

PCAC/GLCAC Classroom Policies

- The classrooms are designed as a safe, creative atmosphere devoid of competition.
- Please be prompt in picking up and dropping off your child. It's important that the students do not miss the project explanation at the beginning of class.
- Please remember that we are working with art materials and will be getting messy. Please dress your child appropriately.
- We have a refrigerator. Feel free to send a well-marked snack and drink. Water bottles only in the studio.
- We reserve the right to refuse enrollment as necessary. Disruptive or abusive behavior will not be tolerated.
- We may take walking trips of a few blocks to parks, museums or stores.

Enrollment Information Policies

1. Call 815-419-2472 for class availability.
2. Classes meet once a week unless otherwise stated.
3. Once enrolled, drop out students or missed classes will not be refunded and there will be no makeup classes. A full refund will be issued up to 7 days before the first class. If payment was made by credit card, a refund will be issued minus the credit card fee.
4. Some classes require a minimum enrollment and may be delayed or cancelled if the enrollment does not meet the minimum requirement.
5. Tuition payment must be in full and accompany registration form.
6. Please make checks to GLCAC.