

## Class Guidelines Update: January 2026

### 1. Set your goal:

The lessons are tailored to each student's needs. Each student is working on her/his individual project. The goal of each lesson is that you either learn a new technique, proceed on your sewing project and/or get a detailed explanation on a certain topic that is of your personal interest. Please let me know your goal for the sewing classes and I'll give my best to tailor the lessons to your interests and needs. Your feedback is always appreciated!

### 2. Lesson Duration, Location and Language:

Each lesson is 2 hours. 1 hour 50 minutes for instruction and 10 minutes for wrap up. Classes will start promptly as scheduled. You are welcome to arrive 5-10 minutes before the start time to set up, but do not plan to arrive any earlier. (There could be other instruction going on such as private instruction or a prior class that is still wrapping up.)

All lessons are taught at the Sewing Circle Atelier, 158-0086 Tokyo, Setagaya-ku, Oyamadai 3-22-12, Meiji Building 202

Lessons are usually taught in English. Japanese and German are possible, too.

### 3. Lesson Tickets Fee:

**Basic Sewing Course**, Small Group Classes (4 people),  
4-Classes Ticket ¥23,000 (tax in) or Single Class Ticket ¥6,500

**On-Going Lessons**, Small Group Classes (4 people),  
5-Classes Ticket ¥23,500 (tax in) or Single Class Ticket ¥6,500

**Private Lessons**, Intensive One-To-One Classes  
1 Ticket = ¥16,000 or 4 Tickets = ¥62,000 (tax in)

**Pattern Making Lessons**, Intensive One-To-One Classes  
1 Ticket = ¥16,000 or 4 Tickets = ¥62,000 (tax in)

### 4. Reservation

- A) You can reserve your lesson directly at the atelier or
- B) You send an email and we will confirm the date and time for your lesson.
- C) Please check your calendar carefully before you reserve your class! (see also: 6. Cancellation)

### 5. Payment

The Basic Course Ticket is paid at the first lesson of your course directly at the atelier.

- A) please prepare the full amount in cash or
- B) per credit card (additional 3,5% transaction fee)

The Tickets for On-Going Lessons, Private Lessons, Pattern Making Lessons need to be paid prior to your lesson.

- A) in cash directly at the atelier
- B) per invoice (additional 3,5% transaction fee)

Please note that the full payment is necessary to reserve your lesson.

Class space is very limited and many students apply for classes. Invoices have a grace of 10 hours. If left unpaid your reserved spot can be purchased by another student.

## 6. Cancellation:

Please check your schedule carefully before you book your class! In case you can't attend a lesson that you have reserved, you can cancel your appointment until 3 days prior to your class.

If you have to cancel a class 1-2 days prior or on the date of your class, 100% lesson fee is charged. Unfortunately this policy applies as well if you or your family member(s) is/are sick.

Please note: You can give your spot and your ticket to a friend who might appreciate the class! Just let me know so I know who to expect!

Example

3 days prior to your lesson	2 days prior to your lesson	1 days prior to your lesson	Sewing-Day
Cancellation OK	Cancellation Charge 100%	Cancellation Charge 100%	Cancellation Charge 100%
Give your lesson to a friend			

## 7. Ticket Expiration

The Course Tickets don't expire within one year. If you are busy and need to go on a sewing break, no problem! Just come back when you like to continue! Please understand that there's no refund in case you can't finish the Course Ticket that you have purchased.

**8. Inclement Weather or State of Emergency:** It is possible that I may need to reschedule a class due to inclement weather or if a State of Emergency is announced in Tokyo. If a closing affects a class I will email and/or call each person to let him/her know as soon as I determine the class needs to be rescheduled. Be also sure to check my Facebook or Blog Posts for closure notifications.

## 9. Material List, Planning a Sewing Project and Sewing Patterns:

Every student needs to bring his/her own materials to class. Those are fabric, matching thread, zippers, buttons, interface etc.

When you plan your project, share it with me as early as possible. You can ask me at any time, at class or per e-mail, which materials are needed and I will prepare a detailed list.

I will also recommend a best matching pattern from my Pattern Library. Those patterns are designed from beginner to advanced levels and they will be arranged and printed to your personal body measurements!

## 10. Atelier Equipment:

I provide all kinds of sewing tools for you during your lesson: such as sewing machines, scissors, bobbins, pins, pin cushions, measure tape, pattern rulers etc.

You are of course allowed to bring your own tools. You are also welcome to bring your own sewing machine if you prefer to practice on it. We do offer "Get To Know Your Machine" instruction separately!

## 11. Other Policies

I reserve the right to reschedule a class at any time.

Babies, small children and pets are not allowed to come with you to the classes for safety reasons. (In the atelier are scissors, pins, needles, electric cords from the sewing machines and a hot iron)

If you have any questions, please don't hesitate to contact me: [Melanie.Uematsu@yahoo.com](mailto:Melanie.Uematsu@yahoo.com)