



***Joyful Arts Studio - Susan Shaffer Art***

21 East Baltimore Street

Greencastle, PA 17225

JoyfulArtStudio.com

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**Policies and Procedures**

**Class Registration**- should be done as soon as you know you want to take the class. This allows the teaching staff time to prepare in advance with purchasing supplies and doing prep required for your class. Class registration will occur only after the class fee has been received.

**Cancellation policy**—Joyful Arts Studio will refund your deposit if we are responsible for the class cancellation. We will also refund your deposit if you cancel prior to two weeks in advance of the class. Otherwise class deposits are non-refundable or transferrable.

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**Skill Levels**

Most classes are geared towards beginners, it will be indicated in the class description if more experience is needed.

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**Supplies and Tools**

Most classes will have all supplies and tools provided, it will be indicated in the class description if you need to bring supplies. All artists will provide written class instructions. Art theory classes require the students to have their own brushes and supplies.

**Children's Classes**

Parents or guardians will not be able to stay during the children's classes due to space restrictions.