

David Stinson Theatre School

www.davidstinsontheatreschool.com

Terms & Conditions

Holiday Schools

Bookings

Bookings can be made online via www.davidstinsontheatreschool.com, by booking over the telephone, or by downloading the enrolment form and emailing it to info@davidstinsontheatreschool.com. Payment details will be sent by email within 48 hours after the time of booking. Payments are expected within 48 hours of the payment details being sent to you, unless other arrangements have been made between the Theatre School and the person paying.

It is your responsibility to contact the Theatre School if you have not received payment details within 48 hours.

Withdrawals and Refunds

- Withdrawals **14 days prior** to the start of the activity will incur a 10% administration charge of the amount due to have been paid.
 - Withdrawals **7 days prior** to the start of activity will incur a 50% administration charge of the amount due to have been paid, unless a valid medical certificate is produced.
 - There will be no refund for withdrawals made **less than 7 days prior** to the start of activity, unless a valid medical certificate is produced. If the place has not yet been paid for, an invoice will be sent to the person due to pay. All of our schools are staffed according to the amount of children enrolled, which is why this policy is in place.
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Food and Drink

Packed lunches, snacks and drinks should be brought everyday by children attending. A refillable water bottle is also recommended so that children can fill them up and remain hydrated throughout the day.

Drop Off and Pick Up

Drop Off

- Parents/carers can drop off their child/ren from 8.30am
- All children should be at the Theatre School by 9am, ready to commence their first activity
- If parents/carers are running late for dropping off their child a text message should be sent to the School Manager to inform them so arrangements can be made for gates and doors (only send a text if it is safe to do so).
- Parents/carers are not encouraged to stay; and our Safeguarding Policy does not allow for parents to be present in the classrooms or learning areas, unless they have had the relevant safeguarding checks through the Theatre School.
- During the 30 minute drop off time and during the extended day, the activities that we offer will vary to that of the core 9am-3:30pm activities

Pick Up

- The day finishes at 3.30pm and parents/carers should pick their child up promptly
 - The Theatre School offers an extended day option charged at £10 per day. This can be Pay As You Go.
 - Parents/carers should inform the school in the morning of any other adult that will be picking their child up
 - Late pickups will be charged at £5 for every 15 minutes
 - Every Friday of each holiday school, there will be a performance at 3pm. Gates open at approximately 2.55pm for parents/carers to be seated.
 - There is not an extended day option for Friday and all children must be collected by 3.30pm.
 - Extended Day sessions will consist of an array of alternative activities that are designed for fun and creativity, for more information please email us
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Medication

- The Theatre School staff should be informed of any medical/special needs
 - Any medication should be prescribed by the doctor/nurse and must have clear instructions for administering it
 - It remains the responsibility of parents/carers to inform the Theatre School of any medical or needs changes
 - The Theatre School will not administer any over the counter medication
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Safeguarding

- Parents/carers can request our Safeguarding Policy by emailing info@i-path.biz
 - The Designated Safeguarding Officer should be contacted about any safeguarding concerns, issues, or further information. The Designated Safeguarding Officer can be contacted by emailing adam@davidstinsontheatreschool.com
 - All of our staff are DBS checked to an enhanced level and have the relevant Safeguarding Training
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Photography and Videography

- Children are photographed and videoed for advertising our services and promoting the excellent work which we do, and for recognising the achievement of our students. We only use photos and videos for these purposes.
 - Parents/Carers that do not consent for their child to be photographed or videoed must inform the school, but must be aware that their child may not be able to access the full range of activities and final events such as performances, as these are always videoed by other parents as a keepsake and by the school for promotional purposes.
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