

PARSLEY PIE ART CLUB REGISTRATION FORM & TERMS OF BUSINESS ~ GROUP CLASSES ~ PAGE 1 of 2

TODAY'S DATE:..... FULL NAME OF PARENT/GUARDIAN.....
ADDRESS & POST CODE:
EMAIL:.....
MOBILE PHONE NUMBER..... EMERGENCY CONTACT NUMBER.....
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 & SPECIAL MEDICAL NEEDS?..... Please state clearly over leaf if your child has either or both

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 ~ BUSINESS TERMS & CONDITIONS

1. LESSON CANCELLATION

- 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, & any times they cannot attend due to other prior commitments including holidays, exams, appointments at the doctors, dentist, parties etc.
- The 48 hour rule is effective during periods of any type of bad weather, including ice, snow etc.
- There are NO exceptions to the 48 hour rule, so please do not ask
- If have credit in your block, your block is finished & you have no credit, or you are "pay as you go", the 48 hour rule applies in all instances.

• PAY AS YOU GO CUSTOMERS ~ Missed lessons & lessons cancelled with LESS than 48 hours notice:

- ~ Lessons cancelled with less than 48 hours notice cannot be transferred to another week.
- ~ Payment for the lesson must be received within 48 hours for ALL children booked in who did not attend.
- ~ Or child(ren) 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.

• PAY BY BLOCK CUSTOMERS ~ Missed lessons & lessons cancelled with LESS than 48 hours notice:

- ~ Lessons cancelled with less than 48 hours notice cannot be transferred to another week.
- ~ Lessons will be counted as attended for ALL children booked in who did not attend.
- ~ If you have no credit & a new block payment is due, the cancelled lessons will be taken out of your new block.
- ~ Or child(ren) 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.

• PAY AS YOU GO & PAY BY BLOCK CUSTOMERS ~ Missed lessons & lessons cancelled with MORE than 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

2. TERM TIME ATTENDANCE & RESERVING PLACES AFTER SCHOOL HOLIDAYS

- Parsley Pie Art Club is not a drop in class.
- Once registered, all children are automatically booked into art club every week during term time, on the same day & 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 & term dates are listed on a poster in the studio
- It is your responsibility to inform art club of any changes to lesson bookings & when your child will not be attending
- Please give as much notice as possible if your child cannot attend
- If you would like a regular place reserved each week for your child, they must attend regularly
- If your child continually misses their term time weekly classes, your attendance will change from regular to an "ad-hoc" basis, as we do not save regular weekly places for children who do not attend regularly
- If you are not able to commit to attending regularly or you do not want a regular place for your child, children are welcome to attend on an "ad-hoc" basis. To book ad hoc, please contact Parsley Pie & we will let you know what availability we have in classes that week
- Whether you have credit in your block, your block is finished & you have no credit, or you are "pay as you go", your child will be booked in automatically week after week during the Parsley Pie term time schedule. If you wish to cancel your child place please see below
- Term time classes do not run through school holidays, but we DO run holiday workshops! Check the website for details or email to join the mailing list

• RESERVING PLACES AFTER SCHOOL HOLIDAYS ~

All children are required to have a minimum of 2 hours credit to use after every holiday to guarantee their place. This must be paid on or before the last day of term either by - buying single hours, topping up an existing block or buying a new block. Children who do not have the required credit will not be booked in & will not have a reserved place after the holidays. "Pay as you go" customers & customers who buy credit as 2 single hours, please note – these 2 hours are only valid for the first 2 weeks of the new Parsley Pie term & cannot be transferred to other weeks

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

3. PAYMENT OF CLASS FEES

- **If 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**
- **Pay as you go & pay by block customers -**
Failure to pay on time for lessons, failure to pay the correct amount or failure to pay on time for missed lessons or lessons cancelled with less than 48 Hours notice, may result in your child's place being given to someone else or your place at art club may be permanently terminated
- **Pay you go customers -** failure to pay on time may result in you losing the "pay as you go" option & all future lessons will have to be paid for by block
- **Lesson blocks**
 - ~ Blocks start from the date of the first lesson being taken
 - ~ Lesson blocks are valid for the number of hours in the block – convert this to weeks, plus add an extra 2 weeks.
 - ~ Blocks become void if not used up within their specified duration
 - ~ There are NO refunds on pre paid lessons/blocks. (They can be transferred to other parents)
 - ~ If you are sharing a block between children, the block is divided up for each child.
- **THE DURATION TIME BLOCKS ARE VALID FOR (one child) ~**
For example ~ 4 hour block - valid for 6 weeks
For example ~ 8 hour block - valid for 10 weeks
For example ~ 16 hour block - valid for 18 weeks
For example ~ 24 hour block - valid for 26 weeks
- **THE DURATION TIME BLOCKS ARE VALID FOR (sharing a block between children) ~**
For example ~ 8 hour block shared between 2 children = 4 hours each - block valid for 6 weeks
For example ~ 16 hour block shared between 2 children = 8 hours each - block valid for 10 weeks
For example ~ 24 hour block shared between 4 children = 6 hours each - block valid for 8 weeks

The duration time blocks are valid for includes all weeks during Parsley Pie term time, but excludes when Parsley Pie is closed for holidays

4. CANCELLING YOUR CHILD'S PLACE AT PARSLEY PIE ART CLUB

If you wish to cancel your child's place at Parsley Pie or they will be taking a break, please give a minimum of 7 days notice by EMAIL

5. DROPPING OFF & COLLECTING YOUR CHILD

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

6. LATE COLLECTION OF CHILDREN

Please call or text Parsley Pie art club as soon as possible if you will be late.

LATE COLLECTION CHARGES –

£5.00 if you are more than 15 minutes late
£10.00 if you are more than 30 minutes late

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 & we require children are well behaved, polite & respectful at all times.
Bad behavior is not tolerated at Parsley Pie Art Club
Children who are disruptive, abusive or rude will be permanently excluded

9. ACCIDENTS OR INJURY

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