

## RT Kids Afterschool Art Classes: Terms and Conditions

Welcome to the RT Kids Afterschool Art Classes program (RT Kids). The City of Mandurah has provided these terms and conditions to ensure that your children's experience with RT Kids is engaging, safe and happy.

### Attendance and Absences

- Please arrive five minutes before the lesson is due to start for registration.
- To ensure your child's safety, participants under the age of 12 are to be escorted through the busy carpark, dropped off and collected at the Workshop door and signed in and out by a parent or caregiver.
- RT Kids is not able to provide supervision outside of the scheduled class times. Therefore, please endeavor to arrive five minutes before the end of the session to ensure you're your children are not kept waiting unsupervised.
- Current emergency contact details are to be maintained. If any circumstances or details change, please advise the facilitator as soon as possible.
- If your child can't make a session, please advise the facilitator in advance by phone call or text.

### Behaviour

- RT Kids is about having fun and learning in a happy, safe, and supportive environment. Therefore, unruly, or disruptive behaviour that impacts other participants cannot not be tolerated. Parents may be requested to collect their child immediately if they behave in an unacceptable manner.
- Participants should be able to independently manage their needs and belongings, including toileting.
- Use of mobile phones at any time during class is not acceptable unless directed by the facilitator for research purposes. Phones must be put away prior to entering the workshop.

### Invoicing and Payment

- Parents are invoiced for the RT Kids program once per term at week two, for that term's lessons.
- The City of Mandurah will send an invoice to your nominated email account.
- If the City cancels a session, a make-up session may be offered at an alternative time.
- If the City cancels a session, and a make-up session is unable to be offered, you will not be charged for the cancelled session.

### Cancellation of Enrolment

- If advice of a cancellation is received before week 2 of term, you will only be charged for the sessions attended.
- If advice of cancellation is received after week 2 of term, you will be charged for the full term.
- Enjoy your safe and creative participation in the RT Kids Afterschool Art Classes program.

### Connect

- Follow all the RT Kids fun and adventure on facebook:  
<https://www.facebook.com/RTKidswithjameswalker/>

CASM and RT Kids staff and volunteers wish you and your children a safe and creative term.  
Please do not hesitate to contact CASM or the RT Kids facilitator if you have further queries.

**RT Kids Facilitator:** James Walker 0408 894 973

**CASM Gallery Development Officer:** Carolyn Marks 9550 3989

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