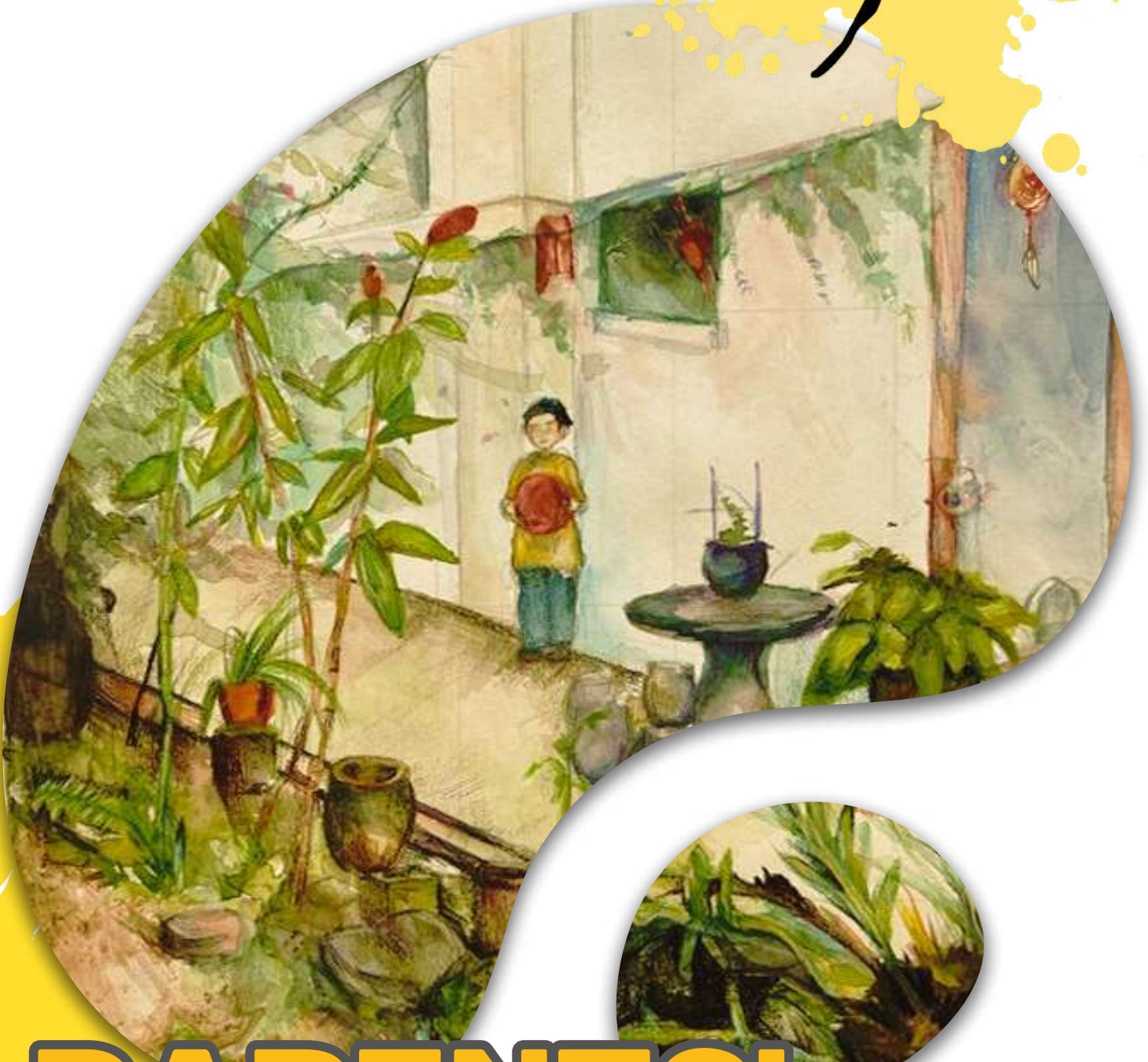


artgrain



PARENTS'
HANDBOOK
2024

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01 WORDS FROM OUR TEACHERS

A message from our teachers as we look towards a new year of art teaching!



Teacher Iqbal
Head Teacher (Parkway, Woodlands & Tampines)

I have felt so proud witnessing our students' growth and development throughout the past year, 2023. They have risen to the occasion at each project, creative prompt and art competition, embracing the challenge to step out of their comfort zone. It's not just about the impressive results they have achieved in various competitions; it is the personal progress they've made that truly stands out.

As we approach the upcoming new year, I encourage each of our students to maintain the same level of curiosity, hunger for knowledge, and enthusiasm for learning that they have displayed so far. Each student's unique potential and perspective as a young artist is a source of inspiration for us as teachers!

Teacher Yunita
Head Teacher (Thomson)

In this year ahead, in 2024 I would like to present our heartfelt gratitude for entrusting us with your child's artistic journey! It has been a privilege and a joy to watch your child's creativity flourish, and we are committed to continue nurturing their passion and interest. In the coming year, we have prepared an array of engaging and enriching artistic experiences aimed at helping your child explore their talents and develop new skills.

We also value your feedback and input as parents, so please feel free to reach out to us with any suggestions or concerns you may have. Together, we can ensure that your child's art education remains a rewarding and fulfilling experience!



