

Class Policies

Deadline for enrollment:

We accept student into our classes year round. We must have a minimum of 4 pre-registered attendees to run a class. Dragonfly Designs reserves the right to cancel classes that are under-enrolled. If Dragonfly Designs cancels a class you have the option to transfer to a different class or receive a full refund for the remaining value of the scheduled paid classes.

Payment:

Classes are broken down into 4 or 5 week blocks depending on the day of the week your classes are taught. Payment for all classes session block must be received one week prior to the start of classes.

Class tuition is \$20.00 per class all materials included. We provide a huge array of materials for the students to work with including, but not limited to: fresh water pearls, Czech glass, waxed Irish linen, various gemstones, copper, sterling silver, lead free pewter.

Siblings:

We apologize but we cannot offer sibling discounts at this time due to the high quality & cost of the materials that we use during class.

Confirmation:

All class enrollments are confirmed by email. Placement in a class is not guaranteed until you receive a confirmation.

Withdrawal:

Class fees are fully refundable until 14 days before the class start date. Within 14 days before the first day of class, 50% of the class fee is refundable. Refunds are not given for “no shows” or absences.

Absences:

There are no refunds for student absence, make-up classes are offered only in the event that another class has below maximum occupancy and all make-ups must be taken in the same month they occurred. Make-ups will be scheduled for instructor absence due to illness.

Peanut-Free Environment:

Due to the life threatening risk of peanuts and peanut products, we ask that parents do not bring these foods to Dragonfly Designs jewelry making classes.

Location:

All classes are held in our Dragonfly Designs Home Studio located at:
55 Nursery Way
South San Francisco, CA

After School Programs Brought To Your School:

We currently teach after school programs in various Bay Area Schools.

If you would like to see Dragonfly Designs jewelry making classes brought to your after school program at your school located in San Francisco, San Mateo, Santa Clara or Marin counties, please email us with the contact information of your after school director. Send email requests to: stacee@jewelrybydfly.com

Pick up and Drop Off Service:

If you would like to authorize other adults to pick up your child from class please be sure to give authorization on your student registration form.

Late Pick-Ups:

We expect parents/caregivers to pick up children promptly at the end of class. A five minute grace period will be allowed at no charge. After that time, parents will be charged \$20.00 for every fifteen minutes after pick-up. Please call Stacey Gillelen @ 650-303-1900 in case of an emergency.