**Terms and Conditions:**

**Payment:**

All accounts need to be paid in full, in advance, by the deadline given, for your child to attend any School of Art classes. Until payment has been received, the place is not secured and may be on offer to another child.

Payments can either be made via bank transfer or in cash.

If for any reason, a child withdraws from School of Art after being accepted. School of Art reserves the right to withhold the full terms fees. This also applies to sickness.

If your child is absent or misses one of the sessions/classes no refund will be given.

**Arrival and Departure:**

Please ensure all paperwork is completed (Child’s Details and Photograph Consent Form) before your child’s start date.

Please sign your child in at the beginning of the class and out at the end of each class on the register provided. Also inform the teacher at the beginning of the class if any other person will be collecting your child and signing them out.

If a child is to arrive and leave School of Art on their own, parents must inform School of Art of this in writing.

All children must be collected no later than 5 minutes after a session. School of Art is unable to supervise children after these times.

**Class changes:**

School of Art reserves the right to change course specifications and teaching staff wherever necessary.

An alternative date will be provided in the unlikely event of the class being cancelled.

If a class is effected due to the Covid-19 pandemic classes will take place at the same time using zoom.

**Personal property:**

All personal property is the child’s responsibility.

Please send in a suitable apron or shirt that should always be worn, to protect your child’s clothing.

Please send your child with a water bottle.

**Health and Injuries:**

Please ensure you inform School of Art of any existing injuries or medical conditions through your Child’s Details Form and keep School of Art updated on any changes.

If a child is unwell or has an accident requiring emergency treatment, the parents or emergency contact will be contacted immediately. Please always ensure these numbers are up to date.

**Photography:**

Photograph Consent Forms need to be filled in when booking your child into School of Art, please ensure these are signed.

**Equal Rights:**

School of Art regards language, behaviour or action that is offensive or creates upset to any other child or staff member unacceptable and will not be tolerated. If any behaviour during the classes is considered inappropriate, the child or children will be given a clear warning. If the behaviour persists and is affecting the rest of the class, a parent will be contacted either during or after the class, and the child may be asked to leave and/or not return.

**Feedback:**

All feedback is welcomed and valued, if you have any concerns or suggestions please feel free to contact Carla Ansara and every effort will be made to rectify matters.