



SCHOOL BREAK WORKSHOP POLICIES

STUDENT ACCOMODATION & BEHAVIOR

- If parents or family members have any questions or concerns about their students' artwork, progress or relationship to other students or teachers, communication is greatly encouraged. We will do all we can to resolve any difficulties immediately.
- If a student has special needs, be sure to let us know before their course begins. We will appreciate any insight that you can provide, so that we can ensure your child has an excellent experience with us. Turpentyne does not discriminate and will make every reasonable effort to include all students regardless of their personal challenges.
- If you have a special request for an off-curriculum interpretation of an art project, please discuss with the teacher to be sure it meets the student's proper skill level and that it will not cause a disruption in the course. Final determination of the requested art project may be made by the teacher.
- We reserve the right to exclude a student if they are repeatedly and intentionally disruptive to other pupils, destructive to the studio space, or physically violent or threatening toward the staff or other students.
- Intentional violations of social distancing will not be tolerated as they threaten the health and safety of others.
- Threatening, spitting, or intentionally coughing towards another person will not be tolerated. Students will be sent home for a day upon the first offense and will be excluded for the remainder of their course if there is a second offense.
- Refunds for an unfinished course will not be given if exclusion is necessitated by repeated and intentional dangerous or anti-social behavior.

CURRICULUM & METHODOLOGY

- The Turpentyne teaching methodology is PROCESS focused. Our curriculum and methods are designed to build our students fine motor skills and visual understanding through a repetitive and layered approach to learning. Our students will take home amazing works of art that are impressive, and sometimes unbelievable. This is the PRODUCT that results from our method. We hope that you will find that the true value of our courses is in the process that results in our students developing real art skills and self-confidence.
- Feel free to discuss our curriculum, methodology and your child's artwork with our teachers. We are always happy to answer your questions.

TUITION

- Workshops are only paid for by the full course. Prorated workshop tuition is not available.
- Workshop tuition must be paid in full before the course begins.
- Tuition credit is not given for missed days.

HYGIENE PRACTICES

- Hand washing will be required after visits to the toilet.
- Disposable tissues, hand sanitizer and a lined bin will be available in every classroom.
- Separate student and staff toilet facilities are available and stocked with antibacterial hand soap and disposable towels for drying hands.
- All children and staff must wash their hands/use hand sanitizer upon after sneezing or coughing
- Turpentyne Ltd. reserves the right to amend these policies at any time as is necessary to maintain the health and safety of our students and staff.

ART MATERIALS

- As before, all student materials will be available in the classroom. This includes but is not limited to the use of art papers, canvas, crayons, markers, charcoal, soft pastel, oil pastel, watercolors, acrylic paint, and oil paint.
- We are committed to providing students with high quality and safe art supplies. Every effort will be made to ensure that the supplies used in this course are non-toxic and appropriate for use by children.
- Personal Supply Kits purchased through the studio during the pandemic may continue to be used.

PERSONAL BELONGINGS

- Art is messy. We highly recommend that students attend class in clothing that is appropriate for the task.
- Turpentyne does not provide shared student aprons or smocks to prevent the spread of headlice. Personal aprons may be purchased through our Art Supply shop.
- Children are requested to not to bring unnecessary personal items into the studio apart from a water bottle, reference materials, and apron/smock.
- Mobile phones may be kept at a student's seat but must not be used during class time. Mobiles being used for games or texting during class time will be confiscated by the teacher to be returned to the parent at the end of the lesson.
- Turpentyne does not assume any responsibility for any personal items left in the studio.
- We endeavour to take the utmost care of any artwork being held in the studio, be it a work in progress or completed. On the exceptionally rare occasion that a piece of art is damaged or turns up missing, we will do our best to rectify the situation, but we assume no financial responsibility for the artwork.

FOOD & DRINK

- It is advised that children eat before they attend their course as food may only be consumed during designated break times. This is for cleanliness's sake, as well as health and safety reasons. Our supplies may be non-toxic, but in no way are they safe to be ingested with a handful of crisps or chocolate.
- Snacks and lunches should be nut free.
- Making art is thirsty business. Drinking water bottles are welcome and recommended. All items brought to the studio should be appropriately cleaned before arrival.

ARRIVING/LEAVING

- Please wait outside the studio for our Teaching Staff to invite the children in.
- Please do not enter the studio without being invited by a staff member, we will open the doors for the children.
- When picking up your children, please wait outside. We will send the children out to you when they are finished and have washed up.
- Students will not be permitted to leave the studio without a supervising adult unless you indicate that you give permission at the bottom of this form. This will replace and supersede any previously granted permissions.

EARLY/LATE DROP OFF/PICK UP

- We offer 30 minutes total of early/late extra care when dropping off if picking up if arranged in advance. This may be divided between drop off and pick up but may not exceed 30 minutes in total for each course booked.
- Students must be dropped off and picked up no earlier/later than 5 minutes before/after their course unless extra care has been arranged.
- Un-scheduled extra care will result in a £5 charge per offence.
- Students who have booked extra care will be entertained in the studio with games, books, puzzles, and drawing activities.

FULL-DAY STUDENTS

- Students who are booked for both an AM and PM course will enjoy their lunch with a staff member at a nearby park when weather permits. A variety of sports equipment will be available for games and entertainment at lunchtime.
- We will strive to spend the lunch hour outdoors whenever possible. Please apply an 8-hour sunscreen to your child before dropping them off for their workshops as the staff will be unable to assist.
- On days when the weather is too wet or windy, we will take lunch indoors and entertain the children with games, books, puzzles, and drawing activities.

CANCELLATIONS

- Tuition paid will only be refunded when we are given sufficient notice of cancellation.
- Non-medical emergency cancellations will be accepted until 14 days in advance of the course, after which the 50% deposit will be retained regardless of attendance.
- Last minute cancellations due to medical emergency are eligible to be refunded in full regardless of the period of notice. A refund will be issued once documentation from a medical provider is supplied.
- If your child becomes ill whilst on the course, we encourage to you to keep them home. If this is necessary, please contact us straightaway so that alternative provisions can be made.

MAKEUP CLASSES

- Workshops are offered on a fixed schedule and are not eligible for make-up lessons or prorates.