

Johnny&Andy Booking Form

PARENT'S DETAILS	
Parent's First Name:	
Surname:	
Title:	
Home Address:	
Postcode:	
Telephone Home:	
Telephone Work:	
Telephone Mobile:	
Email Address:	
Extra emergency backup name and phone number:	
CHILDREN'S DETAILS	
Child's First Name:	
Surname:	
Male/Female:	
Age:	
Birth date:	
FAMILY DOCTOR DETAILS	
Name of Doctor:	
Address of Surgery/Medical Centre:	
If there are any medical conditions, EpiPen use, allergies or special needs affecting your child please complete below:	

Art Class Terms and Conditions

The Terms and Conditions below apply to all Johnny&Andy after school art classes, workshops and courses. By making a booking, customers are agreeing to the terms and conditions below.

Bookings and Payment

No persons will be allowed to attend any Johnny&Andy after school art classes or workshops without a **completed and accurate booking form** which will be sent via email at the time of booking.

It is the parents/guardian's responsibility to ensure all information provided on this bookings form is correct. This must include a current email address, emergency contact phone number for the parent/guardian and detailed information on any allergies, medical conditions and special educational needs of the person attending the after-school class or workshop.

Full payment is required at least **two weeks before** the start of term or date of the course. If payment is not received by this time, your child's place will be allocated to the next child on the waiting list.

Places are only secure upon receipt of completed booking form and payment.

If an after-school class or workshop becomes fully booked customers will have the option to be placed on a **waiting list**. The waiting list is for that specific class or workshop only.

Places are strictly allocated on a **first come, first served basis** and no places are given any priority or reserved.

Alternative payments will be considered but not guaranteed by prior arrangement with Emily Rees who can be contacted through the website. There is an additional charge of 10% for payments made by cash or cheque, and for payments made after the course has started.

Collections from after school classes and workshops

It is the parent/guardian's responsibility to collect their child from the after-school art class **on time**. If the parent/guardian wishes for their child to be collected by someone else, then it is their responsibility to inform Johnny&Andy either in person or by text message. The number is displayed on the contact page. If the person responsible for collecting the child from the after-school art class or workshop is persistently late then Johnny&Andy have the sole discretion to refuse to allow the child to continue at the after-school class or workshop. In these cases, no refunds will be issued by Johnny&Andy.

SEN Students

Students with special educational needs are welcome in our classes. We will try our hardest to keep all lessons fully inclusive and make reasonable adjustments for SEN children. If your child has a 1-2-1 at school or you feel that they need extra support, we will usually recommend that a parent/ guardian stay to support their child. We regret that no specialist SEN teachers will be present during the art classes.

Expectations of behaviour

Johnny&Andy after school classes and workshops are fully inclusive, fun and above all safe. It is imperative that all persons attending Johnny&Andy after school classes and workshops behave in an acceptable and safe manner as deemed by the class or workshop tutor. Any concerns about behaviour will be brought to the parents/guardian's attention whenever possible at the end of the session in person or by phone or email at the earliest convenience. Johnny&Andy has the sole discretion to decide if the behaviour of an individual is unacceptable and in these instances the place will be cancelled, and the parent/guardian given notice in writing. Cancellations because of unacceptable behaviour are not entitled to a refund but may be considered on an individual basis.

During our art classes we use scissors and other equipment and materials that must be treated with

caution and care. **Please make sure that your child can sit and concentrate for the allocated time.** Your child's safety and the safety of other children in the class are our top priority. Full safety briefings will be given when needed at the start of each class.

Cancellations and Refunds

After a booking and payment has been made via bank transfer the customer has a cooling off period of 7 working days to make a cancellation if they so wish in accordance with Consumer Protection (Distance Selling) Regulations 2000. To cancel a booking, customers must email Emily at johnnyandandyart@gmail.com or use the contact form on the website. A full refund will be provided in the form of a bank transfer if the request is made within 7 days of the initial booking.

If a cancellation is made after 7 days but more than two weeks before the first session of the after school class or workshop then refunds will be given.

If you have to cancel with less than 14 days before the start date unfortunately we cannot offer a refund as we will have bought materials and arranged tutors.

If for any reason a session is cancelled by Johnny&Andy, for example due to tutor illness, then a refund for that session will be issued.

If a session is cancelled due to unscheduled premises closures for example in poor weather conditions, or the centre decide to cancel a session after bookings have been taken, then a refund will not be issued.

Notice Period

Classes are paid half termly. If you wish to cancel a child's place, this must be done at least 2 weeks before the start of the next half term so that we can allocate the place to another child.

Clothing

Please ensure that your child is dressed appropriately for their art class. An old shirt or t-shirt is a great idea. Please note that we accept no responsibility for and damage to your child's clothing before, during or after any our sessions. We will be getting messy at times!

I also agree to the following statements:

In the event of illness or any accident requiring emergency medical treatment of the above children, I authorise a Johnny&Andy staff member to sign on my behalf any written form of consent required by the medical authorities, if the delay to obtain my signature is considered inadvisable by the health worker or doctor concerned.

Y/N

I authorise Johnny&Andy to administer First Aid by a qualified first aider if necessary.

Y/N

I understand that Johnny&Andy accepts no responsibility for personal loss or injury caused other than by their own negligence during attendance at a Johnny&Andy art class.

Y/N

I confirm that I am aware that Johnny&Andy has a duty to report suspected child abuse or neglect.

Y/N

Johnny&Andy accepts no responsibility for damage to or loss of personal items bought along to its art classes and courses.

Y/N

I have read and agree with all the terms and conditions stated above.

Signed:

Printed:

Date:

We look forward to welcoming your child to our art classes!

For more information on our policy's and terms please visit our website.

Emily Rees

Johnny&Andy 14 Stayton Rd, Sutton SM11RB