

LET THEM BE CREATIVE

@ARTWITHLITTLEPICS

TERMS & CONDITIONS

The following terms and conditions will apply between you and @artwithlittlepics and do not affect your statutory rights. If you do not accept these terms and conditions, you must not use this website or any of our services provided. Your continued use of this website and services, including all classes and clubs constitutes acceptance of these terms and conditions.

Policies for all clubs, classes, workshops and holiday clubs @artwithlittlepics is fully insured with Morton and Michel insurance specialists and covered with ICO. All staff are regularly DBS checked

Covid - 19 policy

What will I do to ensure the children are safe?

- I will take my own temperature before each session or club, ensuring enough notice is given to schools, nurseries and parents to find alternative cover or childcare if I show a temperature of 37.8C or above.
- I will clean the space I use after each session or club, using safe antibacterial spray and throw away cloths. All my materials and equipment will be cleaned before and after use.
- Each child will have access to antibacterial gel before and after the class begins.
- Each child will be given their own equipment during each class, not sharing and all print outs will be either single use or laminated so easily cleaned.

Photograph and Camera and Camera Policy

During all my classes I take photographs of the artwork in progress and finished artwork, this is to use for @artwithlittlepics social media (instagram, facebook and twitter). I also use images for advertising posters. I always do my best not to include the students faces or person or personal details, however I can not guarantee I details, however I can not guarantee

Non refund policy

Unfortunately all classes and clubs are nonrefundable.

Due to preparation time, art materials and supplies, rental costs and limited availability my classes, workshops or clubs are **nonrefundable**. I am happy to transfer the funds to other classes and clubs, **if I have availability**.

Please contact me celia@artwithlittlepics.com, for other classes, clubs or workshops which may be suitable or head to www.artwithlittlepics.com.

However,

- I will refund if a child/parent becomes terminally ill
- I will offer a refund or alternative class if I am unable to run the class to do personal circumstancing, not including terminal illness or myself, husband or children or a pandemic.

Confidentiality Policy

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential, these includes contact details.

I will not discuss your child with others unless I have permission from you, for example to talk to your child's teacher about their artwork.

I will use your child's artwork for social media and advertising; however, I will not gain any financial benefit.

Managing Behaviour Policy

Promoting positive behaviour is very important and I do this by:

- Giving lots of praise for good behaviour
- Giving the children individual attention so they feel valued
 - Setting a good example, being a good role model
 - Listening to what the children have to say
 - Rewarding good behaviour

I help the children understand my class rules, which are realistic, and I am consistent in the enforcing of them. I do not give out confusing signals throughout class, i.e. one rule for one child and one for another.

I am aware of the different reasons why children misbehave and will endeavour to keep to class calm and safe, so that your child feels safe to learn and be creative.

However, all children will misbehave at some time. I have developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/stage of ability of the child and the situation:

- **Distraction.** Remove the child from the situation and give them an alternative task.
- **Ignore.** Depending on the situation I may ignore the bad behaviour as I feel it is being done to get a reaction.
- **Choices.** I encourage children to take responsibility for their own behaviour by talking about choices and consequences.

- **Discuss with Child.** If the child can understand I will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. I inform that that it is their behaviour that I do not like them.
- **Time Out.** Removing the child from the class and sitting them quietly for a few minutes, either outside the room or away from the other children.

I will only ever physically intervene and restrain a child to prevent an accident, such as a child running out into the road, or to prevent an injury or damage.

If a child misbehaves, I will let you know at the end of class. However, some children can become upset if the incident is retold in front of them, in which case I will contact you either via email or telephone call. I will also inform you of how the matter was dealt with. If their behaviour continues to affect other children to learn or be creative, I will ask you to no longer send your child to any of my classes or clubs, please see non refund policy.

If you have any concerns regarding the managing of your child's behaviour, please do not hesitate to contact me celia@artwithlittlepics.com. It is important that we work together on managing behaviour in order not to confuse your child.

Special needs and Medical Conditions

You must inform us of any special needs and/or medical issues or allergies that your child has. Please note that we may not be able to cater for all needs, due to training needs or staff ratio.

Exclusion Policy

I operate as an all-inclusive art class provider, where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background etc.

