



325-1 South Calumet Road, Chesterton IN 46304 • Phone: 219-405-0614 • artsmithstudio@gmail.com • www.artsmithstudio.org

Rules and Regulations

Artsmith Studio's classes are ten-week consecutive sessions with the tuition being paid at the beginning of each session.

Make Up Classes:

Students may reschedule a maximum of two classes per ten-week session. The make up class must be scheduled on a day or time other than your regular class. Missed classes may be rescheduled in advance, if needed. Artsmith Studio is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. If your class falls on one of these holidays, you are allowed an extra make up class for that day. Please call the office to schedule a make up class, as room in each class is limited.

Break Time:

Students are given a 15-minute break halfway through each class. Students may bring in a snack. Please make sure the snacks are well packaged to avoid unnecessary messes. Due to increasing peanut allergies, please avoid snacks with peanuts or peanut butter.

Theft, Damage, or Loss:

As members of the Artsmith Studio community, students and staff understand the value of supplies and personal items. Every effort will be made to be conscientious, yet accidents can happen. Artsmith Studio is not responsible for theft, damage, or loss of materials and personal belongings. Please mark your art supplies clearly with your first and last name. If you are taking time off from your classes, please take all materials home until you return.

Student Name _____ **Date** _____
(please print)

Student Signature _____ **Date** _____
Parent or Guardian Signature (Under 18)