



## GENERAL ART CLUB POLICY (ENGLISH VERSION) PAGE 1 OF 2

By enrolling in a class, camp, or event with Art Club, you agree to the following:

### Enrolment & Cancellations

- Online Booking: All classes must be booked online through our website. No drop-ins are allowed.
- Non-Transferrable: Class spots are non-transferrable to other children, including siblings.
- Cancellations: Classes are non-refundable. With notice, it may be possible to switch to another class, subject to availability.
- Staff Sickness: In case of staff sickness, a make-up class will be offered.

### Subscriptions

- Payments: Full payment is due upon enrolment. Subscriptions renew automatically between the 20th-30th of each month. Subscriptions are non-refundable.

### Arrival & Pick-Up

- Arrival: Arrive on time. No early drop-offs accepted. If you arrive early, you must wait with your child until the class starts.
- Pick-Up: All students must be collected by an adult at the end of class. Late pick-ups will incur a fee, calculated based on the duration of the delay.

### Behavioural Expectations

- Kindness & Respect: Art Club values a positive learning environment filled with creativity and acceptance for both our students and parents. By signing up to our program, you and your child agree to treat all participants with kindness and respect. Disruptive or harmful behaviour may result in removal from the class without a refund. Parents may be required to pick up their child immediately.

### Dress for Mess

- Clothing: Ensure your child is dressed in clothes that can get dirty. Aprons are available but not guaranteed to keep clothes clean.

### Safety First

- Conduct: No running inside the studio
- Materials Use: We provide a range of materials for creative expression. It's essential for children to use these materials under supervision, following instructions, and not to misuse them or employ them in unsafe ways.



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#### Health and Illness

- **Illness:** Children who are sick or showing symptoms should stay home. Inform us if your child is unwell.
- **Emergency Procedures:** Ensure we have up-to-date emergency contact information. In case of a medical emergency, we will contact emergency contacts and seek necessary medical attention if needed.

#### Nut-Free Policy

- **Snacks:** Only nut-free snacks are allowed to ensure the safety of all children.

#### Media Permission

- **Photography/Video:** We may take photos or videos for promotional purposes. By enrolling, you grant permission to use your child's image. If you prefer that your child's face not be shown in any promotional materials, please contact us directly via email.

#### Participation Consent

- **Liability:** By enrolling, you release Art Club from any liability arising from participation in our programs.

#### What to Bring

- **Materials:** All materials are provided. Do not send additional art materials or toys.
- **Water:** Send a bottle of drinking water for your child.

#### Weather Policy

- **Severe Weather:** We will notify parents of class cancellations due to severe weather. Make-up classes will be scheduled.

#### Allergies and Additional Needs

- **Allergies:** Inform us of any allergies your child has.
- **Additional Needs:** Communicate any special needs or accommodations required.

#### Parental Responsibilities

- **Supervision:** Ensure timely drop-off and pick-up of your child.
- **Communication:** Keep us informed of any changes in your child's health, behavior, or contact information.

*Thank you for your cooperation!*