

WEXPRESIF CREATIVE ARTS STUDIOS

TERMS AND CONDITIONS

By enrolling yourself or your child/ren into one of our classes you agree to the following terms.

We reserve the right to amend these terms at any time.

CLASSES & CLUBS.

Our classes are offered as a single session - PAYG (pay as you go), Block/Course or as part of our Membership Plan. All dates/times & duration will be stated on our website.

Please refer to enrolment for further description and conditions.

ENROLMENT.

PAYG Classes and Blocks/Courses.

Places in all single session PAYG classes or block/course are only confirmed upon full and upfront payment. Where there is a single class undertaken it will be your responsibility to obtain details on any forthcoming classes, however towards the end of each block/course, you will receive notification via staff member or email to enrol for the following block/course. You or your child's place in the following block/course will only be confirmed upon full and upfront payment of the next block/course costs.

Current participants will be given priority for the next term's block/course. After a certain timeframe has elapsed, blocks/courses will then open again for the public

Class sizes are strictly limited, so we are unable to reserve places.

Any participant who has not enrolled or paid the PAYG or block/course costs in full will be unable to attend the class or block/course. All PAYG, Blocks/Courses are non-refundable once booked. Please refer to Cancellations/Refunds for exceptions.

Kids Art/Animation Membership Plans

Our Art & Animation Membership Plans can have a start date at any time. These are monthly plans are automatically deducted from the payee's account on the same date each month until cancelled. We advise that a start date begins with the preferred class day that will be attended. **Minimum 3-month subscription required.**

Our Membership Plans are based on a **40 week** attendance at our after-school clubs (excludes all term time school holidays) and are priced accordingly. Please note that after school clubs may not run throughout school term holidays and it is at WEXPRESIFs discretion if they wish to do so. Please refer to **COSTS** on how the plan is worked out.

If a class is missed, for whatever reason, members are entitled to participate in another class that week/month, due to illness/bank holiday or anything else that permits attendance. This can also roll onto another month, so sessions are not lost. Please note this **does NOT include term time school holidays. Plans are costed appropriately to account for these on a 40-week year, and not 52-weeks.**

All members will receive:

- Art or Animation pack with a WEXPRESIF t-shirt. (after 3-month subscription)
- Voucher for 4 free workshops (60-90min) in our Seasonal Autumn/Easter & Summer Art Camps, valid for 12 months only.
- Discounts on all our Themed Art Workshops throughout the year.
- Further discounts from 2nd year onwards as part of our Loyalty Scheme up to 25%.
- Automatically enrolled to chosen club each week.
- Never miss out on a class, due illness etc, just join the next one or double up the following week.
- First emails or messages on our events and news/updates.
- Exclusive members area on website

All membership plans are noted on our website and come as Single (1 child) Double (2 children) and an option for children who would like to attend more than once a week.

Please note that missed sessions **CANNOT** be redeemed against our Themed Art Workshops as these are an additional cost. Missed sessions can **ONLY** be redeemed within the kid's art & animation after school club days.

Membership Plans can be cancelled at any time by the account holder (after min 3-month subscription required) unless due to certain circumstances agreed with WEXPRESIF, and it is within WEXPRESIF'S right to cancel any plan that goes against these terms & conditions.

Themed workshops/Seasonal Art Camps

Enrolment and full payment are required to secure a place in these workshops. Costs will vary and are non-refundable, except in the instance that the workshop is required to cancel due to unforeseen circumstances or unpredicted incidents on WEXPRESIF's part.

Holidays

All PAYG, Block/Course will run consecutively with West Lothian school holidays, term times, bank & in-service holidays.

All blocks/courses will state dates **clearly** on our website of when sessions will take place. Any unprecedented holidays added by council/government are out with WEXPRESIF's control and we are within our right to **not** replace that session at another time, however, we will endeavour to do so if able.

No PAYG, Block/Course OR Membership Plan sessions missed because of school or bank holiday **WILL NOT** be transferred to a Seasonal Camp or Themed Art Workshop as these are additional and not part of the after-school clubs.

COSTS.

Current costs for all our Classes/Blocks and Plans are outlined on our website. These costs are based on each class and on the number of weeks in the block/course and costs of materials/staff required. Mid-block/course enrolments to some of the block/courses can also be arranged and will be costed accordingly.

Payment is to be made only online and will be depending upon availability. Members will be given priority.

Additional Courses or Painting Workshop costs will also vary depending on the type of course/workshop and the duration.

Membership Plan Costs

Our Membership Plan costs are based on a 40-week term time to consider the general school holidays throughout the year, to which you are not billed for in your monthly plan. Your plan is spread over 12 months however (52 weeks) to make your monthly payments more affordable. Our monthly plan costs are based on our lower average PAYG class.

Please note that the added Seasonal Art Camps voucher, for all memberships, has a value that exceeds an average 5-6 week block booking, so this allows us to cost the plan at a discount and additional discounts for all members will also be applied to our Themed Workshops throughout the year. As part of our Loyalty Scheme this provides all members up to 2 months given back through our vouchers and discounts within the first year. All additional years will continue with up to 25% discounts applied to all workshops/camps.

CANCELLATIONS.

WEXPRESIF Creative Arts Studios reserves the right to amend any class/block/course, tutor, or schedule at any time. In such circumstances, we will endeavour to provide a substitute of equal standing. Should a class/block/course have to be cancelled due to insufficient staff/illness or enrolments for example, any participant enrolled in that class/block/course will be contacted and offered an alternative class/block/course, credit or refund.

REFUNDS AND TRANSFERS.

Please consider your class/course booking carefully **before** you book, as we do not offer refunds. (Unless in special cases there are circumstances that warrant a refund, e.g. exceptional medical and this decision will

be made at our discretion). A class or block/course may not be able to be deferred or transferred to another time unless availability allows.

In the event you or your child cannot attend one of our Seasonal Art Camps/Themed Workshops you may send someone else in your place, however, notification must be received prior to the workshop.

CLASSES

We encourage all participants to bring water bottles for use during class. BYO snacks are also permitted at our Seasonal Art Camps/Themed Workshops unless provided by us or stated otherwise.

Participants should arrive for their class **on time and no earlier** than 5 minutes of the scheduled start time and all under 16 years of age, are required to sign in on our safeguarding form. Parents/guardians of our kids' classes/clubs are required to sign their child in and out of the class. The responsibility of your child remains with you until the class has started, unless you are attending our Parent and Child classes, then you are responsible for your child throughout the class.

Pick up is required within 5 minutes of the class finish time so you can sign out your child. Children who are not picked up will be asked to remain in the studio area for their parent/guardian. If you are arranging for someone other than yourself to pick up your child, you **must** notify our staff member at the beginning of the class. No child will be allowed to leave the building unattended. Please reiterate to your child that they must remain within the studio area until their parent/guardian has picked them up.

CLASS ABSENCES & MAKE UP CLASSES.

If you/your child are unable to attend a class, please notify us via text or email as soon as possible.

If your child has been too unwell to attend school, they **should not** attend. We appreciate this courtesy to avoid the spread of illness to other children and staff.

Make up classes **will be** available for members (during the same school term only) subject to space availability in our other club days. **Please note that WEXPRESIF does not have to offer a make-up class for PAYG or block/course bookings.**

MATERIALS

All materials are included in the class, block/course, or workshop costs. Participants are more than welcome to bring and use their own supplies if they wish.

DRESS CODE

There is no dress code however we do recommend that all participants remember we are an expressive and creative outlet where some activities could get messy. We do provide aprons for all ages; however, we cannot be held responsible for any clothing that gets damaged during art classes. You / your child will feel more relaxed to explore and create if you / they are not concerned with or worried about messing their clothes. We recommend our kids after school club participants bring a change of clothes if they wish to do so. All memberships will be provided with a WEXPRESIF t-shirt as part of their art pack.

PHOTOGRAPHY

From time to time, we take photos during class of participants and artworks. Our Photography courses will require participants to be fully aware of photographing themselves and others. These photos are used for WEXPRESIF purposes only, such as press advertising, brochures, social media, editorials, and website. These photos will never be sold and will be used exclusively by and for WEXPRESIF. As a Condition of Enrolment to any class, your consent is implied. Should you not wish for us to take and use photos of you, your child or your artwork please notify us in writing at time of booking.

PERSONAL PROPERTY

We cannot be held responsible for any personal property you or your child brings onto the premises, and we cannot be liable for any loss or damage to such property. For this reason, we recommend that participants do not bring any valuables/precious items to class.

ARTWORK

We will endeavour to have all artwork returned or completed to participants as soon as possible and encourage participants to take their work home after each class. Due to storage restrictions, we are unable keep any unclaimed artwork after the end of each school term.

MEDICAL/REQUIREMENTS

Please advise us of any requirement that you/your child has regarding allergies/medications. In case of emergency, please ensure that the phone number you provide is available for contact for the duration of the class.

If you have any other requirements that may assist us in teaching you or your child, please feel free to advise us prior to the start of class.

CLASS CONDUCT.

WEXPRESIF Creative Arts Studios is a shared space, and we expect participants to respect fellow artists, artwork, materials and property. Discrimination on the grounds of a person's age, race, sex, gender, sexuality,

marital status, physical or intellectual disability, or religion will not be tolerated. Participants deemed to be exhibiting inappropriate or disruptive behaviour may be removed from the class.

- Positive attitudes help keep our classes and courses fun.
- Respect yourself and the Art staff.
- Be kind.
- Follow the instructions of the staff to keep yourself and others safe.
- Be respectful of other participants and their work.
- Be respectful of the art supplies.
- Help to clean up.
- Do not be afraid to try new things, that is how we all learn!
- Enjoy yourself and being a part of this creative community.

WEXPRESIF reserves the right to terminate an enrolment if there is an ongoing issue that has not been solved through communication.

GIFT VOUCHERS

Gift vouchers can be purchased through WEXPRESIF and are single use, which have an expiry date of 12 months from the date of issue. Gift vouchers are not transferable for cash and once issued cannot be refunded. Gift vouchers may be used towards class costs/courses/our Seasonal Art Camps/Themed workshops or private functions.

DISCOUNT OFFERS

Any discounts offered by WEXPRESIF are subject to availability and may have individual terms and conditions applied. Sibling discounts will be offered during our Seasonal Art Camps/Themed Workshops.

ENTIRE AGREEMENT

Upon payment of our costs, these terms, as amended from time to time, shall represent the entirety of the agreement between you and WEXPRESIF.