Sewing II students – Fabric, pattern and all supplies for your current project

**For all programs, students should bring a sweatshirt in case they get cold. Something that they are not concerned about getting dirty. If your child gets thirsty, please send them with a SMALL leak proof water bottle with their name on it.**