



**MORALE, WELFARE AND RECREATION
DEPARTMENT FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 60
FPO, AP 96349-0060**

MWR POTTERY STUDIO CLASS POLICIES AND PROCEDURES

- A** **REGISTRATION PROCEDURES:**
Registration is open to all eligible patrons. Registration for each month will always be open **5-business days before the 1st day of the following month.** All students enrolled in a MWR Pottery Class must have a signed registration packet on file prior to enrolling in any classes. Please remember to inform Wood Hobby Shop if personal information (i.e. address, phone number, email address, or emergency contact) changes. A review and an annual update will be required each year in January.
- B** **CLASS PROGRAM:**
A legal parent or guardian needs to be present and accompany students under the age of 16 years old.
- C** **Materials:**
Majority of class materials are included in registration fees unless otherwise stated. Clay is not provided by instructor; clay will be purchased at the Wood Hobby Shop (10kg/22lbs - \$30/ 20kg/44lbs \$60).
- D** **POTTERY REFUNDS:**
Monthly classes will not receive refunds; however patrons may reschedule with instructor. Refunds will only be issued to special painting classes. No refunds for material (clay) will be issued.

ACKNOWLEDGEMENT OF MWR POTTERY STUDIO CLASS POLICIES AND PROCEDURES
(SIGNATURE REQUIRED)

I acknowledge that I have reviewed and understand the policies and procedures within the document provided by the MWR Pottery Studio. I understand it is my responsibility to comply with and implement all policies and procedures.

(PRINTED NAME)

SIGNATURE

DATE