

## **SPARK ART POLICY**

### **PUNCTUALITY AND ATTENDANCE**

- It is very important for students to arrive on time for their scheduled lesson. Lessons are scheduled back to back; therefore, we are unable to run into the next student's lesson time.
- Consistent attendance is vital to success. With this in mind, please attend all scheduled lessons.

### **TUITION & PAYMENT**

- Lessons are \$15 per hour.
- Sibling 10% discount per lesson per child is available for families.
- Lesson tuition for 4 or 5 weeks must be paid by the first scheduled lesson of the month, no lessons will be given if tuition is not pre-paid.
- Acceptable forms of payment are cash, personal check or credit card. There will be a \$30 charge added to all returned checks.
- A credit card must be placed on file and will be charged at the time of the first scheduled lesson for each month.

### **CANCELLATIONS**

- Spark requires a 24 hour minimum cancellation notice. Voicemail is on at all times to take messages after hours and on the weekends.
- If 24 hour notice of cancellation is not given then the student forfeits the lesson and no credit or make-up lesson will be issued.

### **ABSENCES**

- In case of an emergency, same day cancellations will be offered a make-up lesson, there will be no more than 1 make up lesson every 2 months.
- Should school be closed, Spark! Will likely still open, please call to verify.
- Please keep in mind that you may lose your scheduled time if you miss more than 2 lessons.