

Brenda Williams Studio

Policy Statement:

Effective August 2018

We want you to have a wonderful experience at Brenda Williams Studio as well as the opportunity to fall in love with art and your own creativity. We ask that you help us by following these policies to keep students safe, classes fun and in order, and for everyone to be happy!

ATTENDANCE

Students are expected to attend classes regularly, either every week or every-other week. We keep our classes small as we feel it is important to give individual attention to students. If it is necessary for your child to miss class, please call or text me in advance, so class and teatime can begin on time.

MISSED CLASSES

No refunds for missed lessons.

Please note, you are paying to reserve a spot in the class for the whole semester.

Make up classes will generally NOT be available due to very full classes.

No credits or refunds for unused classes.

BEHAVIOR

We reserve the right to refuse instruction to disruptive or disobedient students, and no refunds will be issued in this case.

PICK-UP AND DROP-OFF

We love to start class on time with tea and refreshments as this gives us time to talk about the day's lesson and other important clay stuff. When one or more students are tardy, it delays us from getting to the good stuff! Please make sure your child arrives on time.

Please do not arrive more than 5 minutes early for class as this is valuable preparation time for the teacher.

PICK UP: Please pick up your children right on time. With back-to-back classes, it is vital that I start preparing for the next class as soon as the previous class ends.

LOST, FOUND AND CREATED ITEMS

After 60 days, any lost, found or created items (including abandoned pottery) will be disposed of without notice. If it's yours and you like it, take it home 😊

Brenda Williams Studio is not responsible for any damages during the drying, firing, or handling process for any reason.

I UNDERSTAND AND AGREE TO THE ABOVE POLICY:

Signed: _____ Date: _____