

Polka After-School Clubs

Terms and Conditions

By booking a place onto our After-School Drama Club, you have agreed to our Terms & Conditions. We may update these Terms & Conditions from time to time.

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 If your child is already a member of Take Part at Polka, their place cannot be transferred mid-term to another After-School Club.

1.4 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.

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 one of the following methods where offered:

- a. Bank transfer;
- b. Credit card (American Express is not accepted)
- c. Debit card

2.2 Please note there is a £1.50 booking fee per child.

2.3 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 or Student not to attend for the full course, **Polka regrets that it is unable to refund any payment.**

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 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 share this information with external agencies (for example organisations with responsibility for children's safeguarding) only when required or permitted to do so by law.

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 condition. All application forms must have any known medical conditions stated 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 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 are solely responsible for ensuring that the emergency contact details on Polka's records are up to date.

5. GENERAL

5.1 Polka may, at its own discretion, refuse a Student entry to a Polka After-School session if it is felt that the Student's behaviour is unacceptable.

5.2 Polka reserves the right to make changes to the timetable and 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.