



**FINE ART STARTS!**

**POLICIES AND PROCEDURES**

503.723.9661 [www.fineartstarts.com](http://www.fineartstarts.com) 102 Molalla Avenue, Oregon City, OR 97045

Please read, sign, and return to Fine Art Starts on your child's first day of class.

**PARKING & CHECK IN** Parents, to ensure the safety of your children on our busy street, we ask you walk your child(ren) and drop them off for class *inside* the studio. Parking is limited as we have only 3 assigned spaces and then off street parking. For this reason we ask you save the closest parking spot to the door for mothers with young siblings and/or infants in car seats. You may also park across the street in the parking lot and take the cross walk over to our entrance. We ask, again, that parents *always* escort to and from class. Please enter through the front, main door (on Molalla) and check in at the front desk.

**TUITION** We accept payments by cash, check, and Visa/MC. Tuition is prepaid for each term. Please let us know ahead of time if you will be absent from a class. (See Missed Class policy, below). Sorry, NO refunds or credits for missed days or dropping out.

**RETURNED CHECK FEE** \$15 per returned check.

**MISSED CLASS POLICY** Most art/music/riding lessons do not allow any make-up classes for absences. We *DO* allow two make-up class per term if you call the studio by 10am (9am if you are a Saturday student) on the day your child will miss class. If you call after this time or not at all, your absence will not be considered eligible for a make-up time. No refunds for missed classes will be issued nor will we reschedule make-up classes for forgotten or missed make-ups.

**CAN PARENTS STAY FOR CLASS?** We do not allow parents to stay in the studio during art class time but we do encourage parents to visit the studio on the third class of each month by coming 15 minutes early to your child's class to observe and participate in "check-out" time. There are many places close by where you can enjoy a cup of coffee during your child's class. If you have concerns or questions about what your child is working on in class please call the instructor directly. *We prefer not to talk about your child in front of your child.* We will call you if anything comes up we feel you might be interested in knowing (your child's challenges, achievements, etc.). If you have questions, please call us at 503.723.9661. Thank you for supporting your young artist!

**GUESTS** Pending available space in class, you may invite a guest to class with approval from your Fine Art Starts instructor (503.723.9661). Regular drop-in rate is \$20/class. Drop-in rate for friends of currently enrolled students is \$18/person and includes supplies. If you refer a friend who registers and you will receive credit for two (2) classes next term!

**WHEN CAN WE TAKE ARTWORK HOME?** Student work stays safely at the studio until our art show in December or June. If your child has made something for someone as a gift, please let us know so we may remind them to bring back anything they've taken home so it may be displayed for the art show. Please be patient with clay work. It's process doesn't allow us to speed-dry it, so it may take several weeks to dry, be fired, glazed, and re-fired.

I have read and understand the above policies and procedures.

\_\_\_\_\_  
Parent's Signature