

## CALENDAR

We have a 'live' calendar that will be updated throughout the school year: [www.artandinnovate.com/calendar](http://www.artandinnovate.com/calendar). Please check it regularly to confirm Studio times, Workshop times and special events for the School of Art and Innovation. You can also schedule **Private Consultations** on the webpage.

## PAYMENTS / CANCELLATION POLICY

**Full payments are due with your application\*** and can be made by:

- 1) **Credit Card** There is a 2.5% surcharge if you choose to pay by credit card.
- 2) **Apple Pay** Please include student name with your payment.
- 3) **Check** (make payable to 'SAI' or 'School of Art and Innovation')
- 4) **Cash**

\***Cancellation policies** vary from program to program. Please read the '**Registration Notes**' for each one carefully.

## MISSED CLASSES / MAKEUPS

There are **no makeup classes offered** for art and design students who miss an open studio time. The **Independent Studio** and **Portfolio Development programs do not operate on per-class basis**; rather, you pay an annual flat rate. It is up to you how much value you get for what you pay. If you show up at the Studio for all the time that is offered for the program in which you are enrolled, then you will more than get your money's worth.

Likewise, there are **no makeup sessions or refunds offered for missed Foundations Workshops or College Prep Intensives**. These sessions are comprised of presentation time, individual participation and group interaction; therefore, attendance is mandatory and necessary for your success. Every year we see that a student's outcome from the program is directly linked to their dedication, focus, hard work and follow through.

## NO WAITING ROOM / DROP OFF ONLY

For a variety of reasons, **Dianne cannot accommodate anyone other than enrolled students in the Studio during sessions**. There is **no Waiting Room** so you will need to drop off the student and pick them up later if they do not drive themselves. This is also to ensure that students are free to develop the sense of camaraderie and confidence that comes from being with their peers and Dianne, learning together. Even though your child may not be affected by your presence, other students might be, so thank you for your cooperation in this matter. If it is not practical for you to drive back home, there is much to do in downtown Duvall. There is a public library, fun coffee shops and restaurants, and a lovely walking trail you can enjoy.

**If younger siblings are with a parent during pickup time, please keep them with you standing by the door.** Dianne cannot have non-students moving through the studio. There are sometimes dangerous tools and fragile artwork laying around and we need to keep your little ones and the treasured artwork safe.

If students would like to **bring their own snack and/or drink** for class time, they are welcome to do so. Please advise us of any severe allergies or concerns.

## ARRIVAL / DEPARTURE TIMES

**Please observe the start and end times of Open Studios and College Prep Workshops.** Dianne often has appointments or other commitments afterwards so please do not stay beyond the designated time frame unless it has previously been arranged.

## PARKING / DIRECTIONS

The address of the Studio is: **13918 283rd Ave NE, Duvall 98019** <http://goo.gl/maps/z2Q1g>.

When you arrive, please **park in the driveway if possible. If not, park on Dianne's side the street facing the direction of traffic.** The neighbors will appreciate this very much. Once here, walk around the right side of the garage, through the gate, and up the outside stairs. No need to knock... just come on in to the Studio. Welcome!