



# Classes, Retreats and Special Events

## Cinnamon's Policies

1. Your payment guarantees your seat. You can sign up online or by phone. Please keep track of the classes you plan to attend. Due to the number of classes we offer, we cannot send reminders for each class.
2. If you need to cancel a class, our cancellation policy is as follows:  
**7+ days before** class: Full Store Credit  
**2-6 days before** class: 50% Store Credit  
  
**NO refunds** will be given for "no shows" or cancellation made one day before class. *Please note: teachers are not expected or required to offer make up classes.*  
  
**For ALL Retreats and Special Events**, store credit will be given only if we can fill your spot and cancellation is more than 6 days prior to event. Many times, it is possible because we have a waiting list, but no promises.
3. It is strongly suggested that you purchase your class supplies at Cinnamon's Quilt Shoppe to ensure you have the proper items. Supply lists are available in the shop and on our website. We appreciate your support! Each student **MUST** have their own book or pattern. No Exceptions!
4. As a courtesy to all, please no children, pets or guests in class and please watch the perfume. Many suffer allergies so please don't wear perfume when attending classes.

### To get the most from your class experience, the following suggestions are offered:

- Be prepared. Obtain the required supplies. **Please do not wait until class time to purchase your supplies.** If class is a multiple session class, do the homework.
- Be on time. Plan to arrive no later than 10 minutes before class to set up. Doors open at least 15 minutes before class. You are encouraged to park in the back and bring your machine and supplies through the back double doors (Mandarin location). When the shop is closed, students will not be able to wait in the shop for classes to begin. Sorry, but insurance just doesn't permit it!
- Please put all cell phones on vibrate during classes, retreats, and workshops and step outside if you must take a call.
- Be familiar with your sewing machine. You need to know how to thread it, how to wind and load a bobbin, and generally how your machine works. It is not the teacher's responsibility to instruct you on how your machine works or to fix your machine. **Bring your manual to class!** It is a great help if things go wrong. If you need help, our "Get To Know Your Machine" class will get you ready for additional classes.
- Be sure your machine is in good working order. Remember the foot pedal and power cord! Brush out the dust bunnies from the bobbin case and insert a new needle. Load a new blade into your rotary cutter before class begins!