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1233 B South Mary Avenue
 Sunnyvale, Ca. 94087



ENROLLMENT FORM AND POLICIES

TUITION:
 You will receive your usual monthly invoice by email prior to the due month (if not, please let management update). Your monthly invoice is due by the first week of every month. Automatic payment will be processed and can be requested at no service charge for your convenience. There is a \$15 late fee charge, so please note that management will refuse your child to class and materials withheld, or further enrollment until paid. Dropping you from enrollment entirely will be considered. Accepted forms of payment include cash, credit card auto pay or check (payable to Art Time Studios). For your convenience, Art Time Studios management will work with you regarding any studio policies and procedures.

P/G.I.

ENROLLMENT, MISSED/MAKE-UP CLASSES AND NO 5TH CLASS SCHEDULING:
 For any reasons, you are to discontinue enrollment or be away for an extended amount of time, please officially inform ATS management before the generated monthly billing statement is sent to avoid any billing discrepancies. Classes cannot be held to save a spot and will be automatically dropped, so you will need to ask for availability for future enrollment. Missed or make-up classes will automatically be rolled over to the next month unless arrangement through management. Please take notes on adjusted monthly invoice statements for your convenience. Please make prior arrangements for missed/make-up classes as space and teacher convenience is limited, so expect for accommodations for unscheduled classes to NOT be accepted. Please make a special note, there are NO 5th SCHEDULED CLASSES on the 5th week of every month, please refer to invoice or website information for announcements. Only 4 (or less) scheduled classes on a typical month. Any 5th class is a class OFF. Please visit website for any additional announcements, notes, and reminders!

P/G.I.

STUDIO MANAGEMENT NOTABLES:
 Art Time Studios does not take responsibility for your child(s) actions unrelated to teaching or learning of art during studio time. Classes are curriculum goal specific and self-directed without the burden of a strict atmosphere, however it is expected for students to be held accountable and follow a Code of Conduct which consists of the Big "3": Be Responsible, Be Safe, and Be Respectful. If they misbehave, management will initiate contact with parent(s) or guardian. Studio rules, responsibilities and expectations are to be honored at all times and follow and respect any basic directions given by teacher. If problems continue in any inappropriate way during studio class time, teacher reserves the authority to ask that your child/student be immediately removed from class entirely with no refunds on any leftover classes or materials. Students are reminded to act right and monitor their behaviors themselves without burdening the teacher to enforce strict disciplinary actions. The goal of ATS art program is to support long term teaching of fundamental learning of the visual arts, therefore any conflicting and discipline issues from these learning goals are NOT welcomed and tolerated! Impacting art achievements, students are consistently evaluated for long term benchmark visual arts standardized goals in 4 areas: Knowledge, Habits of Mind, Communication Skills, and Habits of Work. A detailed outline is available for review. For their safety, students will be asked to stay indoors after classes to await pickup. Please help in reminding them of their weekly expected student responsibilities and conduct, and please play an active role in their student responsibilities and art achievement. We proudly continue to teach highly motivated and serious students who desire learning and achievements in the visual arts. Again, thank you for your business, support and for choosing Art Time Studios!

P/G.I.

I Have Read and Reviewed The Following Policies and Procedures with My Child(s):

Parent/Guardian Signature _____ Class Day & Time _____

CONTACT INFORMATION (PLEASE PRINT CLEARLY!)

Student(s) Name:		
Parent(s) Name:		
Address (City, and Zip Code):		
Contact Numbers:	Home:	Cell:
Primary Email:		
Person of Referral (\$10 OFF)		