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# ENROLMENT FORM

- Please complete all personal details, plus attach any additional information regarding health issues or custody issues for your child, if applicable.
- Mail or email your completed form to A Little Creative.

### Conditions of Enrolment:

- Enrolments are not secure until this form is signed and payment has been made in full.
- **Refunds:** No refunds will be issued after the commencement of a course. Students who choose to withdraw by giving notice prior to the commencement of the course are entitled to a refund minus a 20% administration fee. In the event that a class is cancelled by A Little Creative due to minimum enrolment numbers not being reached, or payment is received when the class is already full a full refund will be issued.
- **Credits:** No credits are issued for missed classes, unless in extreme medical circumstances and only when appropriate notice is given.
- **Discounts:** Early Bird discounts and some other discounts may apply - contact us for details, and adjust your final payment accordingly.
- Your personal details will be used solely for the use of A Little Creative and will not be passed on to any other sources.
- A Little Creative reserves the right to make photographic and/or visual recordings of all workshops for use in our archives and marketing material - please notify us if you DO NOT want your child to be included in our photos.
- A Little Creative does not accept any responsibility for any personal property left at the premises; nor does it accept liability for any personal injury, unless such an injury is caused through negligence on the part of an A Little Creative employee.
- **All students are advised to wear appropriate clothing** at the workshops i.e. clothing that can withstand materials being used, protective footwear, artsmock, etc. A Little Creative does not accept responsibility for damage or stains to clothing obtained during the workshop.
- Light refreshments may be provided at some workshops - so please advise us of any food allergies in advance.
- **Please refrain from bringing nut snacks or products to any classes.**

**PERSONAL DETAILS:**

Student Name(s):  
 Date of birth:   
 Date of birth:   
 Date of birth:

Parent name(s):

Address:

Email address:

Phone numbers:

Emergency contact:

**CLASS ENROLMENT DETAILS:**

Class Type	Day & time	Qty	Cost
Kindy Art	<input type="text"/>	<input type="text"/>	<input type="text"/>
Children's Art	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art Foundations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holiday Workshop	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PAYMENT:**

Please make your payment by: cash  cheque  or direct deposit   
 (tick method of payment, and refer to notes below)

The total amount being paid is: \$ \_\_\_\_\_

Notes:

- Please make cheques payable to: **A Little Creative**
- Direct deposit details: Commonwealth Bank,  
 Account name: **A Little Creative**  
 BSB No: **064406**, Account No: **1058 7071**  
 (Please use your child's name as a reference name)

**AUTHORISATION:**

I have read and understood the terms and conditions of enrolment, and agree to abide by them.

I give permission for my child to be photographed or recorded during A Little Creative Classes and potentially used on their website, Facebook or other marketing publications. (We are happy to provide copies of such photos to you!)

I agree to be added to A Little Creative's emailing list (you can opt out at any time).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Frequently asked Questions...

Here are a few questions parents often like to ask...

### **What do we need to bring?**

All children are required to wear appropriate clothing (clothes suitable for getting a bit messy in, and safe footwear). Children also like to bring their own bottle of water and a snack if desired. Our term-class students are encouraged to have a 'visual diary' to sketch in and collect ideas - so this is always relevant to bring to class and even in one-off classes I encourage students to bring in any drawings or references they might like to use or share. In some workshops we do ask for other things such as a t-shirt or photo of the child however this will be specified in the program outline.

### **How many children will be in a workshop?**

The maximum numbers depends on the location and nature of the workshop. Usually there is a minimum of 4 or 6 for a class to run and maximum is often 8, though in larger venues these numbers may change but we still aim for a 1:8 teacher/student ratio by having an additional teacher or teacher's aide present.

### **How many teachers are present in a workshop?**

One teacher will conduct the class, and in larger sized groups a second teacher or teacher's aide will also be involved.

### **Can parents stay in the workshop?**

The workshops are specifically designed for children and we encourage parents not to stay. We do however recognise some children need time to settle into a new environment, so are happy if parents want to stay for the first part of the workshop to ensure their little one feels secure. We also recognise that children with special needs may need extra support of their parent and we are happy to accommodate this.

### **Are the children accompanied to the bathroom during the workshop?**

In most of our venues the toilets are adjacent to the studio space - if they are further away we ensure that children are accompanied by the teacher's aide.

### **Do the children get a break during the workshop?**

In classes over 1.5 hours a short break is set in the middle and children should bring a snack from home. In 1.5 hours or shorter children will naturally take time to have a drink, go to the toilet or simply pause to reflect on their artwork.

### **Do all the team have a working with children's card?**

Yes! A current Qld Blue Card is held by all teachers and aides working with the children's classes. These will be displayed in our enrolment/check-in folder.

### **My child is 7 but would like to attend the 8-12 year old's workshop... is this possible?**

The age definitions given for each workshop are guides only. We recognise that each child develops at a different rate and that a 7 year old child may have the motor skills required to complete a project in the 8-12 workshop. We find that a mix of ages usually works quite well in classes as they are small groups and everyone is getting individualised attention and working at their own pace. However some activities are better suited for specific ages - just ask and we can discuss your specific child's suitability for a class.

For any further questions please email me at:  
[lindy@alittlecreative.com.au](mailto:lindy@alittlecreative.com.au) or phone: 0411 790 211

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