



Refunds:

Camps: Camp tuition will be refunded in Full with at least 30 days notice. Between 15 and 30 days notice given, a 50% refund will be given. Camp is non-refundable with less than 14 days notice.

Classes:

Individual Class tuition will be refunded or credited in full with **24 hours notice**, otherwise, class tuition is non-refundable. We will, however, allow students to apply the funds toward a future class.

Series Class tuition will be refunded or credited in full with **24 hours notice** of the first day of class, otherwise, series tuition is non-refundable. We will, however, allow students to apply the funds toward a future class.

Payment of Fees: Balance of Camp is due on or before the first day of camp or class. Installments may be made if paying online for camps only. We accept cash (in store only) and/or credit cards, but all registrations must be scheduled online.

Missed Class Policy

24 hour notice needed when missing a class in order to reschedule. **Provided the 24 hour notice is received**, students have up to one month to reschedule their missed class.

Care of Students

The Sewing Room and its instructors are NOT responsible for providing before or after class care for students. Parents or Guardian is required to pick students up no later than the end time of each class or camp day. **Parents will be charged \$1/minute for late pick ups or early drop off.**

Student Behavior:

Students are expected to behave respectfully to instructors, other students, themselves as well as the camp property and surrounding environment. Students displaying disrespectful behavior or class disruptions will be given a verbal warning and the parents will be notified. If behavior continues, the student will forfeit their camp week or class series and be asked to leave. No refunds will be given.

Materials & Projects:

Our camps require students to purchase projects directly from The Sewing Room and we highly encourage this for our classes as well.. This ensures our instructors will be more familiar and prepared to explain the process from start to finish. We do our best to help students finish their projects within a camp week and/or class series, however there is no guarantee that their rate of work will achieve this goal. Sometimes projects need to be finished during additional classes and or at home.

Please note materials may be left at The Sewing Room, if they fit neatly into a bin (provided) and **while the student is regularly taking classes**. Excess fabric, patterns etc. must be taken home if they do not fit in the bin. Also, if materials are left at the shop and the student has not been actively engaged in classes for a month or longer, materials and or entire projects will be donated or thrown away. We are not a storage facility for projects and have very limited space.

**Injuries:**

Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on or around property resulting from any activity conducted by the students before, during, or after class time. While there is risk of injury while using some of the equipment, such as sewing machines, scissors and hot irons, there will be constant monitoring of the students and we will go over safety procedures each morning.

Photo Release:

Sewing Camp and its instructors are hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements and other promotional materials the school creates.

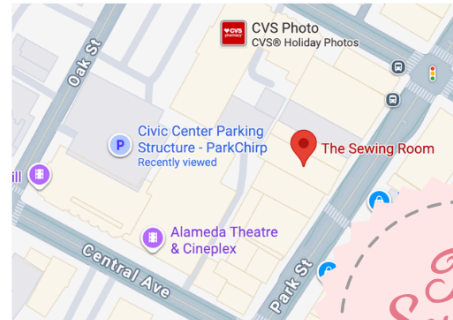
Permission for Emergency Medical Treatment: In the event of an emergency, every effort will be made to contact a parent/guardian or emergency contact. If no contact can be made, I hereby give authorization to Jennifer Serr and/or her employees to seek treatment for my child and/or dependent minor by a licensed physician pursuant to California Family Code Section 6910 and California Civil Code Section 25.8. I know of no reason(s) why my child/dependent may not participate in prescribed procedures.

If permission for emergency medical treatment is NOT given, please prepare a signed statement providing the reason, a release of liability, and alternate instructions and attach to this form. I have read and understand the above policies and procedures and agree to abide by them.

This information was initialed (signed off on) in the registration process. This copy is being provided to you as a courtesy. Thank you for your compliance with our policies.



New Student Helpful Tips



Parking Option

Civic Center Parking
(parking is free after 5pm
and on Sundays)
1416 Oak St, Alameda



Our Location

Park Street Plaza
(black/white stripe awning)
1419 Park St Suite G
at the end of the hallway

Bringing your own Machine?

Most students use our machines but if you would prefer to bring your own, here is a checklist of some items you may need:



- **power cord / foot pedal**
- **spool holder (if not built in)**
- **bobbins**
- **bobbin case (for bottom loading machines)**
- **manual**

*Machines that have been in storage for years may need to be serviced before use.
Please see FAQs under Resources on our website for a recommendation.