

## PRIVATE LESSON POLICIES

### COSTS

**Tuition** - \$80/hour – pays for the instructor’s individual attention and facility equipment use.

**Clay** – Students can purchase a 25 lb bag for \$25 or a lug of Recycled for \$4/5lbs at our location – We recommend chatting with your instructor before purchasing so they can help guide you on what amount would be best for your lessons. Students must tote their clay to and from the studio – we will not store clay

**Tools** – Students must purchase their own tools. They can purchase a kit at our location or pay a-la-cart for what they would like. Students must bring their tools with them each time they set up a private lesson – we will not store tools.

**Firings** – All firings are paid a-la-cart, per piece, per firing. Firing fees will match our regular firing fees for Bisque loads, however if students use our class studio glazes, they will need to pay an additional \$1/piece. Alternatively, teachers can guide students to purchase their own Cone 6 glazes to use at will. All outside glazes must be placed on a “cookie.”

**Studio Underglazes**– Not to be used for private class students. Students can purchase their own if they wish to use them- teachers must guide students on proper use.

**Studio Slips and Stains** – May be used freely at no additional cost

**Storing work** – Students may store “works-in-progress” at our art center if the intention is to continue booking lessons to complete the work. Work unclaimed for more than 3 weeks will be discarded.

### CANCELATIONS, SCHEDULING

Students can purchase private lessons online at any time however the actual scheduling of the lesson must be at least 48 hours in advance. There are no refunds if a student fails to show up to a confirmed and scheduled private class. A student needing to reschedule, must do so at least one **business day** before the lesson is scheduled. **Keep in mind, Mondays and Tuesdays are NOT considered business days for the Art Center (Phones and email are not monitored on those days), so a lesson on a Wednesday must be cancelled or re-scheduled no later than Sunday before 6pm.**

### CREDITS/VOUCHERS

CCAC does not offer credit or vouchers towards future private or group classes.

### WEATHER POLICY

In the event of inclement weather, CCAC will decide regarding closure and rescheduling of any class and will update our Facebook page to reflect the status of our space. Please note that our closure policy, while informed by Stafford County, will not always reflect the same closure status. We will make good faith efforts to reschedule and provide make-ups for classes canceled due to weather or emergency conditions.

## **CCAC HOLIDAYS**

No private classes can be scheduled for the following days in the year: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. These holidays, weather-related closures, or any additional days designated by the instructor may require make-up dates to be scheduled with students.

## **CHILD MEDICAL INFORMATION**

When registering your child for a CCAC private youth or teen class (all ages under 16), the checkout page has a section called "Order Notes" where parents can list any medical or allergy information about your child. Please complete this information thoroughly. If you have any additional health or behavioral information that may affect your child's participation in classes at CCAC, please contact us immediately. CCAC's classes are staffed by art instructors, not care specialists or medical practitioners and as a small organization, CCAC does not have the resources to provide specialized, one-on-one care for individual students. If your child requires individual specialized care for any mental, behavioral and physical ailments, you must provide an aide/parent to be present with the child in class throughout the entire class session.