



REGISTRATION FORM

DATE ____/____/____

NAME OF CHILD 1 _____ AGE & D.O.B _____

NAME OF CHILD 2 _____ AGE & D.O.B _____

Parent/guardian's full name _____

Address and Postcode _____

Telephone _____ Mobile _____

Emergency contact numbers _____

Email _____

How did you hear about ARTY TIME? _____

Which school does the child attend? _____

Does the child have any allergies or special medical needs? Yes/No
If yes, please state below.

CONSENT FOR PHOTOS

I give my permission for photographs to be used of my child purely for Artytime use:
e.g. displays, portfolios, on the website and outside use – newspapers, brochures etc.

Parent signature _____
(If this is not signed we will assume you do not want photos of your child to be taken.)

I enclose £15.00 membership fee. (Cheques made payable to Artytime.)
Discounts are available for siblings please ask for details.

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

Parent signature _____

ARTYTIME TERMS OF BUSINESS, POLICIES AND PROCEDURES

Booking and Cancellation policy

All children must be registered with Artytime for a non-refundable fee of £15.00.

Artytime is not a drop in session; you need to book in advance, as there are limited spaces.

Please give as much notice as possible if your child can not make one of the sessions so another child can take their place. However, you will not lose out as your session will be deferred until a more suitable time.

If I, Beverly Pashley, have to cancel a session for any reason a refund or alternative day will be offered.

Payment of Fees

Sessions must be paid for in advance.

The booking form allows you to choose which sessions you want your child to attend. This is given out in plenty of time during the current month in readiness for next month. Please return promptly as places cannot be confirmed without the booking form and payment.

All cheques should be made payable to: Artytime
and sent to 5 Rosehill Gardens, Crowborough, East Sussex. TN6 2ED.
Or handed to me during one of the sessions.

Rules and Behaviour

Artytime aims to provide a happy and positive environment for children to relax and enjoy themselves creating their own works of art. Therefore we expect everyone to be well behaved, polite, respectful and encouraging to his or her peers. **BAD BEHAVIOUR WILL NOT BE TOLERATED AT ARTY TIME.**

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

Please Note: Artytime Art Club, the teacher or helpers will NOT be liable for accidents or injury that may happen while your child is here.

Health and Safety

The children will be shown how to use the equipment and be expected to use it in a safe manner. If an accident or incident occurs then they will be treated by someone trained in first aid. It is the parent/guardian's responsibility to inform Artytime of any allergies or medication the child has.

Should a child require urgent medical attention an ambulance will be called and parents informed, in that order. Artytime staff will not be able to go with the child in the ambulance as they have a duty to stay with the remaining children. If the parents cannot get to the hall in time to accompany their child in the ambulance. They will be informed which hospital their child has been taken to.

All venues have been checked to ensure the required safety equipment is present. Children will also be made aware of the fire drill procedure.

Safeguarding

Beverly is DBS checked. Any regular Artytime helpers will also be DBS checked.

Visitors to the sessions will not be left alone with a child. This is so we can invite guest artists to share their skills without the additional expense of DBS checks for a one off visit.

Anyone working with children must adhere to the local authorities safeguarding procedures. Therefore if a child discloses information to Artytime staff that may mean they are at risk, we must and will follow these procedures.

Dropping off and collecting your child

It is your responsibility to ensure that your child arrives at the hall safely. You must drop off your child at the hall and sign them in leaving a contact number. (Children at senior school can sign themselves in.) Please collect your child from inside the hall at the end of the session as children will not be allowed to wait outside for safety reasons.

If you are sending someone else to collect your child please let me know at the beginning of the session and put his or her name in the additional info on the register. If you are detained and are unable to collect your child at the end of session please call Beverly on 07730 400 646, with some idea of when you or someone else will be able to collect your child. Please note:
A password will be needed before I can let the child go with someone I have not met before.

Thank you.