



November 1, 2024 - Updated Weekly Program Policy

- **Drawing & Painting Weekly Lessons – Change to Age Groups**

Please be advised effective November 1, 2024, we have modified our age groups for drawing & painting lessons. Our Littles program will now range from Age 4 through 8 years of age. Our School Age Kids program will now range from Age 9 through 17 years of age. Once a child turns eighteen, their program changes from School Age to our Adult program. _____ **Initial Here.**

- **Drawing & Painting Weekly Lessons - Class Excused Absences & Make-Ups**

To ensure we continue providing the highest quality instruction & manage our class sizes efficiently, an excused absence from class due to illnesses now requires **at least 4 hours'** advance notice. A make-up session must be scheduled and used **PRIOR TO YOUR NEXT SESSION**, unless arranged in advance. If you are unable to schedule a make-up session because of your other extra-curricular activities, you will forfeit the session. In addition, you will forfeit any promotions or free lessons you may have been allotted for said period of sessions (i.e. 9th class free, etc.) *Excessive absences may result in the studio not offering any further accommodation or promotions. This decision is at the discretion of the studio. Make-up sessions and studio promotions are non-transferable. _____ **Initial Here.**

- **Acrylic Pouring, Anime, Clay, Crochet, Mixed Media Weekly Lessons - Class Excused Absences & Make-Ups**

To ensure we continue providing the highest quality instruction & manage our class sizes efficiently, an excused absence from class due to illnesses now requires **at least 4 hours'** advance notice. If the studio excuses your absence, an additional lesson will be added to the end of your current set of lessons, BUT you will forfeit any promotions or free lessons you may have been allotted for said period of sessions (i.e. 9th class free, etc.). *Excessive absences may result in the studio not offering any further accommodation or promotions. This decision is at the discretion of the studio. Studio promotions are non-transferable. _____ **Initial Here.**

- **No-Shows – All Programs**

If you fail to attend a class without proper notice as outlined above under "*Class Excused Absences & Make-Ups*," the session in question is considered to be a no show, no make-up or credit will be allowed, and you will lose the session. _____ **Initial Here.**



- **Renewal Deadlines – All Programs**

Effective November 1, 2024, our studio policy states that all weekly programs MUST be renewed **NO LATER THAN** the day of your **SEVENTH LESSON**. It is your responsibility to track when your child's renewal is due & renew accordingly. Please Note: Your **SEVENTH SESSION** date is the date your original lesson was scheduled, regardless of any modifications made, additional dates added due to prior excused absence, etc.

- **Late Renewals & Fees – All Programs**

If you renew your lessons *after your original seventh session date*, a \$30 late fee will be added to your account and must be paid in cash or Venmo, prior to your next lesson. Failure to pay the late fee will result in a delay in beginning your next lesson. No make-up or credits will be offered. _____ **Initial Here.**

If your account is not in good standing and you incur a late fee, upon renewal, that set of sessions is not eligible for any promotions or additional sessions regardless of the number of programs the student is enrolled in. There are no refunds or exceptions. _____ **Initial Here.**

Failure to communicate and not renew a spot that is being held in a class, will result in a forfeit of your spot in that class/program. Only students whose accounts are in good standing will receive priority of placement for their preferred class. _____ **Initial Here.**

Delay in renewing your program or "taking a break" for a few weeks in order to avoid paying your renewal late fee will result in a negative balance on your account should you choose to renew at any time. These fees must be paid in advance of restarting your program and will come directly out of any registration for any program paid to the studio. _____ **Initial Here.**

- **Studio Communications – All Programs**

Scrap U & Artistry Too uses email to communicate information to its clients, including class cancelations due to weather or instructor illness, policies, student information, etc. Often, clients are not receiving our emails because they are going into their junk mail.

We ask that you please add us as a contact in your email address book @ tina@scrapunj.com to avoid having our emails and correspondence going into spam. _____ **Initial Here.**

To ensure that we have the best email address on file, please list the names and email addresses that you would like future correspondents from Scrap U to go to. PLEASE PRINT CLEARLY BELOW.
_____ **Initial Here.**



PLEASE PRINT YOU INFORMATION SLOWLY & CLEARLY BELOW

1. Adult's Name: _____

Email Address: _____

2. Adult's Name: _____

Email Address: _____

- **Scheduling/Vacation/Travel – All Programs**

If you have a vacation scheduled and it is during any **school holiday or break**, please notify us as soon as possible. You must schedule make-up sessions before your scheduled travel dates so that your account stays in good standing and your sessions are completed on time. _____ **Initial Here**

*If you are unable to schedule additional sessions in advance of your trip, due to *last-minute travel requirements*, please discuss your needs with the staff PRIOR to your travel so that we can do our best to accommodate your make up sessions. *Accommodations will be made at the discretion of the studio. If you are unable to schedule a make-up session because of your other extra-curricular activities, you will forfeit the sessions. _____ **Initial Here.**

IF you are registering for a **new** set of sessions & have a holiday vacation scheduled AND you notify us with your registration, we will adjust your program dates accordingly with no penalty. _____ **Initial Here.**

*Excessive absences may result in the studio not offering any further accommodation or promotions. This decision is at the discretion of the studio. Make-up sessions and studio promotions are non-transferable _____ **Initial Here.**

Please Note: Long Holiday Breaks & Summer vacations and scheduling do not apply here. Special accommodations can be made on a case-by-case basis.



- **Supplies for Class – All Programs**

To get the full advantage of your program, your child should be prepared for each lesson. Please bring all necessary supplies to each lesson. This includes:

- Drawing, Painting & Anime Students - A sketch book.
- Sewing Students - Required fabric & supplies.
- Crochet Students - Crochet needles, patterns & projects if they were allowed to take them home.

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- If your child tends to get thirsty, please bring a water bottle to class. Water bottles should have your child's name on them & be spill-proof. Bottled water is often available for purchase in the studio for \$1 per bottle. *We do not recommend that you drink tap water in the studio.

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- Temperature in the studio – The studio tends to be cold for some students. It is suggested that you bring a sweatshirt for your child in the event that they get cold while working. *For drawing & painting students, please ensure that the sweatshirt is old in the event that it may get soiled during class. _____ **Initial Here.**

- Carrying items to and from the studio - Please send your child to class with a tote bag to carry their items to and from class. Having their art supplies, water, sweater, etc. in one place eliminates the possibility of forgetting to bring them to class, dropping them and leaving them behind in the studio. Personalized Scrap U tote bags are for sale in the studio for \$15 each.

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Thank you in advance for your cooperation and for being a part of the Scrap U Family! If you have any questions concerning these updated policies, please feel free to reach out to me. We look forward to continuing working with you.

With Gratitude,

Tina Rear