

March 2018

LEMON JELLY UK LLP TERMS & CONDITIONS

1. PERSONAL DATA

1.1 Personal information collected from you is for our use only and will not be passed on to third parties.

1.2 Video cameras may be used solely for the benefit of class projects and will not be passed on. Videos and photographs may be published on our website. *Please email office@lemonjellyarts.co.uk if you DO NOT want your child to be photographed or for their photos to be published on our website and social media pages. There is a separate statement required for 2 areas of our projects. You can copy and paste them in to the body of your email. Please also include your child's full name and school in the email. If you do not get a reply from us, please assume we have not received your email.

1. *I do not wish for my child to be photographed or videoed for the purpose of class projects at all.*
2. *I am happy for them to take part in photo/video projects but do not want them to be uploaded to the LJ website or social media pages*

*If you are happy for them to be photographed/videoed, you are not required to do anything further.

2. COURSE BOOKING AND CANCELLATION POLICIES

2.1 We will not be held responsible for any closure or cancellation made by the school. Classes cancelled because of adverse weather conditions and unexpected school closures will not be refunded. Should this happen, we will endeavour to add another class at no extra cost.

2.2 Absence due to illness or personal matters will not be refunded.

2.3 We will not accept any student on to our course if they have not registered with us. Registration includes providing the required details and payment in advance for the term.

2.4 Refunds will not be given if a child withdraws from the term part way through.

2.5 All fees must be paid up front. Failure to make payment by the invoice date will result in your child sitting out of the activity in the first instance and thereafter, they will not be accepted in to the class. This is to comply with our insurance and safeguarding policies.

3. INSURANCE AND LIABILITY

3.1 It is highly advised that we are provided with any necessary medical information for each student.

3.2 Lemon Jelly staff hold a basic certificate in first aid and are insured for public liability. All of our Staff are checked by the CRB and hold a DBS certificate. Staff are required to carry this at all times and present to schools upon arrival. We are an activity based company and not a childcare provider, therefore we do not accept childcare vouchers and are exempt from OFSTED

3.3 We aim to provide equal opportunities for all students and will accept responsibility for the personal progression of each student during our classes.

3.4 Health and Safety is of paramount importance in our classes. All classes run to the recommended child: leader ratio. Our venues are fully secure and we run risk assessments for all venues.

3.5 Leaders are available to discuss any questions about the content of the club, check payment records or inform you of performance dates. All other queries should be directed to our office.

3.6 We will not accept responsibility for the loss of personal items. All valuables should be left at home.

4. GENERAL

4.1 We will update you with any changes to these terms and conditions as they may arise.

4.2 Children are advised to bring a drink and a snack for Lemon Jelly Club days and they are welcome to have these quietly, during our circle time, when the leader will call the register.

5. SCHOOL RULES

5.1 Students & parents will be informed of the meeting points or collection times for Lemon Jelly classes. We will not be responsible for any student who does not turn up to the meeting point at the given time.

5.2 Parents will collect students on time and inform us of any difficulty in collecting. Some classes may require parents to sign their children out or for students to sign themselves out.

5.3 All students should be appropriately dressed for classes. For Drama clubs, children are welcome to stay in their school uniform and (if they have one) put their Lemon Jelly T-shirt over the top. For Dance clubs, children are encouraged to change in to PE kits (or appropriate dance wear) with their Lemon Jelly T-Shirt on.

By registering my child to Lemon Jelly Classes, I agree to the terms above.