

Enrollment

Availability of term classes & holiday workshops are indicated on the website. Please book online or via phone. If classes are fully booked – we keep a waiting list. Enrollment is only secure when START ART SCHOOL has received payment.

Payment of fees

Payment options – bank transfer, credit card, PayPal, or cash payments. Credit card payment have a surcharge of 2%. Class fees and class details are listed on our website. Payment of class fees in full, are required to secure a place. On request a receipt will be provided for payment.

Cancellation and Refunds

START ART SCHOOL reserves the right to amend any class, teacher or schedule. In such circumstances, we endeavour to provide a substitute teacher of equal standing. Should any class have to be cancelled due to insufficient enrollments, all students enrolled in that class will be contacted and an alternative class arranged or a full refund provided.

COVID SAFE

START ART SCHOOL is registered with the Government of NSW as a COVID SAFE business. We reserve the right to temperature check children on entry. Any child with a temperature over 37.4C will be asked to leave and any child with cold or flu like symptoms will not be able to attend classes.

- **TERM CLASSES - 5-12 YEAR OLD CLASSES**

MISSED CLASSES

There are no transfers, credits, refunds or adjustment in fees if your child misses a class without prior notice.

ABSENTEEISM

Absenteeism can be applied for once per term, per student, with a **minimum of 5 hours notice** of absents required. Notice of Absents cannot be applied for retrospectively, we need to be informed prior to the class commencing.

- **Weekday Term Classes**

One "catch up" lesson per term, per child in the same week as the class missed.

- **Weekend Term Classes**

One "catch up" lesson per term, per child, in a weekday class or in another art class, the same Saturday as the class missed but in a different timeslot.

OR

One, 1 hour "catch up" session per term added onto your child's scheduled class time the following week.

If you do not show up for a class or meet the notice of absents requirements, no "catch up class" will be offered.

Re-enrolment for existing students

Children enrolled in term classes have first option to re-enroll to the following term, on condition re-enrolment is done via the START ART SCHOOL website and done by the last day of the preceding term.

An email link for re-enrolment is sent to all parents prior to the end of term.

Re-enrollment is accepted in order of applications received and will be confirmed by email.

If children are not re-enrolled it will be presumed that have relinquished their place in term class.

- **SCHOOL HOLIDAY ART PROGRAM**

All holiday class transfers; refunds and cancellations need to be discussed via phone or email.

Class Transfers - Holiday Classes – NO CHARGE

You can transfer your child from one class to another within the same holiday program at NO CHARGE if there is an available place to transfer to and if this request is made 5 days or more prior to commencement of 1st day of the Holiday Program. Confirmation of this possibility will need to be approved by the art school.

Student Transfer - Holiday Classes - NO CHARGE

You can transfer a holiday art class booking to another child, such as a sibling or friend at any time and at NO CHARGE. Please advise the art school of the change prior to the class going ahead.

Refunds

Refunds can be arranged however the following administration fees apply to all refunds:

A full refund, minus \$10 administration fee on each class booked can be arranged, if you cancel 5 days or more, prior to commencement of the 1st day of the Holiday Program.

A full refund minus \$15 administration fee on each class booked can be arranged if you cancel between 3 and 5 days prior to commencement of the 1st day of the Holiday Program.

If you withdraw or cancel less than 72 hours prior to commencement, you will be charged 50% of the class fee. You may transfer the remaining value (half the fee) as a credit to another class within a holiday or term program depending on availability. No refund will be given.

There will be no refunds or credits if you withdraw, cancel or do not show up on the day of the class.

It's clearly stated on our website that we do not accept PRE-SCHOOLERS into our Holiday Art Program. If a preschooler is booked into the holiday program they will not be able to attend. Fees paid can either be transferred to our TERM program, for re-imbursing the standard refund policy will apply to preschoolers who have been booked in.

Art Materials

All art materials are supplied, it is suggested that students wear clothing appropriate for art class.

Photography

At times we take photos of children and artworks during classes. These photos will only be used for promotional purposes for START ART SCHOOL, (brochures, social media, editorials and our website etc.). These photos will never be sold and are used exclusively by and for START ART SCHOOL. Your consent applies as a Condition of Enrollment unless you notify us otherwise, in writing.

Student conduct

We expect all students to respect fellow START ART SCHOOL students, teachers, artworks, art materials and the all property on the premises. Discrimination on the grounds of age, race, gender, sexuality, physical or intellectual disability or religion will not be tolerated.

If a child exhibits disruptive or inappropriate behaviour we reserve the right to request parents remove their child from a class, from the remainder of the term or holiday program, without a refund of fees.

Punctuality

Out of respect for teachers and other students, children are requested to be punctual for class. Children should be escorted to & from the art school by a parent or guardian, signed in on arrival and collected at the end of class.

Occupational Health & Safety

If Children have an existing medical condition, allergy or disability that may affect participation in a class, please notify the START ART SCHOOL teacher at the time of enrollment.

Our premises have well marked emergency EXITS which the children will be made aware of.

All START ART SCHOOL teachers have a Working With Children Clearance.

Teachers WWC numbers are available on our website.

Insurance

START ART SCHOOL PTY LTD, is insured for public liability to the value of 20,000,000 with The Hollard Insurance Company Pty Ltd.

Indemnity

Enrollment in a class indicates that you indemnify START ART SCHOOL PTY LTD, Vivienne du Toit and START ART SCHOOL staff, against all responsibility and claims, for accident, loss or injury suffered by you, your child or any of your property during the course of any activity or while on the START ART SCHOOL premises.

It also authorizes START ART SCHOOL and its staff to obtain medical assistance for you or your child should the situation arise and that you agree to meet any expense related to this medical attention.

It is your responsibility to notify START ART SCHOOL of any medical condition, severe allergy or disability that you or your child has that may impact you or your child/and or a fellow students during a course or art class.

Activity Risks & Insurance

Please note that START ART SCHOOL PTY LTD does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating at START ART SCHOOL all costs associated with the injury, including medical costs are the responsibility of the parent/carer.

Privacy

All contact information you supply to START ART SCHOOL will NOT be disclosed outside the art school without your consent, except where required by law. At times we will contact START student past and present for marketing purposes. Should you wish to be removed from our database please let us know you wish to unsubscribe.