



# Student Registration & Studio Policies

Brooke Kelly Art Studio · Longmeadow, Massachusetts

Brooke Kelly Art offers small-group enrichment programs where students learn drawing, sewing, embroidery, watercolor, nature journaling, and traditional handcraft skills in a supportive and encouraging studio environment. Weather permitting, students may also enjoy creative activities in the studio gardens and fenced outdoor classroom spaces.

## Student Information

Student name

Age

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Age

## Parent Information

Parent names

\_\_\_\_\_  
Phone numbers

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Emergency contact

\_\_\_\_\_  
Allergies or medical concerns

\_\_\_\_\_  
Permission to administer basic first aid, such as Band-Aids

Yes \_\_\_\_\_ No \_\_\_\_\_

## **Liability Release**

- Students will be working with real art and handcraft materials, including sewing needles, scissors, and felting tools.
- The parent assumes normal risks associated with participation.
- The instructor is not responsible for injuries resulting from failure to follow instructions.

## **Studio Expectations**

The studio is designed to be a calm, encouraging environment where students can learn, create, and support one another. Students are expected to follow instructions, treat others with kindness and respect, and use studio materials responsibly.

If a student is consistently disruptive, unsafe, or disrespectful toward others, parents will be contacted to discuss the situation. In rare circumstances, the instructor reserves the right to dismiss a student from the program if their behavior prevents the class from functioning safely and effectively.

## **Outdoor Activities**

Weather permitting, classes may occasionally take place outdoors in the studio garden and fenced backyard. Students may participate in nature observation, sketching, watercolor painting, journaling, gathering natural materials, or other age-appropriate projects connected to the class curriculum.

All outdoor activities will remain on the studio property under instructor supervision.

## **Food and Drink**

Students are encouraged to bring a water bottle to class. To help keep the studio clean and ensure the safe use of art materials, food is not permitted during class activities. Many projects involve materials such as paint, charcoal, fiber arts supplies, and other studio materials that should not come into contact with food.

Students enrolled in back-to-back classes are welcome to bring a snack to enjoy during the scheduled break between sessions. Snacks should be eaten away from studio workspaces and art materials. Parents are responsible for providing any snacks their child may need and for informing the instructor of any relevant food allergies or dietary concerns.

## **Clothing and Art Materials**

Students should wear comfortable clothing suitable for creative work. While aprons will be provided whenever appropriate, projects may involve watercolor, paint, charcoal, ink, glue, fiber arts materials, natural dyes, and other studio supplies that could potentially stain or damage clothing.

The instructor cannot guarantee that clothing will remain free from stains or wear resulting from normal participation in studio projects.

## **Arrival, Drop-Off and Pick-Up**

Our studio time is intentionally structured to include setup, instruction, creative work, and cleanup. To help classes run smoothly, please plan to arrive no more than 5 minutes before class and pick up promptly at dismissal. Because the studio does not have a parent waiting area, children should be dropped off no more than 5 minutes before class and picked up promptly at dismissal. This helps ensure that students have the full benefit of class time and allows the instructor adequate time to prepare for and conclude each session.

If you anticipate being late due to an emergency, please send a text message as soon as possible.

## **Attendance and Tuition**

Tuition reserves a student's place in the program and is not based on attendance. Because class projects and instruction are designed for a small group setting, make-up classes are not available for missed sessions.

Whenever possible, students who miss a class will receive any applicable materials and project instructions so they may continue their work at home.

## **Cancellation Policy**

Tuition is due prior to the start of the session. Cancellations made at least two weeks before the first class will receive a full refund. Due to limited enrollment, refunds cannot be provided once the session has begun.

In the event that the instructor must cancel a class due to illness, emergency, or severe weather, a make-up class or prorated credit will be provided.

## **Photography Permission**

Yes, you may photograph my child for studio promotional materials.

No, I do not consent.

## **Parent Signature**

Parent/Guardian Name

Signature

Date