

## **2021 Art Class Policies and Procedures**

WELCOME TO EMPOWER ME ARTS!

The place where **MUSIC**, **ARTS**, and **COACHING** come together

Thank you for signing up for an art class with us!  
We're excited to Empower you to explore your creativity!

Here are some things you need to know:

### *What to Wear*

Students should come to *any* art class in clothes that can get messy! We hold no liability for clothes that “aren’t the same” after our classes. That said, most days will be minimally messy and we’ll try to have your child cleaned up enough so that your car doesn’t get redecorated too!

### *Parent Attendance*

Parents and additional siblings (unless registered) are not allowed to attend classes unless specifically stated in the course description (ex: “Mommy and Me”). Please feel free to enjoy some time to yourself or run an errand!

### *Project Pick-Up*

Depending on the age group your student will have several projects that may require drying. We will allow those to dry at your class location and you may pick them up the week following.

### *Directions*

Address and directions will be sent out to you in your confirmation information.

### *Arrivals*

Please do not pull up to drop off in the narrow area by the crosswalk. This is much more narrow than the rest of the street and you will be blocking traffic. Please pull to the side where the road opens up for parking or drop-off.

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When students arrive they should remove their shoes and leave them on the front porch. Do not ring the doorbell for classes-we will let you in when ready. Feel free to wait on the porch or sidewalk, or in the car if it's raining. Please do not walk on the landscaping! Our classes & lessons run on a tighter schedule, please help us deliver the best experience possible by:

- being ready to come in when we open the door around 5 mins prior to class
- being ready to pick up your child, waiting for them (in your car or on/by the porch) 5mins prior to class finishing.
- We are not able to supervise your child when the class is not in session. If there are emergencies please let us know ASAP by texting your teacher.

### *Parking*

Please park in front of our house on the street and use sidewalks. Please help us keep our HOA happy and do not walk on the landscaping. Also please do not pull up in the area by the cross walk. This is much more narrow than the rest of the street and you will be blocking traffic. Please pull to the side where the road opens up for parking or drop-off.

### *Late Arrival*

If you're running more than 5 mins late please text your specific teacher and the studio owner. If a student is tardy, they will only receive a class for the remainder of the time available during their regularly scheduled lesson time. We will do our best to include the child and catch them up. A refund will not be offered for any late arrival nor will the lesson be significantly altered to fit within the remaining time. Makeups are not given for group classes.

### *Cancellations/Missed Class*

Please let your teacher know 48hrs or more ahead of time if you will miss a class. We understand that several factors may cause a student to miss a class. \*No refunds or makeups are issued for group classes.

### *Payments:*

We use a very secure automatic billing system Stripe. This is billed through the school management system we use: My Music Staff. When you registered you were asked to put a card on file. You are able to login to your account at any point to see where your billing stands and you'll be notified of any charges via email (and sms text if you enrolled).

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6-Week Summer Class payments are a one-time billing.

We will *always* ask your permission before charging anything extra (such as an extra lesson fee, books etc).

No information is kept by us or My Music Staff. We can only identify the last four digits of your card.

All credit cards will be charged a 3% processing fee.

If you have a timing issue with a paycheck or other understandable circumstance please let us know and we will do our best to work with you. Group class tuition is nonrefundable.

### *COVID Requirements*

We thank you in advance for being mindful of any symptoms of COVID and ask that you follow the appropriate state-recommended protocols if you become sick or are exposed.

We ask that masks be worn at this time.

Please see our [Covid Policies Page](#)

While we will do our best to keep things clean and mitigate risk of sickness, EmpowerMe Arts, Sarah & Kalen Jolk, Jolk Enterprises or any other staff member do not hold *any* liability for person(s) contracting illness while interacting with us and on our premises.

### *Code of Conduct:*

We know that kids are well...kids! And messes will happen! We do our best to provide a safe and fun atmosphere where everyone feels like they can be themselves. In the event that a student makes choices to hinder this or are having trouble regulating themselves we will do our best to help them, give warnings, and walk them through trying things differently. If this does not work we will respectfully ask that the child be picked up and not attend the rest of class. No makeup or refunds will be given.

Things that will NEVER be tolerated:

1. Bullying
2. Hate Speech towards a people group or individual's gender, religious background, ethnicity or overall identity.
3. ANY physical harm to another student or teacher (we're not describing accidents)

We strive to provide an atmosphere in which students can disclose struggles and find support. However if we are made aware of any active, previous, or pending self-harm,

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harm to others or harm received from another person we will follow the appropriate steps in notifying the appropriate guardian(s) and authorities.

*Subject to Change:*

All of the policies here are subject to change at our discretion.

*Questions*

*We welcome any questions you may have! Feel free to text or ask in person. And as always please let us know if there's anything we can do to make your experience better.*

Thank you for letting us join you and/or your student(s) while you grow as an artist.  
It's truly an honor!

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Please sign and date that you have read all of the above and agree to our code of conduct and other policies.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date:\_\_\_\_\_

On behalf of (if student is under 18):

Minor's Name(s) Printed:

Minor:\_\_\_\_\_

Minor:\_\_\_\_\_

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Minor: \_\_\_\_\_

Minor: \_\_\_\_\_

## PHOTO AND VIDEO PERMISSION

From time-to-time we will take photos/ videos of students at recitals, performances, etc. for promotional material on our website and social media advertising. We understand that there may be safety concerns. We will not publish personal information about your child. Only first names will be used.

I \_\_\_\_\_ as (Circle ONE: **PARENT / LEGAL**  
(First Name) (Last Name)

**GUARDIAN**) of \_\_\_\_\_ do hereby grant permission to  
(Child's First and Last Name)

Sarah Jolk, her staff, and/or anyone working for EmpowerMe Arts, Jolk Enterprises LLC to take pictures and/or record video or sound of my child \_\_\_\_\_  
(Child's First and Last Name)

while participating in EmpowerMe Arts activities.

I understand that Sarah Jolk and her staff will always do this in a relational way and respect a child's personal space and boundaries at all times.

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**Please sign:**

**Parent/Guardian First and Last Name**

*PRINT:* \_\_\_\_\_

*DATE:* \_\_\_\_\_