Teacher Josephine
Head Teacher (Bukit Timah)

On behalf of all the teachers from Artgrain Bukit Timah branch, we would like to thank all students and parents for journeying through this year with us. We hope this year has been an enriching year for you. And we are looking forward to more interesting programmes, special projects, workshops and competitions this coming new year.

We will continue to engage with you more often through the parent's meeting, sharing, email, Facebook and Instagram in the coming new year. We aim to share not just insights of the program but also on each individual student's progress, ideas, confidence and technical skill sets. Our team is excited to embark on this new journey!



Teacher Meng Hua
Head, Artgrain

Good art shows the perspective of the individual regardless of age -- an interpretation of something they have seen, imagined or felt. Child, teen, or adult, our students' artworks are their unique expressions of how they experience the world around them. At Artgrain, we provide a space for this individual creativity as well as the guidance and structure to get the outcome just right. Our art classroom is where we gather to discuss and create, analysing how subject matter and themes are best expressed in each art work.

Every year, we're proud to see so many inspiring works by our students, nurtured by our dedicated teachers. It is my hope that coming to weekly art class brings each student an opportunity to realise a greater fluency in their personal observations and interpretations.

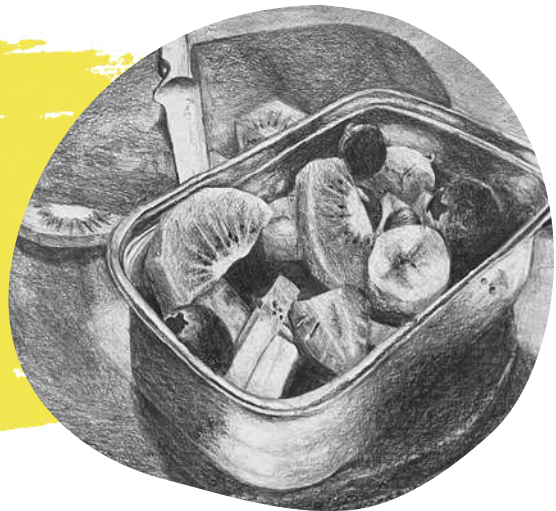


02 WHY ARTGRAIN?

Find out what makes our approach to teaching art special.

LEARNING THROUGH SEEING

At Artgrain, we believe that observational skills are the foundation of art making. Paying close attention to the world around us is what allows artists to understand visual reality, recreate it in their works, and express their emotional connection to their personal experiences. In our classes, we guide our students in practicing their observational skills through drawing from references and from life.



TECHNIQUE-BASED INSTRUCTION

Artgrain teachers employ a hands-on approach to teaching, emphasizing skill demonstration and close guidance. They lead by example, demonstrating how to achieve various techniques and artistic effects. Through close observation and correction, teachers offer personalized guidance, helping students refine their skills, address areas of improvement, and nurture their artistic thinking.

CULTIVATING UNIQUENESS

Art is not just about gaining the tools to express yourself, but about knowing exactly what you want to express. In our school, we encourage our students to connect authentically with project themes and creative assignments, responding with their individual perspectives, emotions, and ideas. Through open dialogue and creative exploration, teachers help students uncover their unique voices, allowing them to infuse personal meaning and interpretation into their projects.



03 CALENDAR 2024

JAN

- New Year's Day, Mon, 1 January
- Chinese New Year, Sat-Sun, 10-11 Jan
- New fees module from 25 Dec - 3 March (Cycle 1)

FEB

- Special Project!

MAR

- Good Friday, Fri, 29 March
- March Holiday Workshops!
- New fees module from 4 March - 12 May (Cycle 2)

APR

- Hari Raya Puasa, Wed, 10 April
- Drawing Assessments!

MAY

- Labour Day, Mon, 1 May
- Special Project!
- New fees module from 13 May - 21 Jul (Cycle 3)
- Vesak Day, Wed, 22 May

JUN

- Hari Raya Haji, Mon, 17 Jun
- June Holiday Workshops

JUL

- Painting Assessments!
- New fees module from 22 July - 29 Sep (Cycle 4)

AUG

- National Day, Fri, 9 August
- Special Project!

SEP

- September Holiday Workshops!
- New fees module from 30 Sep - 8 Dec (Cycle 5)

OCT

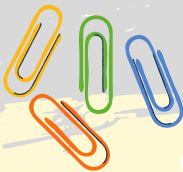
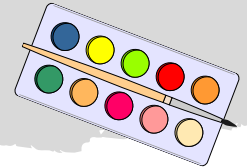
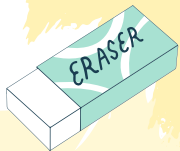
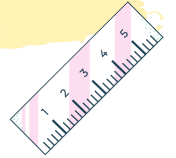
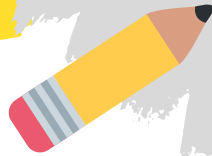
- Special Project!
- Deepavali, Thurs, 31 Oct (Open on 13 Nov, Monday)

NOV

- Nov-Dec Holiday Workshops!

