

## **Syllabus and Policies for Sewing Classes with Jeanine Cook**

Welcome! I am very excited to have the opportunity to teach you and/or your child the art of sewing. Our first sewing project is a lined bag. Once completed, each student will be working on projects of their choosing with my guidance regarding level of difficulty. This allows each individual to work at their own pace and skill level on projects they are interested in. Class size is limited to 4 in order to ensure that each student receives assistance in a timely manner.

Machines are available upon request. Please be sure to bring/send a snack to class as we will take a small break during the class. Feel free to bring any mending to class or extra supplies should we have some time remaining once a project is finished. Also, please be aware that the first and last 10 minutes of the class will be spent setting up and packing up.

### **Attendance Policy**

Please be aware that when you commit to sewing classes, you are committing to and securing that time slot and that my classes are full. Payment is due the day of class regardless of whether or not you are able to attend in order to secure you/your child's spot. If you/your child becomes ill, I will do my best to try to schedule a make-up class. I cannot guarantee a make-up class for reasons other than illness. As this is my livelihood, your faithful attendance and commitment to this class are essential and fees must be kept current regardless of absences.

### **Charter Schools**

Each school has their own policies and processes regarding vouchers or invoices. It is important to me that those policies be honored by the parent and student as well as myself. Please don't ask me to make exceptions.

### **Independent Students**

Should you be an independent student, payment is due at the beginning of each class or semester, whatever the case may be.

I am honored to teach you/your child how to sew. I have been an avid seamstress for close to 40 yrs. I have been teaching for more than 20 of those years and can still say that I love to sew! I look forward seeing you/your child experience the same enjoyment and appreciation I have for this art form.

Sincerely,

Jeanine C. Cook  
Seamstress/Sewing Instructor

Please sign below indicating that you have read and understand the policies listed above.

Name \_\_\_\_\_ Date \_\_\_\_\_

Child's name if parent/guardian \_\_\_\_\_

