

## Welcome to the Artists Playground!

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

This sheet will give you the scoop about how things work at The Artists Playground. Over the years I have learned what works well for both the students and me 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 first scheduled class of the 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 first Thursday of the month)* If this presents a problem, please see me.
- 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 \$20.00 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 \$20.00 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 you 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!***

#### Dress

Students might want to wear smocks or old clothes because, although you may not get paint on yourself, someone may accidentally get paint on you. 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. A decision on whether to hold afternoon and/or evening classes will be made on a storm-by-storm basis, keeping in mind the forecast and existing driving conditions. Please check our web site ([TheArtistsPlayground.com](http://TheArtistsPlayground.com)), or call me at home (978-462-8411). We will try to post a notice at least 1 hour before any scheduled class, informing you of whether we will cancel classes or not. 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.