



THE LITTLE ART COMPANY (TLAC) – TERMS AND CONDITIONS **CONDITIONS OF ENROLMENT**

1. Enrolment

Please call us prior to booking if you have any questions regarding the class or workshop before booking. To book a class Please read our terms and conditions, fill our online enrolment form and book the class or workshop of your choice through the bookings tab on our website.

Studio Address:

The Little Art Company
11 Ryall St
Canowindra, NSW 2804

2. Term and Workshop Fees

Term and Workshop Fees are listed with the class details on our booking page and are available by contacting TLAC.

- Payment of the full term or workshop fee **MUST** be paid immediately. Payment arrangements can be made upon request.
- We accept cash, eftpos or online direct deposits into The Little Art Company bank account. Receipts will be provided on request for tax purposes once payment has been received.
- Enrolment forms must be received before the term or workshop commencement.

3. Cancellation and Refunds

- The Little Art Company reserves the right to amend any course, tutor or schedule. If a course must be cancelled, any student enrolled in that course will be contacted and an alternative course or refund will be arranged.
- Any lesson scheduled by phone, text, or in person without a booking form is still considered a formal booking.
- There are no transfers, credits or refunds if you miss a class.
- Term Fees and Workshop Fees will not be refunded if cancelled within one week of the day of the workshop or term. Fees can be transferred to another student or term class or workshop.
- If you have not paid for the term fee or workshop but have booked and you cancel within one week of commencement you will still owe the full term or workshop fee. These fees can be transferred to another student or term class or workshop. Fees to be paid within 7 days of cancellation date.
- Fees to be transferred must be used within six months of the date of payment.
- No refunds possible once the course or workshop has commenced.
- Multiple workshop or term fee bookings, where commencement dates vary, will be received as one booking, therefore payments and cancellations are to be received prior to the date of the first workshop or term booking.

4. Private Lessons

- Private Lessons follow the above cancellation policy however due to the exclusivity of the lesson a \$25.00 cancellation fee will be incurred if you cancel within 48hrs of the start date and time of your private booking and you will lose any deposit or fees already paid.

- A private lesson scheduled by phone, text, or in person without a booking form is still considered a formal booking. Payment can be made via eftpos or bank transfer at the time of booking.
- If fees have not been paid at the time of the booking, the full lesson fee and any cancellation fee still applies and is due seven days from the date of cancellation as per the above policy.
- Please make sure you are available at the date and time you schedule to avoid any confusion, loss of funds or any late fees.

5. Absenteeism

Students are not entitled to a refund, credit or make-up class if they miss a class or classes in any enrolled course due to illness, unanticipated travel or any other reasons not responsibility of The Little Art Company.

6. Art Materials

Art Materials will be provided for each lesson however students are encouraged to purchase their own materials to learn how to look after them and to be able to practice at home. Paint shirts are provided but it is recommended that students wear old clothes. Changing facilities are available if needed.

7. Photography

From time to time we take photos of children participating in class activities. These photos are used for promotional and program/curricular purposes. Photos of your children may be posted with their artworks on the TLAC official website and facebook page, names of children will never be disclosed. Photos will never be sold and will be exclusively used by The Little Art Company. Photos are always available for viewing and you may have a copy of photos of your own children upon request. As a condition of enrolment your consent is implied. Should you not wish for us to take and use photos of your child please notify us upon enrolment.

8. Student Conduct

The Little Art Company is a shared space and we expect students to always respect fellow artists, artworks, tools and property. Students deemed to be exhibiting inappropriate, disruptive, destructive or aggressive behaviour will be removed from the class and parents will be notified. If this behaviour continues the student will be asked not to return forfeiting all remaining fees.

Please Note TLAC is a professional art studio. It is expected that when children are enrolled that they want to take classes to learn to create. We are not a childcare service.

It should also be noted that cleaning of the art space and materials is also a part of the art practice and will sometimes be asked of the children to share this responsibility.

The Little Art Company asks all children to:

A = Always try their best.

R = Respect others and all artworks.

T = Tools: Use them properly.

Children who continually choose not to abide by these simple guidelines will be notifying teachers that they no longer wish to be at TLAC and will be asked to leave.

Conduct outside the studio room at the Canowindra studio should also be respected. All children both enrolled and visiting are asked to refrain from running and exploring the grounds unattended. The Little Art Company will not be held responsible for any injuries incurred by children, friends, siblings or guardians acting irresponsibly or being in an area outside the studio room. Parents/Guardians may be held responsible if any damages are made to the premises by their child/ren.

9. Punctuality

Out of respect for other students and tutors, students are requested to be as punctual as possible for class. Children should be escorted to and from The Little Art Company by a parent or guardian, ensuring they are collected promptly at the end of class. While we understand that it is sometimes difficult to always arrive on time, those who are late on a regular basis may incur a fee.

10. OH&S

Our teaching staff aim to make every student's art experience a comfortable, fun and positive one and our goal is to be able to both teach art and give an equal amount of quality care and attention to all students during their time at the studio. Please help us uphold our high standards of care and education.

If you or the student to be enrolled has an existing medical condition that may affect participation in the lesson, please notify The Little Art Company at the time of enrolment and we will do our best to accommodate any needs prior to the commencement of the lesson so that the student will be able to successfully complete the lesson independently.

Aid workers and assistance: If the student being enrolled requires extra adult support during the lesson or if he/she has the assistance of an aid worker or SLSO aid at their school, home or workplace and needs an aid worker to assist their participation in the lesson, the parent/guardian **MUST**:

1. Notify The Little Art Company when enrolling of the condition and help needed.
2. Nominate an available and appropriately qualified assistant, aid worker or person/s over the age of 18yrs on the enrolment form to accompany the student on the day of the lesson to assist the student with required tasks.

Please Note: It is not the responsibility of The Little Art Company to employ specialized appropriate aid workers and support for students. Unfortunately students who do need extra help (as described above), that arrive without any prior notification and or person/s to assist, will unfortunately be asked to return home as we cannot fulfill our goal.

Medical Attention: It is a condition of enrolment that you agree that in the unlikely event where medical attention is required and you and your nominated contact person/s are unreachable, The Little Art Company can perform first aid and seek medical services for your child where we see fit. If you do not wish for this to happen, please notify us as unfortunately enrolment may be declined.

11. Privacy

Contact information you supply to The Little Art Company will not be disclosed outside the school under any circumstances, except where required by law. The Little Art Company will from time to time send mail to students and past students to keep them informed of The Little Art Company's news, events and courses that may be coming up in the future. Should you not wish to receive mailings from us please notify us and you will be removed from our mailing list.

12. Signing in

Children should be signed into and out of class by a parent or guardian. Those students arriving without a parent or guardian must sign themselves into class, thus giving permission by their parents for them to be at The Little Art Company. The purpose of signing in is for both record keeping and roll call for fire and safety regulations if in the event of an emergency. Please make arrangements prior to the term's commencement if you wish for your child to arrive or leave the studio without a parent or guardian. Parents of children that will be signing themselves in must be responsible of how their children are arriving and leaving class. Please also advise if your child will be absent prior to class. The Little Art Company will not be responsible for children outside the studio premises. Thank you.

