



HUGHES STUDIO – a space to create

School of Visual Art and Mosaic

TERMS AND CONDITIONS

CHILDREN'S CLASSES

Dropping off and collecting your child.

- Classes start and finish on time - please ensure the prompt arrival and collection of your child.
- The Woodford Academy is located on a busy and dangerous road – please park safely and exercise caution when entering and exiting the car park.
- You are responsible for your child's safe arrival into the studio.
- Please physically come into the studio to collect your child at the end of the lesson.
- The grounds and car park of the Woodford Academy are not supervised by staff.
- Children are not permitted to leave the class at any time unless in the care of an adult other than to the bathroom which is on the same level.
- If a different adult is collecting your child it is your responsibility to let me know.
- If your child is travelling to class independently please let me know so I can alert you if they do not arrive.

What to wear and bring

- Students must wear closed toe shoes and keep them on throughout the lesson.
- Students should wear old clothes that can get dirty or should bring a paint shirt.
- Please do not send your child to class in 'good' clothes, as the materials may not wash out.
- Students should bring a drink bottle – they may also bring a small snack if needed.
- In mosaic classes safety glasses are supplied and **must** be worn at all times.
- In mosaic classes children are working with glass so small cuts to the hands and fingers are common.

Attendance

- If your child cannot attend a class please let me know if possible - a text message is fine.
- One make up lesson per term is available if your child is unwell. It involves coming to another session time.
- Credit/ discounts cannot be given for non-attendance.
- In the case of ongoing illness or other difficult circumstances please contact me to discuss.

Photography

- I photograph student's working and their artworks work for the website galleries and Facebook page.
- I will ask your permission to take photographs on the enrolment form.

Emergencies

- My Mobile number is 0416 110 675.
- If your child is unwell or has an accident in class I will contact the nominated adult/s via phone.
- I employ an assistant during all children's classes so there are 2 supervising adults at all times.
- Please notify me on enrolment if your child has any medical concerns or allergies and identify any management strategies.
- Both my assistant and I have working with children clearance and I have public liability insurance.

Payment of Fees – Term time classes

- Term time enrolment is for the whole 8 lessons.
- Discounts cannot be given for partial attendance.
- Classes must be paid for in full at the start of the term.
- A fee reminder will be issued via email.
- Payment is accepted by Direct Deposit (preferred), Visa, MasterCard, chq, and cash.
- If payment of fees in full is not possible please contact me via [email](mailto:caitlin@hughesstudio.com.au) to arrange a payment plan before the term begins.
- For holiday classes – cancellations less than 7 days before the class cannot be refunded unless I am able to fill the place with another student.
- **10% discount** applies for or multiple family members or multiple classes. Term time only.

ADULTS CLASSES

What to bring

- Wear sturdy shoes and bring an apron.
- On enrolment I will issue you with a detailed materials list.
- There is no need to purchase materials before the class starts as different projects require different materials however the responsibility to organize and bring equipment is yours.
- 50 cents for tea and coffee and biscuits (cups available).
- Mosaics artworks in progress and your personal mosaic materials cannot be stored in the venue between classes.

Purchasing Materials

- You may purchase materials from me or source your own.
- I sell small quantities of vitreous glass tile, milli, Mexican smalti, grouts, cement based adhesive, mesh, cements, etc. I may not have these items with me – if you need something particular please let me know in advance and I will see what I can arrange for you. In general it is good to organize your own things and to become familiar with the suppliers and ranges available.
- Recommended suppliers are listed on notes given out on enrolment.
- If I order materials in for you - you will be charged the freight costs. This can be minimized by sharing the order with other students.

Make up Classes

- If you cannot attend a class please let me know - a text message is fine.
- Make up classes are available and involve attending an alternative session time.
- It is up to you to request a make-up class.
- Make up classes must be booked in with me to ensure there is enough space.
- There is a maximum of 2 make up classes per adult per 8-week term.
- Make up classes must be taken within the current term.
- Credit cannot be given for non-attendance.

Parking

- Day Classes - Please park in an orderly manner on the grassed area behind the church and leave the front carpark for church visitors.
- Night Classes – May use the Church Carpark at the front of the block that has better lighting.

Photography

- I regularly photograph student work for the website galleries and Facebook page.
- I will ask your permission before photographing your work.

Payment of Fees

- Enrolment is for the whole term.
- Discounts cannot be given for partial attendance.
- Classes must be paid for in full at the start of term.
- A fee reminder will be issued via email.
- Payment is accepted by Direct Dep (preferred), MasterCard, Visa, EFT, Cash.
- If payment of fees in full is not possible please contact me via email to arrange a payment plan before the term begins. caitlin@hughesstudio.com.au
- **10% discount** applies to the second and third family member attending term classes.