

# Studio Policy

## 1. Payment of Fees

Fees must be paid on the 1<sup>st</sup> lesson. Lessons are strictly non-transferable (unless amongst siblings) and no refunds will be given if students are unable to attend any lessons.

**PayNow** to UEN 201539566W

**Bank Transfer** (OCBC Bank - Sixth Avenue Branch)

Bank Code: 7339

Branch Code: 617

Account Number: 617 87719 6001

**Cheque**

Payable to 'Artify Studio Pte Ltd'

## 2. Completion of Art Classes

12 sessions have to be completed within **4 months** upon commencement.

4 sessions have to be completed within **2 months** upon commencement.

Classes are counted only when your child is in attendance. There will be no forfeits of classes if your child is unable to attend and 1-week advance notice is given. Failure to give 1-week advance notice of a child's attendance will result in the deduction of the missed class.

## 3. Punctuality

Please send and pick up your child promptly before and after class- not too early or late! Every class will begin and end of time so please be punctual. This is to make the most out of the 90 minutes we have with them. Latecomers will disrupt the ongoing lesson and your child will not have enough time to complete his or her lesson.

If you arrive early, we kindly ask that you wait at the corridor outside the studio to ensure that we keep the headcount within our premises as low as possible.

Picking up your child late at the end of the class is not advisable as the next class needs to begin on time. Artify Studio is not responsible for children before/after class time or between classes.



#### 4. Absence/Make-up Class

- If your child is unable to attend class due to the following reasons, please give us advance notice (WhatsApp 90111431):
  - Unwell/sick: Please provide a medical certificate and provide us notice
  - School activities/exams: To inform at least [one week in advance](#)
  - Holidays: To inform at least [one week in advance](#)

*Please do not send your child to class if they are unwell or running a fever.*

- **Make-up Class:** The option of having make-up classes during other days/time slots will be offered if there is availability. If not, we will see your child the following week.
- **Holiday Programmes/Art Camps:** Kindly note that there are no replacement lessons for children enrolled in Holiday Programmes or Art Camps.
- **Public Holidays:** Artify Studio is closed on all Public Holidays which means there are no kids classes. Classes will resume the following week.
- Classes are counted only when your child is in attendance. There will be no forfeits of classes if your child is unable to attend and 1-week advance notice is given.
- Failure to give 1-week advance notice of a child's attendance will result in the deduction of the missed class. No refunds will be given for any missed classes.
- Lessons are non-transferable unless it is transferred to a sibling.
- If for any reason the instructor is unable to conduct a lesson, Artify Studio will inform you and make the necessary arrangements.



# Class Rules

## 1. No Parents Allowed

We do not allow parents to be in the class once the lesson has begun. The presence of strangers make the children anxious and uncomfortable as well as disrupting the movement of the teachers.

Parents may either use the time to run errands or explore the neighbourhood. There are lots of good food spots around!

## 2. Student-to-Teacher Ratio

4 little artists to 1 teacher.

We pride ourselves in the attention that we are able to give our students.

However, during festive occasions (i.e. Halloween, Chinese New Year, etc), students will work on special projects independently and the student-to-teacher ratio will increase with teachers providing supervision.

## 3. Attire

An apron will be provided during class but we recommend children to wear clothes "play clothes" just in case of paint stains.

## 4. Liability

Safety in the studio is always our top priority. However, Artify Studio will not be held liable or responsible for any accidents that happen on our premises.

Artify Studio Pte Ltd reserves the right to change the studio policy at any time without prior notice.

