



Please complete in block capitals (all info will be kept in the strictest of confidence)

## **REGISTRATION FORM(Holiday Workshops)**

Please complete in block capitals (all information will be kept in the strictest of confidence)

Location:
Class(s):
<b>Student Details</b>
Full Name:
E-Mail Address:
Full Postal Address:
Date Of Birth:
School Attending:

**PARENT OR GUARDIAN** (The below information will be used in case of an emergency and must be provided before the student can participate in any All Sorts activity, should any of these details change at any time whilst your child is a student at All Sorts you **MUST** update them with a member of staff)

<b>Contact 1</b>
Full Name:
E-Mail Address:
Full Postal Address:

Relationship to Student:
Telephone 1:
Password for collection if you are unavailable: (see attendance & Collection below)

**Contact 2**

Full Name:
E-Mail Address:
Full Postal Address:
Relationship to Student:
Telephone 1:

**Medical Details**

Allergies or Reactions to Medication:
Physical or Activity Restrictions:
Date of last Tetanus Shot:
GP Name, Address & Telephone Number:
Any Other Medical Information Including Medication:

**Permissions: (Please indicate Yes or No)**

Do you give permission for photos for promotional use (e.g. Website/Flyers)?
Do you give permission for filming for promotional use (e.g. Show Performances/Promotional Video's)?
Do you give permission for make-up to be used during performances/showcases?
If No please complete reasons:

## **Dress Code**

- Long hair to be tied back for all Workshops
- Black Leggings/Cycling Shorts or Jogging Bottoms, comfortable top.
- Trainers/Pumps/Dance shoes to be worn at all times (no bare feet)
- No school shoes to be worn

## **Attendance & Collection**

- In order to ensure a prompt start, students are required to arrive at least 5 minutes before the start of each Workshop. Students arriving late will be kept in a holding area until an appropriate time for them to enter is available
- On arrival children **MUST** register for each workshop attending, contact numbers must be recorded along with the name of the responsible adult for collection (this must be the NAME and not Mum or Dad)
- Before leaving each child must be signed out by the class teacher. No child is to leave the workshop without being collected or signed out.
- Should the authorised adult not be available for collection you must provide me with a password for your child in order for me to release them.
- Should you wish your child to be released from a workshop without a responsible adult collecting them I must have a disclaimer in writing to this effect, this will be held on your child's file.
- All Sorts of Performing Arts will ensure all children are aware of the fire evacuation procedure and will hold regular fire drills.
- Due to the increased number of students I may not be personally available to speak to you at the start or beginning of each workshop. Should you have any queries or questions please initially either contact our office 01905 948889 or register these with a front desk volunteer. Should they not be able to help at the time I will be advised and will contact you at a convenient time for myself

## **Policies**

Details of all our policies (Customer Care, Equal Opportunities, First Aid, Child Protection, Anti Bullying, Health & Safety and Audition) are available by visiting our website [www.allsortsofpa.co.uk](http://www.allsortsofpa.co.uk)

## **Payment Terms**

- For all holiday workshops all payments are to be paid at the time of booking to secure a place.

Thereafter the following terms apply:

- Invoices will be sent out once booking has been made
- Payment for all fees as laid out on the invoice **MUST** be made 14 days before the booked workshop.
- If after 7 days no payment has been made a final demand will be sent with a payment deadline. There will be no further demand for payment from this point forward. All outstanding debts will be sent will be forwarded to the small claims court. Should the debt have to go to court you will be liable for all court fees, late payment/administration charges of £40.00 and all interest accrued.

## **Refund Policy**

- Refunds for workshops will only be given if a Workshop is cancelled due to bad weather or ill health of the teacher, All Sorts will try its best to re-schedule any Workshops cancelled giving you at least 24hrs notice, this will only occur due to situations beyond our control

- Unfortunately due to costs of providing these Workshops, we are unable to reimburse for missed Workshops for any other reason. In which case your child's place will still be held

**By signing below I agree to all the terms and conditions as set out above**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_