

# PARSLEY PIE ART CLUB REGISTRATION FORM & TERMS OF BUSINESS ~ CLASSES 11+ YEARS

DATE:.....FULL NAME OF PARENT/GUARDIAN.....

ADDRESS & POST CODE: .....

EMAIL:.....

TELEPHONE:.....

MOBILE:.....

EMERGENCY CONTACT NUMBERS:.....

NAME OF CHILD/ CHILDREN:.....

AGE & D.O.B OF CHILD/ CHILDREN.....

HOW DID YOU HEAR ABOUT PARSLEY PIE ART CLUB?.....

DATE OF FIRST VISIT/ HOW LONG HAS YOUR CHILD BEEN ATTENDING PPAC?.....

WHICH SCHOOL DOES THE CHILD ATTEND?.....

**ALLERGIES OR SPECIAL MEDICAL NEEDS?**..... Please state clearly over leaf if your child has either or both

Parsley Pie Art Club provides water to drink only, it is your responsibility to provide any other drinks or snacks for your child.

## **CONSENT FOR PHOTOS/VIDEOS**

I do give permission for ..... (print child's full name) to be photographed & filmed for Parsley Pie use - displays, portfolios, on the website, social media, outside use - news papers, tv, brochures, other publicity or promotional material. Cross here ..... if you do not wish your child to be photographed/filmed

# PARSLEY PIE ART CLUB ~ TERMS & CONDITIONS

## **1. LESSON CANCELLATION TERMS FOR GROUP LESSONS FOR ~ TEENAGERS & CHILDREN AGED 11+ YEARS**

- Parsley Pie Art Club requires **AT LEAST A FULL 48 HOURS NOTICE** if a child is unable to attend their lesson.
- Cancellations can be made by ~ phone call, in person, by text or email
- The 48 hour rule applies in ALL instances, including any times your child cannot attend due to illness or accidents, plus anytime they cannot attend due to any other prior commitments including ~ holidays, exams, appointments at the doctors, dentist, parties etc
- The 48 hour lesson cancellation terms are still effective during any periods of bad weather, including ice, snow etc
- There are NO exceptions to the 48 hour rule, so please do not ask
- Missed/cancelled lessons with less than the required notice, lessons will be counted as attended for ALL children booked in who did not attend

**PRINT YOUR NAME:**..... **SIGNATURE:**.....

# **PARSLEY PIE ART CLUB REGISTRATION FORM & TERMS OF BUSINESS ~ CLASSES 11+ YEARS**

## **LESSON CANCELLATION TERMS CONTINUED ~**

- **If you cancel with more than the required 48 hours notice** ~ you can transfer the lesson to the following week, or your child can join another class DURING THE SAME WEEK (subject to availability) OR you can send another child, friend or sibling on the same day that you originally booked your child in for
- **If you cancel with less than the required 48 hours notice** ~ your child can join another class DURING THE SAME WEEK (subject to availability) OR you can send another child, friend or sibling on the same day that you originally booked your child in for. Lessons canceled with less than 48 hours notice cannot be transferred to another week

## **2. ATTENDANCE**

- Your child is automatically booked in to art club every week during term time, on the same day at the same time
- “Term Time” refers to Parsley Pie Art Club’s Term Time schedule, which syncs in with local schools & education authorities
- The Term Time schedule for Parsley Pie Art Club can be found on the website
- It is your responsibility to inform art club of any changes to lesson bookings or when your child will not be attending
- Parsley Pie Art Club is NOT a drop in class. You need to book in advance, as there are limited places available.
- If you would like a regular place reserved each week for your child, they need to attend regularly and not miss more than two classes per half term (half terms usually last 6 – 8 weeks)
- It is helpful to give as much notice as possible if your child cannot attend every week
- If your child perpetually misses term time classes you will be asked to change your attendance to an “ad-hoc” basis as we are not able to hold regular places for children who cannot attend regularly
- If you are unable to commit to attending regularly you are welcome to come on an “ad-hoc” basis, contacting Parsley Pie Art Club when you are free & we will see what availability we have in classes that week

## **3. PAYMENT OF CLASS FEES**

- **When payment is due, it is required before the lesson (if paying by bank transfer) or at the start of the lesson if you wish to pay by cash**
- Failure to pay on time for missed lessons or lessons cancelled with less than the required notice, may result in you losing your place at art club
- Failure to pay on time for lessons or failure to pay the correct amount may result in your child’s place being given to someone else or your place at art club may be permanently terminated
- Lesson blocks DO have a limited life span, they must be used up within their duration
- Duration of blocks ~ Blocks start from the date of the first lesson being taken and their duration is for the number of hours in the block plus an extra 2 weeks.  
For example ~ 4 hour block must be used up within a duration of 6 weeks  
For example ~ 8 hour block must be used up within a duration of 10 weeks  
For example ~ 16 hour block must be used up within a duration of 18 weeks  
For example ~ 24 hour block must be used up within a duration of 26 weeks  
(Duration time ~ includes all weeks during term time, excludes school holidays or when art club is shut)
- Blocks become void if not used up within this specified duration
- There are NO refunds on pre paid lessons/blocks. (They can be sold to other parents)

## **4. CANCELLING YOUR CHILD’S PLACE AT PARSLEY PIE ART CLUB**

If your child wishes to stop coming to art club, you must give a minimum of 7 days notice by EMAIL

**PRINT YOUR NAME:..... SIGNATURE:.....**

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## **5. DROPPING OFF & COLLECTING YOUR CHILD**

Please note: it is your responsibility to ensure that your child arrives at art club safely. You must drop off your children inside the studio and it is your responsibility to collect your child from the studio. Children must not be dropped off on the road & children are under no circumstances allowed to wait on the road to be collected.

## **6. LATE COLLECTION OF CHILDREN**

Please call art club ASAP if you will be late.

### **LATE COLLECTION CHARGES –**

If you are more than 15 minutes late collecting your child you will be charged an "on the spot" £5.00 fee.

If you are more than 30 minutes late collecting your child you will be charged an "on the spot" £10.00 fee

## **7. LESSON CANCELLATION BY PARSLEY PIE ART CLUB**

This very rarely happens! But if we do need to cancel a class we will inform you as soon as possible and of course you will not be charged for the class or have your pre paid lesson marked as being attended!

## **8. RULES FOR THE CHILDREN**

We provide a happy and positive environment at Parsley Pie Art Club, where children can relax and be themselves! They also have the freedom to choose their own projects, materials & activities. In return we require that all children are well behaved, polite & respectful at all times.

**BAD BEHAVIOUR IS NOT TOLERATED AT PARSLEY PIE ART CLUB.**

**CHILDREN WHO ARE DISRUPTIVE, ABUSIVE OR RUDE WILL BE PERMANENTLY EXCLUDED**

**PLEASE NOTE:** No liability will be accepted by Parsley Pie Art Club or the teacher for accidents or injury that may happen while your child is here

**I HAVE READ THE ABOVE TERMS OF BUSINESS AND AGREE TO BE BOUND BY THEM**

**PRINT YOUR NAME:..... SIGNATURE:.....**

**PLEASE TAKE A COPY OF THIS FOR YOUR OWN RECORDS**

[www.parsleypie.com](http://www.parsleypie.com)