

# 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 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.

All PAYG, Block/Course will run consecutively with West Lothian school holidays, term time, bank & in-service holidays. All block/courses will state dates clearly on our website of when sessions will take place. Please bear in mind that 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.

Current participants will be given priority for the next term's block/course. After a certain timeframe has elapsed, block/course 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/end date at any time. These are monthly plans that are automatically deducted from the payee's account. We advise that a start date begins with the class day that will be attended.

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.

All members will receive

- Art pack with a WEXPRESIF t-shirt.
- Voucher for free workshops (60-90min) to be used in our Autumn/Easter & Summer Art Camps
- Discounts on all our themed Art Workshops
- Discount on our Birthday Parties
- First emails on our events and news
- Exclusive members area on website

All membership plans are noted on our website and come as Single (1 child) Double (2 children) and options 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 club days.

Membership Plans can be cancelled at anytime by the account holder and it is within WEXPRESIF'S right to cancel any plan that goes against these terms & conditions.

### **The med 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.

### **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.

### **COSTS.**

Current costs 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.

### **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 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. 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 painting/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 food and snacks are also permitted.

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/guardian 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 art class. We appreciate this courtesy to avoid the spread of illness to other children and staff.

Make up classes **may be** available (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, however will endeavour to offer alternative depending on circumstances.

### **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 membership plans 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 to 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.

### **GIFT VOUCHERS**

Gift vouchers can be purchased through our website 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 holiday workshops or private functions.

### **DISCOUNT OFFERS**

Any discounts offered by WEXPRESIF are subject to availability and may have individual terms and conditions applied.

### **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 us, and any changes must be agreed to in writing.