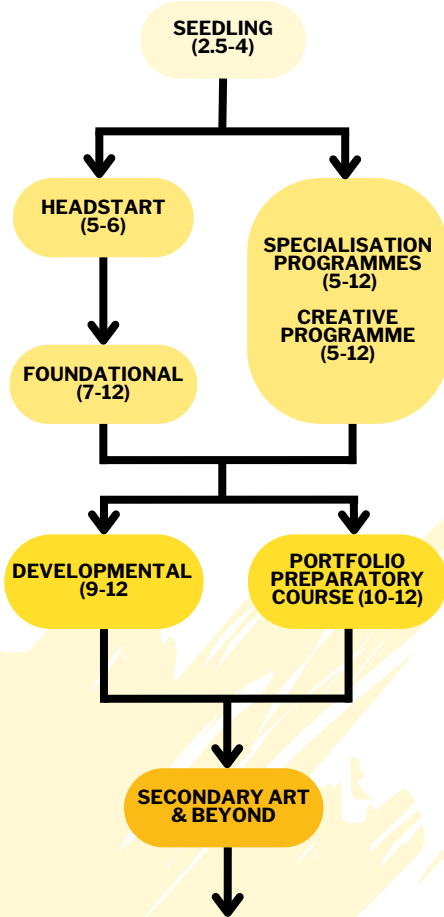
DEC

- Christmas Day, Wed, 25 Dec
- Special Project!
- Nov-Dec Holiday Workshops!
- New fees module from 9 Dec - 16 Feb 2025 (Cycle 1 of 2025)



04 AVAILABLE PROGRAMMES

CHILDREN'S ART PROGRESSION



SEEDLING ART (2.5-4 YO)

Making artworks in paint and oil pastel, students learn to create shapes, lines, colours and marks. They develop motor skills, visual literacy and a sense of artistic process.

Duration: 1 hr 30 mins
Class Fees: \$390 / 10 weekly lessons



HEADSTART ART (5-6 YO)

Students learn principles of design in order to compose pictures with meaning. Through depicting various themes, they engage with the visual world around them.

Duration: 1 hr 30 mins / 2 hours
Class Fees: \$390 / \$480
10 weekly lessons



FOUNDATIONAL ART (7-12 YO)

Students create observational paintings and artworks in acrylic, oil pastel, soft pastel, watercolour and more, building the foundations of artistic expression and realism techniques.

Duration: 1 hr 30 mins / 2 hours
Class Fees: \$390 / \$480
10 weekly lessons



DEVELOPMENTAL ART (9-12 YO)

As students mature, they move up to our upper Pri programme with an emphasis on rigorous practice of observation in various mediums, as well as learning about various art movements and styles.

Duration: 1 hr 30 mins / 2 hours
Class Fees: \$390 / \$480
10 weekly lessons



SPECIALISATION PROGRAMMES

FUNDAMENTAL DRAWING (5-12 YO)

Students are introduced to the fundamentals of drawing in various dry mediums. They will learn to draw observationally as well as compose images expressively.

Duration: 1 hr 30 mins / 2 hours
Class Fees: \$390 / \$480
10 weekly lessons



CLAY AND DRAWING (5-12 YO)

Working in air-dry clay, students will learn to think in three dimensions and design artistic objects and sculptures, starting from drawing and bringing their ideas to life.

Duration: 1 hr 30 mins
Class Fees: \$480
10 weekly lessons



DIGITAL DRAWING (8-12 YO)

Students learn to draw on digital platforms with graphics tablet. They learn various digital techniques and software literacy while being introduced to the universal foundations of visual art.

Duration: 1 hr 30 mins
Class Fees: \$480
10 weekly lessons



CREATIVE PROGRAMME (5-12 YO)

Through 3 week projects that involve ideation and experimentation, students engage in the process of creative discovery with art mediums and exposure to different movements and styles.

Duration: 1 hr 30 mins
Class Fees: \$400
10 weekly lessons



05 AVAILABLE PROGRAMMES

PORTFOLIO, SECONDARY, & ADULT

PORTFOLIO PREPARATORY COURSE (10-12 YO)

Prepares students to apply to secondary school art DSA programmes. Students build their skills, understanding of art and create a unique portfolio through weekly classes, workshops and field trips.

Duration: 2 hours/ 3 hours
Class Fees: \$1000 / 1450
20 twice weekly lessons



Standard Portfolio Programme Expectations

1. Students must attend a minimum of twice weekly, 2 hrs or 3 hrs per lesson. Each body of work, including process works, medium explorations and final portfolio piece, will require at least 20 hours of lesson time. Students will also be required to spend lesson time on preparing any other works required by the DSA schools.

2. Additional to the weekly classes, there will be compulsory PPC workshops at the following times of the year, conducted at our Thomson branch. All students must attend. The price of workshops is separate from the regular programme fee.

- February: 2 Days Workshop
- March: 3 Days Workshop
- June: 5 Days Workshop
- September: 3 Days Workshop
- November/December: 5 Full Days Workshop

3. Regarding late enrolment: the Portfolio Preparatory Programme is a 2 year long programme. Students who join us in June of P5 year, or later, are considered late enrolment students.

- Late enrolment students must commit to more training days. Additional lessons may be required for students who are not catching up in their progress in portfolio work or technical skills.

- Very late enrolment (under 8 months left before portfolio submission) will not be able to complete 10 full bodies of works for the portfolio. The number of works completed will be dependent on the number of lesson hours they attend (at least 20 hours per portfolio piece). They will have to provide the additional works for inclusion in the portfolio on their own.

For students who are unable to commit to these full programmes, we will not be able to guarantee the completion of portfolio and training programme for Visual Art DSA.

COME & DRAW WITH ME (POST-PSLE)

Whether they have a background in art or not, post-PSLE students will explore and learn about art mediums and styles. The programme provides a bridge between primary and secondary art, works can be used to apply to Art Elective Programme or other secondary level art programmes.

