

Terms and Conditions for After School Art Clubs, Workshops, Courses and Holiday Courses

KIDSDOART IS A TRADING NAME OF THE ART INSIDER LIMITED

The Terms and Conditions below apply to all Kids Do Art/The Art Insider Ltd After School Art Clubs, Workshops and Courses/Holiday Courses. By making a booking customers are agreeing to the terms and conditions below.

Bookings and Payment

Bookings can be made via our website by emailing Trudie Stephenson at trudie@kidsdoart.co.uk or trudie@theartinsider.co.uk or by phone, this information is displayed on the website contact page along with the contact number for **Trudie Stephenson M: 07977414319**. It is the parents/guardians responsibility to ensure all information provided for a booking is correct. This must include:

1. The student/childs full name and age
2. The parents/guardians current email address and emergency contact phone number
3. Any detailed information on any allergies, medical conditions, special educational needs or behavioral issues of the student/child attending the After School Club, Workshop or Course/Holiday Course.

Full payment is required at the time of booking and can be made via bank transfer, cheque or cash. Places are only secure upon receipt of full payment. A 10% sibling discount is applied automatically to bookings by family members when booking more than one child with the same surname for any activity. The 10% discount is applied to the second sibling not the first. A 10% discount will also be applied to the third sibling if needed.

A free one off trial session can be offered to new clients for our term time After School Clubs and Sunday Classes providing we are not fully booked and have the space to accommodate.

Full payment is required at the time of booking for all Holiday Camps and Courses and can be made via bank transfer, cheque or cash. Places are only secure upon receipt of full payment.

If a particular After School Club, Workshop or Course/Holiday Course becomes fully booked customers will have the option to be placed on a waiting list. The waiting list is for that specific After School Club, Workshop, Course/Holiday Course only as per the dates on the website booking page flyer or promotional material, it is not a reservation for a subsequent After School Club, Workshop, Course/Holiday Course.

Bookings will typically open on the websites www.kidsdoart.co.uk and www.theartinsider.co.uk every half term advertising the availability of places for the new coming term, e.g. Our Autumn term will be advertised at the half term break during our Summer term. We will also advertise via email, flyers and other promotional material.

Regular Clients who want to renew bookings

Booking information will be communicated first to our regular clients/parents/guardians through emails, flyers and promotional material at each half term break. This re booking facility will be open to our regular clients/parents/guardians for a period of 2 weeks only and requires a payment within the two weeks of a £30 non refundable deposit and the remaining fee must be received/paid no later than one month before the start of the coming term. . Payments can be made via bank transfer, cheque or cash. Places are only secure upon receipt of full payment.

When this 2 week booking period has elapsed bookings will be opened to all on a first come, first served basis and/offered to new and waiting list clients. Full payment is required at the time of booking for all new clients via bank transfer, cheque or cash. Places are only secure upon receipt of full payment.

Collections from After School Clubs, Workshops and Courses/Holiday Courses

It is the parent/guardians responsibility to collect their child from the After School Art Club, Workshop or Course/Holiday Course on time. If the parent/guardian wishes for their child to be collected by someone else then it is their responsibility to inform Kids Do Art/The Art Insider Ltd either by email, phone or text. Our number and email is displayed on the contact form on the website. (Email: trudie@kidsdoart.co.uk or trudie@theartinsider.co.uk) Tel/Text: Trudie Stephenson M: 07977414319)

If the person responsible for collecting the student/child from the After School Art Club, Workshop or Course/Holiday Course is persistently late then Kids Do Art/The Art Insider Ltd have the sole discretion to refuse to allow the student/child to continue at the After School Club, Workshop or Course/Holiday Course. In these cases no refunds will be issued by Kids Do Art/The Art Insider Ltd.

If a parent/guardian has arranged with Kids Do Art/The Art Insider Ltd for a student/child to be collected from Akiva School they must provide the following information:

- 1.The student/childs full name
- 2.The student/childs class number/detail
- 3.The name of the student/childs class teacher
- 4.The parent/guardian must inform the Akiva School that Kids Do Art/The Art Insider Ltd will be collecting the student/child directly from class/waiting class.
- 5.The Parent/guardian must provide an emergency contact number

If a student/child will not be attendance to a Kids Do Art/The Art Insider After School Club, Workshop or Course/Holiday Course for any reason it is the responsibility of the parent/guardian to inform Kids Do Art/The Art Insider Ltd in advance of the start of any After School Club, Workshop or Course/Holiday Course or we will assume your child his missing and start to take appropriate action.

Expectations of behavior

Kids Do Art/The Art Insider Ltd After School Clubs, Workshops and Courses/Holiday Courses are fully inclusive, fun and safe. It is imperative that all students/children attending Kids Do Art/The Art Insider Ltd After School Clubs, Workshops and Courses/Holiday Courses behave in an acceptable and safe manner as deemed by the class or workshop tutor/s. Any concerns about behavior will be brought to the parents/guardians attention whenever possible at the end of the session in person or by phone or email at the earliest convenience. Kids Do Art/The Art Insider Ltd has the sole discretion to decide if the behavior of an individual is unacceptable and in these instances the place will be cancelled and the parent/guardian given notice in writing. Cancellations as a result of unacceptable behavior are not entitled to a refund but may be considered on an individual basis.

Cancellations and Refunds

After a booking has been made the customer has a cooling off period of 7 working days to make a cancellation. To cancel a booking customers must email trudie@kidsdoart.co.uk or trudie@theartinsider.co.uk or use the contact form on the website. A full refund will be provided in the form of a cheque if the request is made within 7 days of the initial booking.

If for any reason a session is cancelled by Kids Do Art/The Art Insider Ltd, for example due to tutor illness, then a refund for that session will be issued. If a session is cancelled due to unscheduled venue closures for example in poor weather conditions, or the venue decide to cancel a session after bookings have been taken, then a refund will not be issued but we will offer you a catch up session. We cannot offer a refund or catch up session for a class missed by a student/child as a result of illness or holiday.

Clothing and personal property

Kids Do Art /The Art Insider Ltd tutor/s will do their best to ensure that your child's clothing is protected from the art materials used, however we accept no responsibility for and damage to your child's clothing before, during or after any of our sessions. We advise that you provide an apron or your child wears items of old clothing. All personal property is the responsibility of the participants and expensive or treasured items should not be brought to Kids Do Art/The Art Insider Ltd After School Clubs, Workshops or Courses/Holiday Courses.

Meals and Snacks

Parents/Guardians are advised to provide their own water-based drinks and snacks for students attending After School Art Clubs, Workshops and Courses/Holiday Courses with the student/childs name clearly labeled.

Kids Do Art/The Art Insider Ltd tutor/s who deliver After School Art Clubs, Workshops and Courses/Holiday Courses are CRB checked and have experience in working with early learning, primary, secondary, BA and MA students. Kids Do Art/The Art Insider Ltd is covered by public liability insurance.

Concerns or complaints

Any concerns or issues regarding any services provided by Kids Do Art/The Art Insider Ltd should be directed to Trudie Stephenson and emailed to trudie@kidsdoart.co.uk or trudie@theartinsider.co.uk or by phone on 07977414319