

# Lavender Leonardos

## **Welcome back Artists and Parents.**

As we approach the new term we have put this information together, to help you navigate the new normal at Lavender Leonardos.

### **Term Time Course Information**

Please attend all workshops on time.

Our doors will open 5 minutes before the start of the class.

There are social distance markers outside of the studio, and children will be permitted to enter one at a time, adults will sadly be unable to enter the studio.

**Please do not park in the business centre.** The car park is for permit holders only, recent changes mean there is a fining system in place. If there are extenuating circumstances please for warn us and we will let the parking office know .

### **Before the Class**

- Please take your child to the toilet before bringing them to the studio.
- We ask that you make sure your child is aware of hygiene practises.

### **The Class**

- A new art project is offered each half term.
- An art project can be 5 or 6 weeks long depending on the calendar.
- Children will be socially distanced but siblings can sit together.
- Children will be taken to the toilet during the class, frequent visits will try to be discouraged.
- Please be punctual in collecting your child/ren, in order for us to maintain our cleaning schedule between classes.
- Please can children bring a water bottle with them. We will not currently be having snack breaks during the term time classes, and we ask that the children do not bring food to eat in the studio.

### **Expectations of Behaviour**

It is imperative that all children attending Lavender Leonardos behave in an acceptable and safe manner as deemed by the class or workshop tutor/s. Any concerns about behaviour will be brought to the parents/guardians attention whenever possible at the end of the session in person or by phone or email at the earliest convenience. Lavender Leonardos has the sole discretion to decide if the behaviour of an individual is unacceptable and in these instances

the place will be cancelled and the parent/guardian given notice in writing. Cancellations as a result of unacceptable behaviour are not entitled to a refund but may be considered on an individual basis.

### **Booking and Payment**

- A reservation is confirmed once full payment is received. We will then confirm your booking in writing by email.
- Please can you provide us with up to date contact information, and make us aware of any allergies or medical conditions. Keeping us aware of any changes in a timely manner.

### **Workshop cancellations**

Our term time classes take place over several sessions. If you miss a session unfortunately we can not offer a make up session / refund or credit. If you require further tuition to complete your project you may be able to book 1:1 lessons depending on the project and tuition required. Our tutors/teachers will always try their best to help a child catch up, if they miss a session, so that his or her art work is completed to the best standard possible.

### **Cancellation policy (Covid-19)**

Should your child be unable to attend a class because he/she has confirmed symptoms of Covid-19, please email us immediately. For all our safety it is vital, we're kept informed.

If the government advises us at any time to cease teaching in person we will transfer the children's learning onto an online platform, at the same date of the original class.

Please do not hesitate to contact us if you have further questions.

We have done everything in our power to provide a safe environment for your children, and retained all the atmosphere and learning enjoyment.

We wish you all a happy and healthy new term.

**Lavender Leonardo team.**