Duration: 2 hrs
Class Fees: \$500 / \$1000
10 lessons once weekly / 20 lessons twice weekly



SECONDARY ART (13-18 YO)

Students cultivate the critical thinking skills and techniques to develop their ideas into fully expressed works of art. Suitable both for students pursuing art academically as well as a hobby.

Duration: 2 hrs (Year 1-2), 2.5 hrs (Year 3-4), 3 hrs (Year 5-6)
Class Fees: \$520 / \$600 / \$800
10 weekly lessons



ADULT ART

(18 AND ABOVE)

Designed for beginners, individuals who have acquired some background in painting, & art practitioners who wish to take their skills and knowledge of art-making to the next level.

Duration: 3 hrs
Class Fees: \$480 / 10 weekly lessons



OTHER PROGRAMMES

HOLIDAY WORKSHOPS

Available for 2-3 day slots during school holidays, prices, topics and dates vary! Painting, drawing, clay, digital, mixed media.

2 Day Workshops: \$160-\$175
3 Day Workshops: \$220-\$240




CORPORATE & CUSTOM PROGRAMMES

Min. 8 participants for corporate workshop and min. 10 participants for school workshops, designed according to your requirements and available onsite or online. Please enquire for a quotation.



06 CLASS SCHEDULES

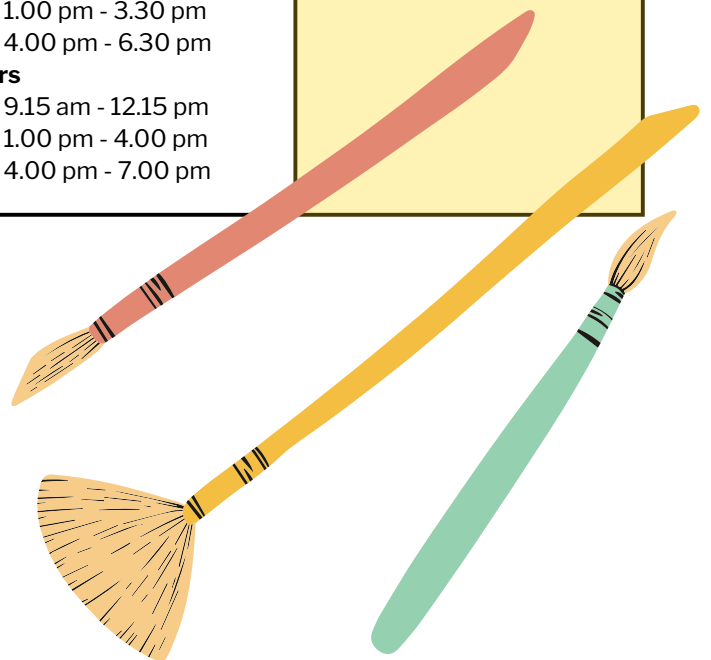
BUKIT TIMAH BRANCH

Day	1 hr 30 mins <i>Seedling, Headstart, Foundational, Developmental, Fundamental Drawing, Clay, Digital Art, Creative Programme</i>	2 hrs / 3 hrs <i>Portfolio Preparatory, Lower/Upper Secondary, Come and Draw with Me</i>	Make Up Class Slots
MON/ WED/ THUR	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm High Support Class: 1 hr 30 mins Mon: 5.45 pm - 7.15 pm Wed: 4.15 pm - 5.45 pm	2 hrs <ul style="list-style-type: none"> • 3.15 pm - 5.15 pm • 4.15 pm - 6.15 pm • 5.15 pm - 7.15 pm • 6.45 pm - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 3.15 pm - 5.45 pm • 4.45 pm - 7.15 pm • 6.15 pm - 8.45 pm 3 hrs <ul style="list-style-type: none"> • 4.15 pm - 7.15 pm • 5.45 pm - 8.45 pm 	Make Up Class: 1 hr 30 mins Mon, Wed, Thu: 2.45 - 4.15 pm 7.15 - 8.45 pm Make Up Class: 2 hrs / 2.5 hrs / 3 hrs Mon: 4 - 6 pm/6.30 pm/ 7 pm Wed & Thu: 5 - 7 pm /7.30pm/8 pm
FRI	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm 	2 hrs <ul style="list-style-type: none"> • 3.15 pm - 5.15 pm • 4.15 pm - 6.15 pm • 5.15 pm - 7.15 pm • 6.45 pm - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 3.15 pm - 5.45 pm • 4.45 pm - 7.15 pm • 6.15 pm - 8.45 pm 3 hrs <ul style="list-style-type: none"> • 4.15 pm - 7.15 pm • 5.45 pm - 8.45 pm High Support Class: 2 hrs Fri: 3.15 pm - 5.15 pm	Make Up Class: 1 hr 30 mins Fri: 2.45 pm - 4.15 pm 5.45 pm - 7.15 pm Make Up Class: 2 hrs / 2.5 hrs Fri: 3.45 - 5.15 pm/5.45 pm Make Up Class: 3 hrs Fri: 4.15 pm - 7.15 pm
SAT/ SUN	Morning <ul style="list-style-type: none"> • 8.10 am - 9.40am *SAT ONLY • 9.15 am - 10.45 am • 10.45 am - 12.15 pm Afternoon <ul style="list-style-type: none"> • 1.00 pm - 2.30 pm • 2.30 pm - 4.00 pm • 4.00 pm - 5.30 pm High Support Class: 1 hr 30 mins Sat: 10.45 am - 12.15 pm	2 hrs <ul style="list-style-type: none"> • 9.15 am - 11.15 am • 1.00 pm - 3.00 pm • 3.00 pm - 5.00 pm • 3.30 pm - 5.30 pm 2.5 hrs <ul style="list-style-type: none"> • 9.15 am - 11.45 am • 1.00 pm - 3.30 pm • 3.00 pm - 5.30 pm 3 hrs <ul style="list-style-type: none"> • 9.15 am - 12.15 pm • 1.00 pm - 4.00 pm 	

