



## EDUCATION PROGRAM POLICY

Latcham Art Centre has created these policies to **ensure participant safety, program sustainability and respect for all families**. Please carefully read through them and contact our Education Programs Coordinator if you require further information.

### ATTENDANCE

- Classes will be held in our studio at 2 Park Drive (Leisure Centre and Library Building) unless otherwise specified.
- Our “drop off” programs do not include or require parent participation.
- Please telephone the Centre if your child is going to be absent or late at **905-640-8954**.
- Some projects carry over from one class to the next and your child may fall behind if they are not present. Please try to avoid missing a day/arriving late if possible. No makeup classes will be offered.
- If your child is feeling unwell, please do not send them to camp; notify the Centre of their absence.

### PARENT SIGN IN/OUT

- **All parents MUST sign their child in and out.**
- Please provide the names of everyone who will be picking up your child in the Authorized Pickup Information section of the Children’s Program Registration Form prior to the first day of class.
- If you make arrangements for someone else to pick up your child on your behalf (such as another parent) after submitting the Children’s Program Registration Form, we will need **written consent** from prior to pick up.
- Please bring government-issued ID when picking up your child, as you may be asked to present it.
- We require **written parent/caregiver consent** if your child has your permission to sign themselves in/out.

## INJURIES

- Staff at the Centre make every effort to ensure the safety of our participants. Despite our best efforts, accidents sometimes happen. By registering for our programs, you are accepting the risks involved, and understand that staff are not responsible for injuries incurred while participating.

## DAILY SCHEDULE

- Please drop off and pick up your child on time. There may be additional charges if you fail to pick up your child on time.
- Class size is limited to ensure that the instructor has enough time to spend with each participant.
- Please be advised that during week-long summer camp, and full day camp sessions, we do take the students outdoors for playtime on the property at lunch weather permitting. There is always a **minimum of two supervisors** accompanying them.

## FOOD

- Any allergies must be indicated on the Children's Program Registration Form.
- Please communicate any allergies and medications to the instructor on the first day of class.
- For full day programs, students must bring their own water and **nut-free lunch and snacks**. Students will have two snack breaks and one lunch break.
- Students are not allowed to share their food with any other members of the class.
- If your child has forgotten their lunch, it is your responsibility to have the lunch brought to the Centre.

## VISITORS

- Your child's safety is very important to us, and we do not allow visitors in the studio. We do not have a drop-in policy for parents during our classes, except for during any scheduled mini exhibition at the end of the session of particular programs. Exceptions may be made in case of special learning requirements.
- If you need to remove your child from the class during regular hours, please inform the instructor prior to the start of the specific session.

## CLOTHING

- Please ensure that your child comes dressed appropriately for an art class. They will be doing some activities that will be messy so they should wear clothes that may get paint on them that may be permanent. Smocks are available for all the students.
- In the summer, pack a hat and sunscreen; in wet weather pack indoor shoes; in winter pack indoor shoes, boots and outdoor clothing.

### **LOST OR STOLEN ITEMS**

- Latcham Art Centre is not responsible for lost or stolen items during participation in our programs. We recommend that participants do not bring items from home that have monetary or sentimental value.

### **REGISTRATION/REFUND POLICY**

- Registration is confirmed only when the Centre receives your full payment. It is best to register online; however, registration can also be made in person or over the phone using a credit card. We regret that it is not possible to reserve a spot by leaving a telephone message. Centre hours are Mon, Tues, Fri, Sat 10 a.m. – 5 p.m. and Wed, Thurs 10 a.m. – 8 p.m.
- You may be required to provide proof of age – before your child can participate in the program.
- There is an **administration fee of \$25** for any cancellation up to **2 weeks prior** to the first day of class. If a student cancels after that point, there will be **no refund**.
- In the event that the Centre must cancel a session, registrants will be notified and given a full refund.
- **Class fees will not be pro-rated for missed classes.** No makeup classes are offered unless a class is cancelled by Latcham Art Centre.

### **BEHAVIOUR POLICY**

- During class time the instructor and/or assistants will supervise the children at all times.
- If your child has a special learning requirement, please detail it in the Children's Program Registration Form, and on the first day of the program speak with the instructor. This will allow the Centre to be prepared to give your child and fellow classmates the best experience.
- Any child causing physical or emotional harm to another person or causing continual disturbance in the classroom may be asked to leave the program.

Thank you for your participation, and we look forward to any feedback you may have regarding your child's experience.

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