

# Tyson's Art Center

## Policies and Guidelines

### CANCELLATIONS

- Please notify us in advance if your student will not be re-enrolling for the next month.
- To be eligible for a make-up class, you must notify us prior to your student missing a class.
- We offer flexible scheduling for make-up classes, and there is no limit to how many make-ups a student may attend.

### MAKE-UP CLASSES

- If we are not notified of an absence at least one hour prior to the start of class, the make-up is forfeited. (This also applies to scheduled make-up sessions.)
- To cancel a class, please call and leave a message or email us.
- Make-ups may carry over into later months, but only if the student remains enrolled.
- Make-ups cannot be scheduled during a month when the student is not enrolled.
- Make-ups do not replace or reduce tuition for regularly scheduled classes.
- Any paid classes canceled by Tyson's Art and Learning Center due to emergencies will be rescheduled.

### TUITION

- Tuition is charged monthly (not per class) and remains the same whether the month has four or five weeks.
- Sibling discounts are available for immediate family members enrolled together.

- Tuition is due on the first day of each month.
- Tuition credit is not provided for missed classes (make-ups are available instead).
- Tuition is not transferable from one month to another due to absences or missed classes.
- Students who register later than the first week of the month will receive prorated tuition for that month.
- Withdrawal requests must be submitted before the **first day of the month**. No refunds will be issued after that date.

## **SNOW & INCLEMENT WEATHER POLICY**

- If classes are canceled due to inclement weather, a make-up class will be provided.

## **SAFETY PRECAUTIONS IN THE PARKING LOT**

For the safety of all students and families:

- Children must be accompanied by an adult at all times.
- **No running or playing** in the parking lot or on the adjacent hillside.
- Please drive slowly—there is a blind spot near the building entrance.
- After drop-off or pick-up, please leave promptly to avoid lingering and keep the area safe.
- Use the center entrance to the building for both entry and exit.
- Only park in front of our studio. Avoid parking in spaces reserved for neighboring businesses.