

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/Courses/Workshops & Clubs.

WEXPRESIF is a TAB (Teaching Artistic Behaviours) service. WEXPRESIF's main aims are to teach the behaviours of an artist/designer/photographer and not how the creative education is structured in school. We firmly believe that everyone is an artist and has the right to a proper artistic education. Through our services children will learn patience/perseverance, responsibility, time & class management, planning, organisation as well as working at a comfortable, enjoyable pace that will boost confidence, self-esteem and a sense of pride.

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

Clubs – refers to our weekly **KID'S ART CLUBS**, our **KIDS ANIMATION CLUBS** and our **TEEN CLUB**.

PLEASE NOTE that ALL our clubs are DROP OFF/PICK UP only. We DO NOT have a waiting area within the studios. Our side entrance leads you into our personal office space for STAFF ONLY. Please respect our space. We can direct you the premises main waiting area within the building, if you wish to stay.

If you have any concerns, then PLEASE contact WEXPRESIF prior to attending.

Please refer to the following for further description and conditions.

Blocks/Courses & PAYG classes/workshops.

Places in all our blocks/courses or single session PAYG classes/workshops 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 a staff member, notice within our drop off/pick up area 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, however, if subscribers to our Monthly or Membership Plans exceed capacity then block or PAYG bookings won't be an option.

Class sizes are strictly limited, so we are unable to reserve places. After a certain timeframe has elapsed, blocks/courses will then open again for the public if space allows.

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

Kids Art/Animation Monthly Plans

Our **MONTHLY PLANS** are based on an automatic monthly payment that secures your chosen class each week without having to rebook, your plan just rolls on each month. No need to worry about booking next block or class. If a class is missed through illness, school holiday, you can attend another class within that month period. Your plan can start on any date, and you can cancel anytime.

COSTS for our **MONTHLY PLANS** are based on an average class costing.

PLEASE NOTE that this plan does not make your child a member, it just guarantees your space each week at your chosen club.

Kids Art/Animation Membership Plans

Our **Art & Animation Membership Plans** are an **EXCLUSIVE LOYALTY SCHEME (SUBSCRIPTION)**, and it is advised to speak with a staff member before signing up. Our **MEMBERSHIP PLANS** are for those who want to commit for a longer period at **WEXPRESIF**, for example a **FULL SESSION** (August – June) to join one of our **KIDS CLUBS**, however, would like a more affordable option. Your plan can have a start date at any time. These are also a monthly payment plan and are automatically deducted from the payee's account on the same date each month until cancelled by **WEXPRESIF**.

We advise that a start date begins with the preferred class day that will be attended. **Minimum 12 month subscription required. Please note that cancellation before end of your subscription fees will be added. Please refer to cancellations.**

Our **Membership Plans** are based on a **40 week** attendance at one of our kids clubs (excludes **ALL** term time school holidays) and are priced accordingly, based on our average class cost with an additional discount for subscribing. **Please note** that 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. Plan is more affordable as it is spread over a continuous 12 month period, hence the minimum 12 month agreement/subscription required. PLEASE NOTE this is an AGREEMENT that you are committed to your child attending for a full session AUGUST to JUNE and agreeing to pay the full 12 months.**

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 club days.

Membership Plans can be requested to be cancelled 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/non-transferable except in the instance that the workshop is required to cancel due to unforeseen circumstances or unpredicted incidents on **WEXPRESIF's** part.

Holidays

All Block/Course/PAYG 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.

Block/Course/PAYG or Monthly/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 kids clubs.

COSTS.

Current costs for all our Classes/Blocks/PAYG and Plans are outlined on our website. These costs are based on an average 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 Workshop costs will also vary depending on the type of course/workshop and the duration.

PRICING PLANS

Monthly Plan Costs

Our **MONTHLY PLAN** costs are based on an average class costing and you are automatically billed monthly on sign up until you cancel. Our Monthly Plans are **only** available during **August – June**. It is the payees responsibility on sign up to this plan to be aware of all conditions as well as noting that the responsibility relies on the payee to cancel, **NOT WEXPRESIF’S**. Please refer to our website to sign up and for current costs.

Our **MONTHLY PLAN** costs can change due to varying factors, however updates of any changes planned will be alerted to payee in advance.

***Please Note : This is NOT a Membership Plan.**

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** costed for in your monthly plan. **Your plan is spread over 12 months (52 weeks) to make your monthly payments more affordable.** Our monthly plan costs are based on our average class cost with discount.

If at anytime you request for your plan to be cancelled, please note that if you have signed up at the start of a new session (July/August) and you request to cancel end of session (June/July) and your child has received the 40wks classes, **your requested cancellation CANNOT be processed until your plan has been fully paid.**

Please remember you are subscribing to a plan that is spread over 12 months to make payments more affordable, so if you only pay Aug-Jun then you are only paying for 34wks instead of the 40wks your child has received and therefore due WEXPRESIF monies for service provided.

If Cancellation is requested before the end of your plan, the difference will be calculated and cancellations fees applied. Please refer to Cancellations.

Please see table: all costs are noted our average class costings, per class, per month. All block costs vary on number of classes in each block.

