



Booking Terms and Conditions

Please read over all of the booking conditions for *Starlight Theatre Arts* and further information before signing and returning your booking form.

- ★ Spaces can be reserved via email by completing and signing the booking form and returning to *Starlight Theatre Arts*, or giving it to Natalie Rushton personally. All booking forms must be signed by the child's parent or guardian. Forms can be accepted by post, email or in person. Places are given on a first come/first served basis.
- ★ Drop off and picks ups- these must be prompt to allow classes to run in a timely fashion. Participants for 'Little Stars' must be accompanied by an adult, however 'Young Performers' and our 'