

POLICY HANDBOOK

Welcome to Craft Club at Roses And Steel! This handbook contains important policies for classes, workshops, parties, and camps.



INFORMATION & PROGRAMS

Does your child love to create, explore, and discover?

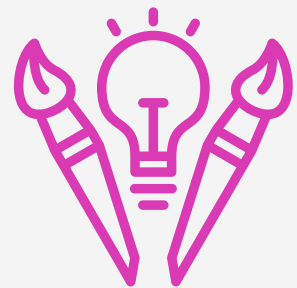
Our STEAM-based crafting programs are perfect for kids who want to design their own toys, decorations, and gifts!

We help them build problem-solving skills, creativity, and concentration, all in a relaxed and enjoyable environment. Our curiosity-led sessions welcome tots to teens, boosting confidence in a non-competitive space where kids can thrive while having loads of fun.

We provide all the art supplies, and your child will take home special, unique projects!

OUR PROGRAMS

- **Regular Classes:** Weekly ongoing instruction in small groups
- **Workshops:** Single-session or short-term skill-building sessions
- **Birthday Parties:** Private celebrations with craft activities
- **Special Events:** Holiday crafts, themed parties, and seasonal activities
- **Summer/Holiday Camps:** Multi-day intensive craft experiences



EXPLORERS (AGES 4-7)

Playful, exploratory classes designed to engage your little one in sensory play and early developmental skills. Perfect for curious hands and growing minds!

ADVENTURERS (AGES 8-12)

Social, process-driven classes that foster creativity, communication, and important performance skills. Kids will learn and grow while having fun with friends!

CREATIVE CRAFTERS (AGES 13-15)

Hands-on STEAM-based crafting sessions that combine Science, Technology, Engineering, Art, and Math. Your child will build, create, and innovate in a fun, supportive environment!

ARTISANS (AGES 16-18)

Opportunities to explore fine arts, artisan trades, and engage in the STEAM process. Your young adult will build skills of collaboration, communication, & critical problem solving in a positive and encouraging environment.



LOCATION

- **Address:** 6360 2nd Street NW, Albuquerque NM, 87107
- **Parking:** Free parking available
- **Access:** Ring bell if doors are locked



SCHEDULE & ATTENDANCE

- **Arrival:** Please arrive 5 minutes early
- **Late Arrivals:** Children more than 15 minutes late may miss key instruction
- **Pickup:** Promptly at session end time



BEHAVIOR EXPECTATION

Our goal is to maintain a respectful, patient, and creative learning environment. Please note that disrespectful and disruptive behavior will not be tolerated. In the event of misconduct, parents will be called to pick up their child immediately. No refunds or credits will be given for missed time if a parent needs to be called because a child is unable to continue with the class either partially or permanently due to bullying, or disruptive, violent, inappropriate, or disrespectful behavior.

My 3 class Rules: Be respectful, Solve Problems, Make Good Choices



SAFETY

The safety of your child and others is our top priority. You acknowledge that your child has no physical, emotional, or social conditions that would make it unsafe for them to participate in our programs. Running, disruptive behavior, or language that affects other students is not allowed.



WE RESPECT OUR MATERIALS

Our creative studio works with many different supplies during craft activities such as: acrylic paint, tempera paint, glue, pastels, chalk, clay, fabric, glue guns, scissors, and various other tools. Although our instructors provide close supervision when children handle these supplies, mishaps can occasionally occur because working with craft materials involves natural risks. Please ensure your child understands that craft supplies should never be eaten or put in their mouth, and remind them to follow all safety guidelines during activities.



WHAT TO BRING

PLEASE BRING

- Clothes that can get messy
- Water bottle with name
- Hair tie if needed

LEAVE AT HOME

- Electronic devices
- Toys and valuables



PAYMENT OPTIONS AND HOW TO SECURE YOUR SPOT

- Full payment is required to confirm your child's place in any class, camp, or event
- We accept payments via credit card, PayPal, and Tap Pay
- Payment confirms your commitment and helps us plan the best experience for all participants
- Family Discount: 10% off for 2nd and 3rd child



PICKUP POLICY

- **Authorized Pickup:** Only parents/guardians or pre-authorized adults
- **ID Required:** Photo ID needed if staff doesn't know the person
- **Late Pickup:** \$10 fee after 10 minutes late
- **Change:** Must call studio owner directly - no texts or emails



BIRTHDAY PARTIES

- Duration: 2 hours including craft activity and celebration
- Maximum: 10 children for safety and quality
- Booking: Reserve at least 2 weeks in advance
- Food: Outside cake and snacks welcome
- Cancellation: 48-hour notice required for refund



SICK POLICY

If your child is sick, please do not send them to class. Similarly, if a child shows up for class with symptoms of illness (e.g. runny nose or cough), or says they are or were not feeling well recently, your instructor will ask you to pick them up immediately.



RESCHEDULING & MAKE-UP CLASSES

- Due to limited spots and planning, make-up classes or rescheduling are generally not offered
- If we cancel a class due to weather or unforeseen circumstances, we will offer a make-up or credit



CONTACT INFORMATION

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