



# The Children's Music School

## Terms and Conditions

### Payment

Payment for the term must be made in advance before attendance and paid in half termly blocks. A child's place is secured upon receipt of payment and the signed booking form.

Payment confirms acceptance of the terms and conditions and the named person on the booking form accepts the terms and conditions.

If payment cannot be made by bank transfer, please contact The Children's Music School for alternative arrangement (cheque)

### Booking alteration

Alterations cannot be made once payment has been received. (In the case of exceptional circumstances, please contact The Children's Music School).

### Medical information

Full medical information must be given at time of booking (booking form). This is for statutory Health and Safety reasons. Failure to do so may result in a child being withdrawn from the classes, and if any health and safety issues result as a consequence of lack of information requested on the Booking Form and/or in the paragraph: **Necessary Information** below, the parent/carer named on the Booking Form will be held responsible.

### Lost Property

Please ensure children do not bring valuable toys or belongings with them as we cannot be held responsible should they go missing or be damaged. Should any item go missing we will not be held responsible. If an item is left after a session, we will do all we can to keep it safe and return it.

### Photography/Videos

At the present time, no photography or videoing, is allowed at The Children's Music School, this includes by staff as well as parents/carers. This arrangement may be reconsidered in the future if agreed by parents/carers, but strict limits and restrictions will be applied.

## **Late Collection**

Children must be collected on time at the end of their class. Collections later than the class finish time will incur an immediate charge of £5 plus a further charge of £5 for every additional 15 minutes that pass. Late collection charges must be paid to The Children's Music School account before the child can return to the class.

## **Safeguarding**

The Children's Music School staff have a duty to respond if they suspect a child under their care may be suffering from abuse, or if a child makes a disclosure about abuse. In this event the relevant staff will follow The Children's Music School Safeguarding Policy.

## **Liability**

The Children's Music School does not accept liability for personal injury or death of any child unless directly caused by the proven negligence of The Children's Music School.

## **Parking**

There is parking on site.

We ask that you switch your engine off whilst your car is parked.

## **Insurance**

All children in our care are covered by a Public Liability Insurance (up to £10 million).

## **Exclusion/suspension**

The Children's Music School reserves the right to exclude/suspend or refuse a child without notice if we consider their presence compromises the working of the group.

## **Reservation of Rights**

The Children's Music School reserves the right to cancel the classes on grounds of staff shortage or any other reason which The Children's Music School believes necessitates closure. Reasonable notice will be given where-ever possible plus a refund for the missed session.

## **Enforced Venue Closure**

If The Children's Music School is forced to close due to the compulsory closure of the premises outside of The Children's Music School's control, then a refund cannot be given.

## **Personal Property**

The Children's Music School accepts no liability for loss or damage of property brought onto the premises by a parent/carer or child.

## **Managing Conditions**

Parents/carers must inform The Children's Music School if the child has any known medical health problems or has been in contact with an infectious disease.

A child must not be brought to The Children's Music School if s/he is unwell.

## **Absent Children**

The parent/carer must notify The Children's Music School in advance if their child is not going to attend the class.

## **Collection of children**

Only the designated adult will be allowed to collect their child. Any changes to this must be made in advance with The Children's Music School. A child will not be able to leave with a non-designated adult, and the uncollected child policy will come into effect.

## **Necessary Information**

Parents/carers agree to inform The Children's Music School of any information necessary to safeguarding, to promote their child's welfare or avert the risk of harm to their child, another child or person.

The Children's Music School staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Parents/carers must ensure that all the relevant details on the booking form are accurate and The Children's Music School must be notified in writing immediately of any changes in these details.

These also include, without limitation, court orders or situations of risk in relation to their child for which any special precautions may be needed.

Any changes must be made in writing and accepted by The Children's Music School.

## **Agreement**

By signing the booking form, you agree that you have read, understood and accepted these terms and conditions.

*August 2022*

*(These terms and conditions will be reviewed periodically)*