There are however certain occasions when it may be necessary to ask a parent to not bring their child to my home for a short period of time. These reasons include:

- If a child is ill (see sickness policy for more detailed information)
- If a child has a highly infectious condition such as impetigo or conjunctivitis, covid-19
 - If the child has a notifiable disease
 - If a child has had a bout of sickness or diarrhoea within the last 48 hours
 - if a child is on antibiotics that they haven't taken before, and it is within the first 3 days of the course (in case of an allergic reaction)

I reserve the right to not allow your child to continue attendance to my art classes, clubs or workshops with immediate effect and exclude a child permanently attending in the future from any of my clubs, classes or workshops in the following situations:

- if the child continually demonstrates aggressive behaviour to the other children in my setting
 - if the child continually uses inappropriate language (swearing)
- if the child continually makes inappropriate remarks, such as racist comments
 - if the child is likely to cause harm to other children in the setting
 - if the child is found to be stealing materials

Late Payment of fees policy

I work as an art teacher because I love art and creativity, caring for children and supporting their development, however it is my chosen career and business. Like you I too have bills and expenses to meet each month and therefore require a regular income. I would be grateful if you could ensure that you are prompt in paying for your child's place a term in advance or for all holiday classes, clubs and workshops to be paid at time of booking.

If I have not received payment your child's place it will not be secured and will be offered to another family.

If you have a personal circumstance and are struggling to make payments, please let me know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the school or a discount, at my discretion.

Collection Policy

I will only release your child from my care to adults who have permission to collect him/her. I will therefore need you to provide me with a list of people authorised to collect. It would be helpful, if they are not known to me, to include a description or a photograph for me to keep on file.

In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give the password. Please discuss with me if you would like to use this system.

It is important that you arrive on time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. I know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason please contact me directly on my mobile and let me know when you expect to arrive.

If I have not heard from you and you are not a school at 5.15pm or outside the end of workshops or at the agreed location after galleries trip, I will try and contact you.

I will also attempt to contact the emergency numbers provided. If I am unable to contact, I will inform school or Social Services and follow their advice.

I reserve the right to make an additional charge of £25.00 for late collection

Bullying Policy

I will not permit any form of bullying in any of my classes.

Bullying can be:

- Physical: pushing, kicking, hitting, biting etc
- Verbal: Name-calling, sarcasm, rumour spreading and teasing
- Emotional: Excluding, ridicule, humiliation, tormenting
 - Racist: taunts, graffiti and gestures

Being bullied can result in the victim having depression, low self-esteem, shyness, poor academic achievement, isolation and in extreme cases threatened or attempted suicide.

If a bully is left unchecked, they will learn they can get away with violence and aggression. A bully has a higher chance of acquiring a criminal record and not being able to have good relationships when they become an adult.

If I have any concerns that a child in my classes or your child confides in me, I will discuss the matter with you immediately. I will work with you to support your child to resolve the problem.

If your child is being bullied:

- I will reassure them that the bullying is not their fault
- Tell them that I care about them and am 100% on their side
- I will give them lots of praise, encouragement and responsibilities to help them feel valued
- I will work with you to help the child to develop techniques to deal with the bully- assertiveness, walking away etc.

If your child is the bully:

- I will reassure your child that I still care about them, but it is their behaviour I don't like, and I will work with them to help change this
- I will work with your child to find ways to make amends for their actions
 - I will develop a reward structure for good behaviour
- I will discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.

Lost or missing children Policy

Procedure if a child is lost or goes missing during Gallery Walks.

I will safely supervise children when we go on outings or trips. I will teach the children about safety when we are out and about. I will ensure that children are in pairs, with an adult at the front and back when walking to and from our destination.

If a child goes missing, I will raise an alarm and tell staff at the galleries, I will then tell the police and search the area. Then, I will contact the parents if the child is now found.

Sick Child Policy

I appreciate that as a working parent you need to be able to go to work, however if your child is unwell, I expect your child to be collected asap. I am happy for your child to attend my classes or workshops with minor coughs and colds but will not allow a child to attend who are very unwell, infectious or running a high temperature. I need to consider the welfare of all the children in my class and myself as a parent.

If your child has had diarrhoea or sickness in the last twenty-four hours, please do not bring them but please call and let me know before their class or club starts.

If your child becomes ill whilst in my care, I will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. I will contact you immediately and continue to care for your child until you arrive.

If there has been a report of a child in my class, clubs or workshops with covid-19,
or any other series infection I will inform all parents asap.