06 CLASS SCHEDULES

PARKWAY BRANCH

Day	1 hr 30 mins <i>Seedling, Headstart, Foundational, Developmental, Fundamental Drawing, Clay, Digital Art, Creative Programme</i>	2 hrs / 3 hrs <i>Portfolio Preparatory, Lower/Upper Secondary, Come and Draw with Me</i>	Make Up Class Slots
MON/ THURS /FRI	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm High Support Class: 1 hr 30 mins Mon, Thurs: 2.45 pm - 4.15 pm	2 hrs <ul style="list-style-type: none"> • 2.45 pm - 4.45 pm • 4.45 pm - 6.45 pm • 6.45 pm - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 2.45 pm - 5.15 pm • 5.45 pm - 8.15 pm 3 hrs <ul style="list-style-type: none"> • 2.45 pm - 5.45 pm • 5.45 pm - 8.45 pm 	Make Up Class: 1 hr 30 mins Mon, Thurs, Fri: 7.15 - 8.45 pm Make Up Class: 2 hrs Mon, Thurs: 4.45-6.45 Fri: 2.45-4.45 pm
SAT/ SUN	Morning <ul style="list-style-type: none"> • 9.15 am - 10.45 am • 10.45 am - 12.15 pm Afternoon <ul style="list-style-type: none"> • 1.00 pm - 2.30 pm • 2.30 pm - 4.00 pm • 4.00 pm - 5.30 pm • 5.30 pm - 7.00 pm 	2 hrs <ul style="list-style-type: none"> • 9.15 am - 11.15 am • 1.00 pm - 3.00 pm • 3.00 pm - 5.00 pm • 5.00 pm - 7.00 pm 2.5 hrs <ul style="list-style-type: none"> • 9.15 am - 11.45 am • 1.00 pm - 3.30 pm • 4.00 pm - 6.30 pm 3 hrs <ul style="list-style-type: none"> • 9.15 am - 12.15 pm • 1.00 pm - 4.00 pm • 4.00 pm - 7.00 pm 	



06 CLASS SCHEDULES

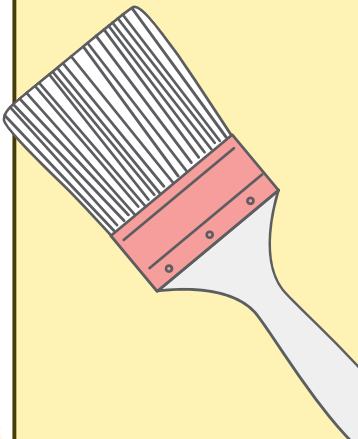
TAMPINES BRANCH

Day	1 hr 30 mins <i>Seedling, Headstart, Foundational, Developmental, Fundamental Drawing, Clay, Digital Art, Creative Programme</i>	2 hrs / 3 hrs <i>Portfolio Preparatory, Lower/Upper Secondary, Come and Draw with Me</i>	Make Up Class Slots
MON/ WED/ THURS /FRI	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm High Support Class: 1 hr 30 mins Wed, 7.15 pm - 8.45 pm Thurs: 2.45 pm - 4.15 pm	2 hrs <ul style="list-style-type: none"> • 2.45 pm - 4.45 pm • 4.45 pm - 6.45 pm • 6.45 - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 2.45 - 5.15 pm • 5.45 - 8.15 pm 3 hrs <ul style="list-style-type: none"> • 2.45 - 5.45 pm • 5.45 - 8.45 pm 	Make Up Class: 1 hr 30 mins Mon, Wed, Thurs 2.45 - 4.15 pm Wed, Fri: 7.15 - 8.45 pm Make Up Class: 2 hrs Mon, Wed, Thurs: 2.45 - 4.45 pm Wed, Fri: 6.45 - 8.45 pm
SAT/ SUN	Morning <ul style="list-style-type: none"> • 9.15 am - 10.45 am • 10.45 am - 12.15 pm Afternoon <ul style="list-style-type: none"> • 1.00 pm - 2.30 pm • 2.30 pm - 4.00 pm • 4.00 pm - 5.30 pm • 5.30 pm - 7.00 pm High Support Class: 1 hr 30 mins Sat 5.30 pm - 7.00 pm	2 hrs <ul style="list-style-type: none"> • 9.15 am - 11.15 am • 1.00 pm - 3.00 pm • 3.00 pm - 5.00 pm • 5.00 pm - 7.00 pm 2.5 hrs <ul style="list-style-type: none"> • 9.15 am - 11.45 am • 1.00 pm - 3.30 pm • 4.00 pm - 6.30 pm 3 hrs <ul style="list-style-type: none"> • 9.15 am - 12.15 pm • 1.00 pm - 4.00 pm • 4.00 pm - 7.00 pm 	Make Up Class: 1 hr 30 mins Sat, Sun: 5.30 - 7.00 pm Make Up Class: 2 hrs Sat, Sun: 5.00 - 7.00 pm



