

General Info. Procedures & Policies

Please review our policies and procedures to help lessons run smoothly & safely.
Thank you in advance☺

General Information:

You have the option of attending full day or half days based on your wants and needs. Half-day artists may choose from AM or PM workshop sessions. All sessions are filled on a first come basis.

- Full days are from 9am-3:30pm (lunch time included)
- Half Day AM sessions will begin at 9am and end at 12:00pm.
- Half Day PM sessions will begin at 12:30 and end at 3:30pm.
- All half-day artists have the option to add the extra ½ hour of lunchtime (12-12:30)

Projects are open ended and your artist will be challenged independently and able to work to his or her highest level always. Lesson extensions and adaptations are always offered to accommodate all learners and ability levels. We will be setting up studio buddies this year to support young artists and promote self-esteem in older artists.

Please make sure your emergency contact/cell phone #s and allergy info is always up to date. Notify us if anything changes. If someone different is picking your child up, please notify the instructor at drop off.

The regular studio phone will not be answered during instruction hours (9-3:30) to prevent lesson interruptions. Instructors will have their cell phones on them as well. We will be giving out an emergency line/number to text or call during camp hours if your child is in class or you need us during hours. All other non-emergency phone calls will be returned at the end of each camp day.

Art & Soul sessions are “drop off” due to limited studio space and mainly distractions. There are lots of walking trails in the Villages of Urbana, 2 Urbana Parks, Restaurants, Starbucks & Urbana Library within 2 miles. Also, we are 10 minutes from Target/Bed Bath & Beyond/Home Depot (and more). Feel free to come in and see what your child has accomplished at the end of the session or day!

Cell phones are permitted in studio. Art & Soul is not responsible for any lost, stolen or damages to cell phones. Please do not allow your child to bring **any** personal art materials or toys to class.

Lunch/Snack

Art & Soul is a **NUT FREE** facility due to numerous allergies. Please take the time to check your child's lunch and snack to make sure it does not contain any nuts allergens.

There will be a supervised lunchtime from 12:00-12:30 included for full day artists. Please pack a bag lunch.

Half-day artists have the option to add ½ hour lunchtime (\$5/day).

All artists (half & full day) are to pack a healthy snack each day for break time (10:30am & 2pm) . Water bottles are welcome to keep on tables. There is a water fountain in the studio as well.

Attire

Dress comfortably in “play clothes”. While most materials we use are labeled “washable”, we do sometimes get a little colorful☺

PLEASE NO FLIPFLOPS. We will be taking advantage of the backyard area of the studio (weather permitting) Sandals are acceptable, as long as they have back straps and your child can run safely for outdoor games.

Illness/Absences

Please be courteous, and do not bring your child to the studio if he or she is running a fever, has thrown up due to illness in the last 24 hours, or has any contagious illness.

Art days/hours missed due to illness, Dr. appointments, other activities or last minute family plans will not be reimbursed and no make up days will be offered.

Registration & Payment

Payment is due in full before or on at the start of the workshop.

Checks made payable to: Urbana Art & Soul.

Art & Soul accepts: Cash, Check, credit card and Paypal. (studio@urbanaartandsoul.com)

Family Discount: Save 10% on your **2nd** and **each additional** child.

Member Discount: ½ day are \$32 and full day \$62

We ask that you be considerate of our small group size, and that you do not register and “claim” a spot and do not show. We fill on a first come basis. If you are a no show, you will be billed for your spot.

We are looking forward to a colorful and creative summer!!

Colorfully- Urbana Art & Soul Studio