

TERMS AND CONDITIONS

Bookings To confirm a booked place, full payment must be received before the course commences. Unless otherwise stated, fees for Adult classes exclude cost of materials. Fees for all Children's classes include cost of materials.

Re-enrolments Each term is a new term, and thus enrolment in a class does not guarantee a space in the following term. Enrolments are on a first-come-first-serve basis.

Facilities and Equipment We expect the co-operation of all students by leaving their workspaces clean and tidy no later than 15 minutes after the class finish time stated. Please replace easels, chairs and tables for the next class and wipe your workspace with a hand towel or similar to remove any paint/residue.

Cancellations by You Cancellations must be received four (4) days ahead of the class commencement date to be granted a full refund. Bookings can only be processed for the current term and fees cannot be transferred to future terms.

Cancellations by Us If a class is cancelled, you will be notified no less than four (4) days before the class commencement date for term classes and two (2) days for holiday classes. You may choose to transfer the cost to an alternative course or receive a full refund.

Non-Attendance If you are unable to attend a class due to illness or for personal reasons, you will not be entitled to a refund for classes missed or to transfer to another course to make up your missed class.

Class Postponement In the event of staff sickness we will endeavour to prevent class cancellation and provide a substitute tutor. If we are unable to do this, the class may be postponed at very short notice and a replacement class re-scheduled. We will make every effort to immediately contact class participants.

Disclaimer We will make every effort to ensure that all courses proceed as advertised on the website or through related publicity material. However, all courses are subject to minimum enrolment numbers and we reserve the right to cancel any course where minimum numbers are not reached. We also reserve the right to make minor modifications to any course content as we see necessary, without prior warning and without compromising the overall quality of the course content and structure. Although all due care will be taken, the centre will not accept responsibility for lost or damaged possessions students bring along to class with them.

I have read and agree to the Terms and Conditions.

Student/Caregiver Signature

Date

Student Full Name (please print)

CHILD SAFETY GUIDELINES

You must advise us of any medical conditions and/or special learning needs. All such information will remain confidential.

Students must arrive for their class at the stated times, accompanied by an adult. The centre will not be held responsible for the safety of children who arrive early at class and are left unattended by caregivers.

Caregivers must sign in and sign out their children in the rolls provided before and after every class.

You must inform the tutor anytime someone other than the registered caregivers will be collecting the child.

Uncollected Students If no-one has arrived to collect a child at the end of class, the tutor will attempt to contact parents/caregivers and the alternative contact person using the emergency details supplied at time of enrolment. After half an hour, if no-one has arrived to collect the child and the tutor has been unable to contact anyone after repeated attempts, the tutor will transport the child to the nearest police station, **North Shore Policing Centre, 52 Parkway Drive, Rosedale ph.477-5000, 7am-10pm** and will transfer the child to their care.

Mairangi Arts Centre reserves the right to exclude from the programme all children who are repeatedly collected late.

Disruptive Behaviour Management reserves the right to exclude from the programme any child who is constantly disruptive, does not adhere to the programme rules or poses a significant risk to the safety of themselves or others. The tutor reserves the right to contact and request caregivers to collect students displaying disruptive behaviour during class. Mairangi Arts Centre will strive to be fair and consistent.

Accidents and Emergencies Parents will be contacted immediately and staff will perform appropriate first aid and if necessary call an ambulance. Any urgent medical attention will be at the parents' cost. Children will not be transported by private vehicles unless there is a serious emergency e.g. the need to evacuate due to tsunami, earthquake or when a child has not been picked up and needs to be transported to the police station.

If you have any comments or concerns about the programme, please speak to the tutor in the first instance.

I have read, understood and agree to the Child Safety Guidelines.

Caregiver Signature

Date

Caregiver Full Name (please print)

Student Full Name (please print)