06 CLASS SCHEDULES

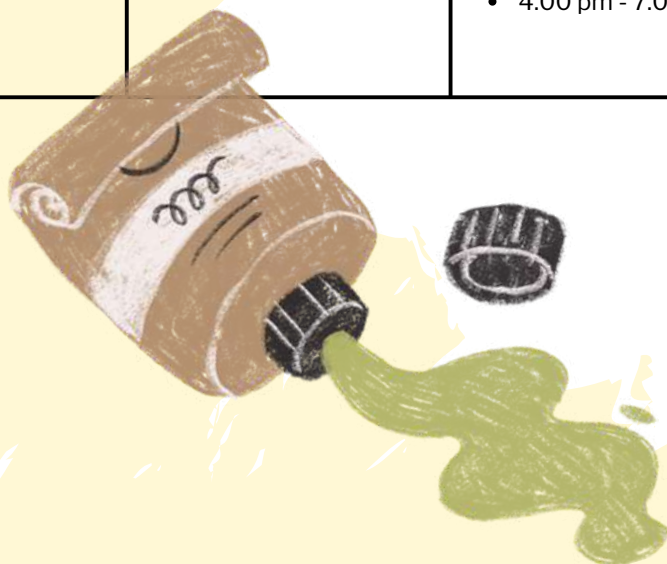
THOMSON BRANCH

Day	1 hr 30 mins <i>Seedling, Headstart, Foundational, Developmental, Fundamental Drawing, Clay, Digital Art, Creative Programme</i>	2 hrs / 3 hrs <i>Portfolio Preparatory, Lower/Upper Secondary, Come and Draw with Me</i>	Make Up Class Slots
MON/ WED/ THUR	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm High Support Class: 1 hr 30 mins Mon: 7.15 pm - 8.45 pm Wed/Thur: 2.45 pm - 4.15 pm	2 hrs <ul style="list-style-type: none"> • 3.15 - 5.15 pm • 4.15 - 6.15 pm • 5.15 - 7.15 pm • 6.45 - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 3.15 - 5.45 pm • 4.45 - 7.15 pm • 6.15 - 8.45 pm 3 hrs <ul style="list-style-type: none"> • 4.15 - 7.15 pm • 5.45 - 8.45 pm 	Make Up Class: 1 hr 30 mins Mon, Wed, Thur: 2.45 pm - 4.15 pm 7.15 pm - 8.30 pm Make Up Class: 2 hrs / 2.5 hrs / 3 hrs Mon: 4 - 6 pm / 6.30 pm / 7 pm Wed/Thur: 5 - 7 pm / 7.30 pm / 8 pm
FRI	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm High Support Class: 1 hr 30 mins Fri: 2.45 pm - 4.15 pm	2 hrs <ul style="list-style-type: none"> • 3.15 - 5.15 pm • 4.15 - 6.15 pm • 5.15 - 7.15 pm • 6.45 - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 3.15 - 5.45 pm • 4.45 - 7.15 pm • 6.15 - 8.45 pm 3 hrs <ul style="list-style-type: none"> • 4.15 - 7.15 pm • 5.45 - 8.45 pm 	Make Up Class: 1 hr 30 mins Fri: 2.45 pm - 4.15 pm 5.45 pm - 7.15 pm Make Up Class: 2 hrs / 2.5 hrs Fri: 3.45 - 5.15 pm / 5.45 pm Make Up Class: 3 hrs Fri: 4.15 pm - 7.15 pm
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06 CLASS SCHEDULES

WOODLANDS BRANCH

Day	1 hr 30 mins <i>Seedling, Headstart, Foundational, Developmental, Fundamental Drawing, Clay, Digital Art, Creative Programme</i>	2 hrs / 3 hrs <i>Portfolio Preparatory, Lower/Upper Secondary, Come and Draw with Me</i>	Make Up Class Slots
MON/ WED/ THURS /FRI	Afternoon <ul style="list-style-type: none"> • 2.45 pm - 4.15 pm • 4.15 pm - 5.45 pm Evening <ul style="list-style-type: none"> • 5.45 pm - 7.15 pm • 7.15 pm - 8.45 pm High Support Class: 1 hr 30 mins Mon: 7.15 pm - 8.45 pm Thurs: 2.45 pm - 4.15 pm	2 hrs <ul style="list-style-type: none"> • 2.45 pm - 4.45 pm • 4.45 pm - 6.45 pm • 6.45 - 8.45 pm 2.5 hrs <ul style="list-style-type: none"> • 2.45 pm - 5.15 pm • 5.45 pm - 7.15 pm 3 hrs <ul style="list-style-type: none"> • 2.45 pm - 5.45 pm • 5.45 pm - 8.45 pm 	Make Up Class: 1 hr 30 mins Mon, Wed, Thurs 2.45 - 4.15 pm Wed, Fri: 7.15 - 8.45 pm Make Up Class: 2 hrs Mon, Wed, Thurs: 2.45 - 4.45 pm Wed, Fri: 6.45 - 8.45 pm
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07 TERMS & CONDITIONS

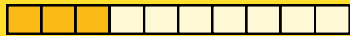
Registration Fee

1. A registration fee of \$25.00 per student is required for new enrolments, excluding one-off Leisure Art classes.

Deposit

2. An enrolment deposit of 3/10 of the module fee is applicable for all students, except those attending the adult programme, short term workshops, and holiday workshops.
3. The deposit must be paid during registration to secure the student's class placement.
4. If the student changes to a programme with a different fee, the deposit may need to be topped up or credited to be 3/10 of the new programme's fee.
5. At withdrawal, the deposit will be used for the final module's fee as per withdrawal conditions (refer to 'Withdrawal' section).
6. If students are absent for the first 3 weeks of the module without notifying of suspension or withdrawal, the deposit will be credited to the module's fees.

