

Welcome to the Art Studio Workshop!
70 Beechwood Terrace, Yonkers, NY 10705
914-318-7092
theartstudioworkshop@gmail.com

Below is a short list of Terms and Conditions. Please take a moment and read them thoroughly:

SESSIONS:

The school year is divided into 3 sessions here at the studio: Fall, Winter and Spring. We also hold figure drawing sessions, as well as an art show at the end of the year.

HOLIDAYS AND SCHOOL BREAKS:

• I have a wide spectrum of students who attend schools in various districts. The studio's calendar of observed holidays is based on those school districts that I must consider. The following holidays are always observed: **Rosh Hashanah, Yom Kippur, Sukkot, Thanksgiving (includes the Wednesday evening before and Friday after), Christmas, New Years Day, and Memorial Day.**

The studio is closed between Christmas and New Years Day.

Due to the high amount of holidays in October, THERE WILL BE CLASS HELD ON COLUMBUS DAY & Martin Luther King JR. Day.

*****These dates are always listed on the invoice sent out at the start of the session. The dates listed are specific to the day your child attends class.**

••Please note that due to holidays and school breaks, all classes have different start and end session dates. **Detailed information regarding session start/end dates and observed holidays can always be found on your invoice.**

•Every effort will be made to have the school breaks and the studio breaks coincide but please be advised that these will sometimes vary. Please call me if you need more information about February and Spring breaks.

MISSED CLASSES:

•Students who miss classes will be given the opportunity to take a class on **another day of the week** as a make up. I am flexible with allowing make up classes as long as they are taken within the current session.

•If you do not notify us within 24 hours of your child missing class, and do not contact us, your child may lose eligibility for a make-up class.

Please make every effort to schedule a makeup class at your earliest convenience. Make up classes cannot not be transferred into credits.

It is imperative that I be informed of any impending absences as soon as possible. As I work to prepare for the attendance of every student **prior to class, failure to notify me of an absence **before class begins** is an inconvenience and I will not be able to provide make up classes in such situations.**

I do not check email while I am in the studio, therefore, same day notifications must be made before class and by phone.

•Weather related cancellations or classes cancelled for reasons which I am responsible, will be treated as makeup classes and we will always try our best to schedule extra block times if necessary.

BILLING:

Invoices are sent out at least 2 weeks before a session will begin. When you register your child you are committing to a 12 week session of classes.

There will be no refunds given beyond the 3rd week of classes and if no notice of least 2 weeks is given.

**We often have a waiting list for most of our classes and we would like the opportunity to fill our spots when they open.

TRIAL CLASSES are offered if you would like your child to try a class before committing to an entire session. Prices are based on the amount of hours attending.

•An installment plan can be arranged if you find that you need one. Please contact Amanda or myself **before** your due date.

****A late fee schedule is posted on the bottom of your invoice There will be no exceptions for late payments. If mailing your payment, please plan ahead to ensure that it arrives here **by the due date**. Unfortunately, last minute calls or emails informing me of a late payment will not override late fees.**

•Please make your check payable to **Julia Eisen-Lester** and **record the invoice number on the memo section of the check.**

CLASS SUPPLIES AND MATERIALS:

•The session fees include the cost of materials excluding canvas.

•Students working with oil and acrylic paints will be using canvas for some of their works. The costs per canvas ranges from \$6-\$18 depending on the size.

Each student will have an individual canvas bank. Please supply your child with \$15-\$50 **in cash** which will be kept in a folder with a log of the canvases used. Payment for canvases will be deducted directly from the money in that folder.

- Please provide us with the money (cash) for your child's canvas bank on the **first day of the Fall session**. You will be notified via email when the bank runs low. Any money not used will transfer to the next session of the school year.

SNACKS:

- If your child arrives here directly from school, please provide him/her with a healthy (nut free) snack.

ILLNESS:

- If your children are experiencing symptoms of illness, **please keep them home to recuperate**. Makeup classes can be scheduled for these absences as well but please make sure we are notified ahead of time.

Thank you so much and I look forward to working with your children!

Warmly,
Julie Lester

Updated 11/2017