

## **CASM RT KIDS – TERMS AND CONDITIONS**

The City of Mandurah has provided these Terms and Conditions to ensure that your child's experience with RT Kids is engaging, safe and happy.

### **Registration**

Please register your child for the RT Kids program two weeks prior to the beginning of each term using the online application to make sure you get a space in the program.

### **Attendance and Absences**

RT Kids is not able to provide supervision outside of the scheduled class times. Therefore, please arrive five minutes before the lesson is due to start to allow time for registration; and arrive five minutes before the end of the session to ensure your children are not kept waiting unsupervised.

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.

If your child can't make a session, please advise the facilitator in advance by phone call or text.

### **Emergency Contact details**

Current emergency contact details are to be maintained. Please advise CASM staff as soon as possible if circumstances or details change by emailing [casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au).

### **Behaviour**

RT Kids is about having fun and learning in a happy, safe and supportive environment and 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.

### **Payment**

Term payments can be made at the CASM Gallery in person or via phone payment. The term payment is due once you have registered online for the classes and received a confirmation email. The payment should be made either prior to the commencement of each term or on the first day of class attendance. Payment plans are available by request. Please speak to CASM staff to arrange one prior to the first day of class. Eligibility for the concession rate is subject to provision of a valid concession card.

If the City cancels a session, a make-up session may be offered at a later date. If the City is unable to offer a make-up session, you will not be charged for the cancelled session.

63 ORMSBY TERRACE  
Wed – Fri / 10am – 4pm  
9550 3662 / 9550 3989  
[casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au)

### **Cancellation of Enrolment**

If written advice of a cancellation is received before the end of week two of the term, you will only be charged for the sessions attended. If cancelling after that time, you will be charged for the full term.