DEPOSIT POLICY



The deposit is worth 3/10 of the module fee.

E.g. Programme fee = \$390 | Deposit = \$117

Programme fee = \$1000 | Deposit = \$300

- The deposit on file will be adjusted for any change in programme fees.
- If you stop attending classes without officially suspending or withdrawing, you forfeit the deposit.



Materials for Physical Classes

7. An annual non-refundable materials fee applies, excluding short term workshops and holiday workshops.
8. The materials fee is calculated based on the number of fee modules in a year, \$10 per module. It will be \$50 for years with 5 modules and \$60 for years with 6 modules.
9. For new students, the materials fee will be pro-rated based on the closest fees collection cycle.

Fees & Payment

10. Full payment of fees is required before the start of any classes, workshops, or events organized by Artgrain.
11. Payments are non-refundable and non-transferable.
12. There is no refund for unattended classes after a module or workshop ends.
13. Course fees are charged per 10-week module.
14. Fees will be pro-rated for students who register for classes mid-module.
15. Payment for next module is due by the 10th lesson of previous module. Attendance may be refused if payment is not received by the 2nd lesson of the module.
16. Module is automatically renewed for next 10 weeks if withdrawal or suspension notice is not given.
17. All fees are determined by Artgrain management and may be subject to change in future. Parents will be notified of fee increases before the next module payment is due.

Payment Methods

18. Payments can be made by cash, Nets, PayNow/PayLah, bank transfer, or cheque payable to "Artgrain Studio Pte Ltd" (Bukit Timah, Parkway, Tampines and Woodlands Branch) and "Artgrain Pte Ltd" (Thomson branch).

07 TERMS & CONDITIONS (CONT.)

Scheduling, Attendance

19. All in-person classes, including Seedling and Headstart, are drop-off classes without parental accompaniment.

20. For all students attending in-person classes, parents/guardians must drop off and pick up their child within ten minutes of the scheduled class start and end times.

21. If students are required to be dismissed ahead of the scheduled class time, parents are to inform teachers before class via text message. Text message should notify teachers of the parent/guardian who is responsible for pickup.

22. Our classes are mixed-age group and each student will receive personalized guidance.

23. Artgrain may replace teachers without prior notice.

24. Artgrain holds the right to combine, transfer, or suspend classes without advance notice.

25. All classes require a minimum of 3 registered students to proceed. Insufficient registrations may lead to class changes or cancellations.

Classroom Etiquette and High-Support Classes

26. To ensure a conducive learning environment, students are expected to be capable of following these etiquette during classes:

- Understand and follow teachers' instructions
- Stay in their seat unless instructed otherwise
- Use art tools safely and appropriately under guidance of teachers

27. If students are not able to follow the above etiquette, they may be recommended to sign up at a later date.

28. Parents are to declare any special learning needs a student may have been diagnosed with upon registration. Examples of special learning needs may include:

- Emotional and behavioural difficulties
- Difficulties in speech, language or communication
- Physical disabilities
- Sensory sensitivities

29. The school will be allocating children with diagnosed special learning needs to high-support class. Students who are observed to need extra support in learning will also be recommended by their class teacher to register for a High-Support class slot.

30. In a situation where student behaviour may potentially endanger themselves or others, Artgrain reserves the right to remove the child from close contact with others, inform parents/guardians of the situation and request that the child is picked up from class if necessary.

31. High-support class slots are identified in our schedule and are limited to a maximum of 4 students. The high support class fees reflects the smaller class size and closer guidance by teachers.

32. If parents fail to declare a student's special learning needs which result in disruption to the learning environment, Artgrain reserves the right to terminate the student.

HIGH SUPPORT

Artgrain does not turn away special learning needs students from attending our classes, however, we want to make sure our teachers and classrooms have the capacity to meet each student's learning needs! Therefore, we seek your understanding that your child may need to attend a High-Support class slot where they can receive closer guidance..



Trial Classes

33. Once booked, trial classes can be rescheduled for a maximum of two times. Artgrain reserves the right to deny any subsequent changes with forfeiture of trial class payment.

34. Trial class payments are non-refundable and non-transferable even if the student misses the trial.

07 TERMS & CONDITIONS (CONT.)

- 35. Attendance may be denied if trial class payment is not received by the start of the trial.
- 36. If our physical centers close due to government mandated shutdown, trial lessons will be conducted virtually.

Make-up Classes

- 37. Parents must give prior notice for absence from classes, otherwise attendance will be marked as counted and no make-up will be permitted.
- 38. Make-up classes must be scheduled at least 1 day in advance. They can be scheduled through email, phone or text message, subject to availability as per our make-up schedule.
- 39. During the term, each student is permitted 2 make-up classes per module, to be completed by the end of the module.
- 40. For the June and December holiday periods, a maximum of 3 make-up classes are permitted. These must be completed within 2 weeks after the holiday period; no extensions will be granted.
- 41. All Studios are closed on Public Holidays. Students affected can arrange make-up classes. Artgrain will inform you about such instances.
- 42. Once booked, rescheduling is not possible. Booked but missed make-up lessons will be considered attended lessons.
- 43. Changing class slot permanently is subject to availability.