Please note that the added **Seasonal Art Camps** vouchers, for our Membership Plan, hold an overall value that exceeds an average 5-6 week block booking, so this allows us to cost this plan at a discount and offer additional discounts for all members which applied to our Themed Workshops throughout the year. As part of our **Membership Loyalty Scheme**, all subscribed members will receive up to 2 months of class time, given back through our vouchers and discounts within the first year. All additional years will continue with up to a minimum 10%, maximum of 25% discount applied to all workshops/camps.

CANCELLATIONS.

WEXPRESIF Creative Arts Studios reserves the right to amend ANY class/block/course, staff, 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.

Cancellation fees for early cancellations of Plans will occur an admin fee £15 and a 10% processing fee.

REFUNDS AND TRANSFERS.

Please consider your class/course booking or signing up to a monthly/membership plan carefully **before** you book, **as we do not offer refunds or transfer**. Unless in special cases there are circumstances that warrant a refund, e.g. exceptional medical and this decision will be made at our discretion, however, please note that a class or block/course may not be able to be deferred or transferred to another time unless availability allows. It is your responsibility to be aware of our services and how they are provided **BEFORE** booking. All information can be found on our website.

In the event you or your child cannot attend one of our Seasonal Art Camps/Themed Workshops you may transfer your booking to someone else in your child's 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 be signed in and out on our safeguarding form which is located in our drop off/pick up area. 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, and a

member of staff has taken your child into the studio area. If you are attending our Parent and Child workshops, then you are responsible for your child throughout the workshop.

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 on time, will be asked to remain in the drop off/pick up area for their parent/guardian. If you are arranging for someone other than yourself to pick up your child, you **must** notify a staff member prior to class. No child will be allowed to leave the building unattended. Please reiterate to your child that they must remain within the drop off/pick up area until their parent/guardian has picked them up. **PLEASE PICK UP your child ON TIME!** Repeated lateness to pick up your child may result in your child not being able to participate in future classes.

CLASS ABSENCES & CLASS CREDIT.

If you/your child are unable to attend a class, please notify us via text 07867653439 or email wexpresif@outlook.com as soon as possible, **DO NOT CALL! As other classes may be on.**

If your child has been too unwell to attend school, they **SHOULD NOT** attend until better to do so. We appreciate this courtesy to avoid the spread of illness to other children and staff.

Class Credits are only available for our **MONTHLY or MEMBERSHIP PLAN** holders. A credited class should be taken either that same week or at least within that month. These are also subject to space availability in our other club days. **Please note that WEXPRESIF does not have to offer a credited 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 **MEMBERSHIP PLAN** holders 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 Booking 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 or project. Please note that some projects may take longer than others and children work at different paces, however we will always endeavour for all projects to be completed within the block timeframe.

With exception to ANIMATION as due to the nature of this club's structure our young animators will be required to fulfil many animation tasks in short periods of time, some children may find this too fast paced and therefore encouraged and supported to work with what is achievable. Please remember WEXPRESIF is a TAB (teaching artistic behaviours) service. Not at anytime will children be pressured to complete any works just to keep up with others. Our young animators are responsible for all areas of their design, from character creation, to storyboard, props and filming/editing. ***Please bear in mind that not all these tasks may be complete during a shorter 5-6 week block if the child decides to do their own project and not ours.*** All animations will be checked after filming/editing by staff before being passed to manager for signing off and then emailed home if we can do so. Some animations may be too big for email so we may have to send these by text/whatsapp instead. As we will always try our best to have these animations passed over in a timely manner, it may be at certain times of the year other events etc will take priority as well as other staff commitments so therefore we ask for your patience. All animations will be passed over within one month of them being completed.

All projects are planned and set by WEXPRESIF's art teacher manager with outlined structures/timeframes for staff to follow and support. All our young artists and animators are made aware of these at the beginning of each project with aims on what they are working towards and any time constraints. The creations are based solely on their engagement, focus and interpretations of the project they have been presented with.

Due to storage restrictions, we are unable keep any unclaimed artwork after the end of each school term.

COPYRIGHT

All our activities/workshops are subject to copyright and if at anytime **WEXPRESIF** comes across any individual/business delivering same as their own **WEXPRESIF** will endeavour to take legal advice and proceedings.

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 supporting you or your child, please feel free to advise us prior to attendance.

STUDIO BEHAVIOUR CONDUCT.

WEXPRESIF Creative Arts Studios is a shared creative 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.

WEXPRESIF holds high expectations and will not tolerate at any time behaviour from parents/guardians/carers that they deem offensive and disrespectful of **WEXPRESIF**'s policies, standards and expectations, that include safeguarding our attendees and staff. Any incidents will be recorded as evidence and logged. **WEXPRESIF** has a strict policy on how we conduct our services, we advise contact is made prior to attendance/booking if you wish to raise any concerns. It is the sole responsibility of the

parent/guardian/carer or service user to be fully aware and understands our expectations. All information on each of our services and expectations can be found on our website.

PLEASE NOTE we are an **ART STUDIO**, so our policies and expectations can be deemed as stricter in comparison to elsewhere.

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**.