

Polka After-School Clubs

Terms and Conditions

1. ENROLLING

- 1.1 Each Student's place is allocated on a 'first come, first served' basis. Applications must be accompanied by the appropriate payment/transfer.
- 1.2 We will confirm your child's place for the Polka After-School Clubs via Welcome Letter email. Term dates, times and all relevant course details will be included.
- 1.3 Your child may only enrol in the Club if they are a pupil at the participating school. Should a child be enrolled in a Club at a school which they do not attend, their place on the course, and any payment made on behalf of the child will be forfeited.
- 1.4 If your child is already a member of Take Part at Polka, their place cannot be transferred mid-term to another After-School Club.

2. PAYMENTS

- 2.1 For a Student enrolled on a Polka After School Club, the full fees must be paid by the first day of the course start date by either booking online (via polkatheatre.com/schools/after-school-clubs) or calling our Box Office on 0208 543 4888.
- 2.2 Please note there is a £2.50 booking fee per child.
- 2.3 Payment cannot be made using childcare vouchers.
- 2.4 We do offer a sibling discount. Please call our Box Office on 0208 543 4888 for more information.
- 2.5 In the event that a Student is unable to attend a Polka After-School session, due to sickness, holiday or a decision by the Parent/Carer or Student not to attend for the full course, Polka regrets that it is unable to refund any payment.
- 2.6 In the event that a school cancels a Polka After-School Club session, we will rearrange the session for an alternative date; you will be notified of this change via email. In the event that an alternative date cannot be arranged, we will provide you with a credit note for the cost of the session, which can be used towards future Polka After-School Club sessions, Polka Take Part sessions, workshops or Polka productions.

3. USE OF PERSONAL INFORMATION

- 3.1 The personal data (as it is defined in the Data Protection Act 1998) of a Student and/or Parent/Carer submitted using the application form will be processed by Polka, for the purposes of administration in relation to the provision of the After-School Clubs.
- 3.2 Polka will not share this information with external agencies unless required to do so by law (for example with organisations who have responsibility for children's safeguarding).
- 3.3 Polka will not disclose personal data to third parties although Polka may use personal data for their own marketing and business development purposes, including promoting productions and services by Polka.

4. HEALTH AND INJURIES

- 4.1 Students participate at their own risk and are obliged to inform Polka staff of any existing injuries or medical conditions. When booking a place, we must be informed on any known medical conditions and any changes to such information must be notified to Polka immediately in writing.
- 4.2 If a Student is unwell or has an accident requiring emergency treatment, the Parent/Carer will be

contacted via the emergency contact details provided. This number must always be contactable whilst the Student is attending the Polka After-School Club.

4.3 Parents/Carers are solely responsible for ensuring that the emergency contact details on Polka's records are up to date.

5. GENERAL

5.1 Polka has a strict behaviour management policy, which all Polka Practitioners are required to follow. Any disruptive behaviour on the part of the Student will be discussed with Parents/Carers. If the behaviour continues, we reserve the right to ask for the Student to be removed from the club, and to cease attending Polka After School Club sessions.

5.2 Polka reserves the right to make changes to the teaching staff from the advertised programme in the event of illness or other circumstances beyond our control.

5.3 All Students must be collected on time after a session. Consistent late collection will result in additional charges.