Transfers:

- 44. Students can transfer between Artgrain centers in Singapore.
- 45. Transfers are only allowed at the end of a module.
- 46. Course fees for the module must be paid to the new branch by the 10th week of the previous module.

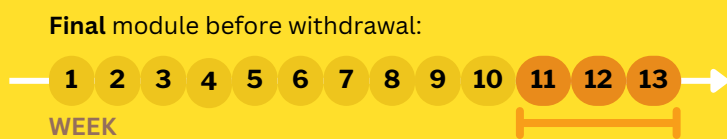
Withdrawal

- 47. To notify of a student's withdrawal, the online withdrawal form must be filled out; verbal notice is not valid.
- 48. Withdrawal is only allowed at the end of a module.
- 49. When withdrawal notice is given, the deposit will be used up to add 3 additional lessons to the end of the module (total 13 lessons for the final module).
- 50. If students are absent from the first 3 weeks of the module without notice of suspension, they will be considered withdrawn from classes.
- 51. Withdrawal cancels membership; returning students pay a \$25 registration fee in future.

Your deposit is worth 3 weeks of lessons.

WITHDRAWAL POLICY

Withdrawal Timeline:



Deposit to be used up in exchange of 3 classes in the Final Module

The deposit will be used up to add 3 lessons to the end of the module. You will attend **13 lessons** in the final module and pay the **final module fees for 10 lessons**.

07 TERMS & CONDITIONS (CONT.)

Suspension

52. Suspensions of classes are only allowed during the June and November holidays, and for students sitting for PSLE, 'N' and 'O' Levels from August-October.
53. Suspensions are only allowed at the end of a module; mid-module suspensions are not permitted.
54. To suspend a class, fill out the online suspension form with reason and class return date.
55. The art class suspension can last a maximum of 1 module (10 weeks).
56. If a child does not re-enroll after 10 weeks, the deposit will not be refunded and the child will be considered withdrawn.
57. During suspension, class time slots are not reserved. Availability needs to be checked upon return.

Centre Closures

58. In case of government-mandated closure or exceptional circumstances beyond our control, classes will shift online.
59. In-person classes will be replaced with online lessons during closures. No extra in-person make-up classes will be given for missed online lessons after the end of a module.

Online Classes

60. Switching between online and in-person modes of class is only possible at the end of a module. Online lessons are available for students aged 5 and above.
61. Parents are responsible for ensuring a reliable internet connection and suitable workspace for their child.
62. Parents should assist their child in setting up devices and logging into online classes if needed.
63. If online lessons are missed, a make-up class can be arranged within the same week if a suitable time slot is available.
64. Make-up classes are available for missed lessons due to Public Holidays. Notifications will be sent to inform about the arrangements.
65. Artgrain reserves the right to modify class schedules, including changes in time slots or teachers.
66. Students attending exclusively online need to purchase a basic art pack from the school.
67. Online lessons are priced the same as physical classes.
68. Artgrain owns the copyright to original course materials. Lesson resources are for personal use only; sharing or reproduction requires written consent from Artgrain.

Privacy

69. Artgrain may use student images, artworks, and profiles in promotions, events, publications, and videos, including social media features.
70. Artgrain's programs involve student participation in local and international art competitions. Parental agreement and information submission may be needed for participation, with fees collected if necessary.
71. Personal data, like phone numbers and emails, are used for school-related information and marketing only.
72. No audio or video recording is allowed during online consultations, inquiries, meet-the-parents sessions, or lessons.

Central Policy

73. Artgrain and its employees are not liable for any losses, damages, injuries, or deaths on premises or at affiliated events.
74. Artgrain reserves the right to amend our terms & conditions without prior notice; we are not responsible for consequences arising from such changes.

09 CONTACT US

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Opening Hours

Mon to Fri: 1pm to 9pm (Except Tue)
Sat & Sun: 9am to 7pm
Closed on Tuesday and Gazetted Public
Holidays



Thomson Branch
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ARTGRAIN BUKIT TIMAH

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Mon to Fri: 1pm to 9pm (Except Tue)
Sat & Sun: 8am to 6pm
Closed on Tuesday and Gazetted Public
Holidays



Bukit Timah Branch
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ARTGRAIN PARKWAY

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Opening Hours

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Fri: 1pm to 9pm
Sat & Sun: 9am to 6pm
Closed on Tuesday, Wednesday and Gazetted
Public Holidays



Parkway Branch
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ARTGRAIN TAMPINES

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Opening Hours

Mon to Fri: 1pm to 9pm (Except Tue)
Sat & Sun: 9am to 7pm
Closed on Tuesday and Gazetted Public
Holidays



Tampines Branch
UEN: 201628401CTPP

ARTGRAIN WOODLANDS

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wl_info@artgrain.com.sg

Opening Hours

Mon to Fri: 1pm to 9pm (Except Tue)
Sat & Sun: 9am to 7pm
Closed on Tuesday and Gazetted Public
Holidays



Woodlands Branch
UEN: 201628401CTPP