

# POLICY HANDBOOK

Welcome to Lights, Crafts, Action! This handbook contains important policies for classes, workshops, parties, and camps.



## INFORMATION & PROGRAMS

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

Our program is 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 tweens, 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



### (AGES 2-4)

will explore sensory crafts, movement, and storytelling to build confidence and self-expression. Creator must be accompanied by a parent or guardian

 **Adult must accompany child**

### (AGES 5-7)

will enjoy beginner improv, stage acting, and crafts, ending with a mini showcase of their projects and scenes.

### (AGES 8-12)

will dive into improv, stage & film acting, and advanced projects, ending with a self-made showcase highlighting their sets, props, and performances.



## 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.



## 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 our Website [lightscraftsaction.com](http://lightscraftsaction.com) Payment confirms your commitment and
- helps us plan the best experience for all participants Family Discount: 10% off for 3rd and 4th 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: 12 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

Number: 813-502-0465

Email: [lightscraftsaction@gmail.com](mailto:lightscraftsaction@gmail.com)

[Lightscraftsaction.com](http://Lightscraftsaction.com)