



San Diego Sakura Chapter of the Ohara School (SDSCOS)

The Policy for the Ikebana Class at La Jolla Library

Welcome to the Ikebana Design Class at the La Jolla Library! In order to organize and keep the classes running smoothly and successfully, there are some policies for all attendees to follow.

- We use fresh cut floral materials such as flowers, grass, leaves, tree or shrub branches, etc. for various ikebana designs which need to be pre-ordered before each class. It is required that students sign up or if needed, cancel your attendance for a class **at least three days prior to the class** to avoid either a materials shortage or waste.
- If registration is made after the three-day deadline, the flower material for the class will not be guaranteed. For those who miss class without cancellation or a cancellation made after than the deadline, they will be responsible for the fee of the missed class. To avoid wasting the flower material the student may send a substitute to the class or arrange to pick up the material.
- If the cancellation made before the deadline, the student will receive a credit for the future class but not a refund, sorry.
- The instruction for the class is **Free**. To cover the cost of fresh cut flower materials provided by the teacher, the students should pay \$60.00 for a series which includes three consecutive lessons on Saturdays or \$25.00 for a single lesson, \$45.00 for two lessons in a series. **To new students, prepay is encouraged to ensure we have enough materials.**
- The students should bring their own ikebana tools to the class such as, ikebana container, kenzan, scissors, floral tape & wire, etc. We can lend these items to new students for their first-time practice in the class. We also help students to purchase ikebana supplies with Pre-order.
- Recently, we provide the classes in different levels. Class A (9:15-11:15am) for Advanced students; Class B (11:30am-2:30pm) for both Intermediate and Beginner students. Sometimes, if necessary, we provide Class C (12:30-2:30pm) for those who have no any experience of ikebana design. For Class A students, sometimes we practice certain designs with appropriate materials. An extra flower fee might be added. We allow students to observe other classes with no charge. Reservation is necessary.
- In order to keep the classes in a high quality we ask everyone to arrive on time. Class A students should come a little earlier to help with setting up the classroom. Class B students should help with cleaning up the classroom after class completion. We will start/ finish each class on time.
- As we share the classroom with other public activities in the library, we suggest that everyone brings your own small flower bucket and towel to clean up your area before you leave. Please do not leave any wire on the floor as well as do not spill any water inside the library. No coffee or any dark color drink or any greasy food is allowed in the classroom.

Thank you for your understanding and cooperation. If you have any questions or concerns, please contact San Diego Sakura Chapter of the Ohara School of Ikebana at **ikebana.sakura.lj@gmail.com**