



# Ku-ring-gai Art Centre

A Bancroft Park 3 Recreation Ave, Roseville NSW 2069

T 02 9424 0310 E [artcentre@kmc.nsw.gov.au](mailto:artcentre@kmc.nsw.gov.au)

Fb [@kuringgaiartcentre](https://www.facebook.com/kuringgaiartcentre) W [krg.nsw.gov.au/artcentre](http://krg.nsw.gov.au/artcentre)

## Kids / Teens Terms and Conditions

### Bookings - General

- All Art Centre classes can be subject to change.
- Hardcopy and electronic programs may at times not be up to date. Please check website or contact the Art Centre for most recent scheduling.
- It is the responsibility of the person making the booking to read the Terms and Conditions. This includes bookings made online, in person and over the phone.
- No shared bookings. Only students enrolled may attend the course.
- Cost of bookings made after week 3 are prorated and will incur a \$25 late fee.
- Term 1 bookings enable ALL students to enrol at the same time - first in first served basis.
- **All students, tutors and visitors are to follow COVID-19 social distancing, hygiene instructions and signage provided by Council and Art Centre staff. See COVID-19 Precautions below**

### Bookings - Children

- Where appropriate, don't forget to provide a snack and clothing that withstands paint, ink, clay or glue. Shoes must have enclosed toe and heel - no thongs or sandals.
- **The Art Centre practices a policy of no nuts or nut products. Please ensure foods brought to the Centre do not contain nuts or nut products.**
- **You must inform the Art Centre office if your child has any allergies or special needs at the time of booking.**
- The Art Centre must be notified in advance (at the time of booking) if the child has an Epi-pen or any form of medication. A [Medical Awareness Protocol Form](#) must be completed and an Action Plan must also be emailed to the Art Centre 2 days prior to attending class.
- **A student will be refused into class if their Epi-pen is out of date. If an Action Plan is required and not provided the child cannot attend the class.**
- **Two separate phone contacts must be provided in case of an emergency.**
- **Ku-ring-gai Art Centre accepts no responsibility for children before/after classes.** There are no child minding facilities available and children attending classes must be collected at the conclusion of the class. Parents or guardians must sign the child in and out at the beginning and end of each class.
- Ku-ring-gai Art Centre accepts no children under the age of five years or children who have not yet started school. We have the right to refuse enrolments that do not meet these criteria.
- **Persistent unruly behaviour will not be tolerated and a child may be asked to be removed from the class.**

### Transfer/Refunds

- Please choose carefully as fees are non-refundable.
- Ku-ring-gai Art Centre cannot accept responsibility for changes to students' personal circumstances that prevent attendance.
- Transfers only permitted during the same term provided places are available (1 transfer per term only).
- No transfers after week 3 are permitted.



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## Absenteeism

- Classes missed for personal reasons are the parent/guardian's responsibility and are non-refundable.
- Students are not entitled to discounts or 'make-ups' in their own or other classes if they miss a class.
- In the event of a tutor being unable to take a class, a replacement tutor will be organised. In the case of a tutor not being available, you will be advised of a replacement class date.

## Class Cancellations

- Enrolments should be made at least 1 week prior to the commencement of Term to avoid the course being cancelled due to low enrolments.
- Courses may be cancelled if enrolment numbers are too low. If this occurs, parents/guardians will be advised by phone and emailed of the cancellation prior to class commencing.
- Ku-ring-gai Art Centre does not offer refunds or transfers if a class is cancelled due to a tutor being ill or away. A fill-in tutor will be arranged, and if not possible, a make-up class will be scheduled at the end of term.
- Ku-ring-gai Art Centre reserves the right to change tutor/class dates - no refunds for change of mind due to tutor replacement or make-up classes.

## COVID-19 Precautions

- If you or your child feels unwell and/or have any symptoms of COVID-19 please do not visit the Art Centre nor attend classes.
- If you or your child have come into contact with a confirmed case of COVID-19, or have been to a confirmed COVID-19 case location or hotspot in the last 14 days, please do not attend classes. It is recommended that you also seek immediate medical advice.
- If you or your child have been tested for COVID-19 within the 14 days prior to your class, you must inform Art Centre staff immediately and email your result to [artcentre@kmc.nsw.gov.au](mailto:artcentre@kmc.nsw.gov.au)
- Art materials are not to be shared amongst students.
- All students, tutors and visitors must follow COVID-19 physical distancing regulations, hygiene instructions and signage provided by Council and Art Centre staff.
- Each parent/guardian must **sign a disclaimer form** at the **START** of each class.
- Each parent/guardian must use their mobile device to scan the QR code to check in themselves and their child to the Art Centre (via Services NSW app). A manual option to sign in will be available if a mobile device cannot check in.
- If COVID-19 restrictions change and the Art Centre has to revert back to smaller class sizes (8 students in Studios 1, 2 and 3 classes; 6 students in Pottery Studio classes) please note that by agreeing to the Terms and Conditions that you also agree that if your child is one of the last 4 students to enrol in this course, up to 4 of those bookings will be cancelled and refunded.

## Important note to students and parents/guardians

<https://www.krg.nsw.gov.au/Things-to-do/Ku-ring-gai-Art-Centre/About-the-Art-Centre/How-to-enrol/Art-Centre-booking-information-terms-and-conditions>

If you have any questions please email [artcentre@kmc.nsw.gov.au](mailto:artcentre@kmc.nsw.gov.au) or phone the Ku-ring-gai Art Centre on 9424 0310.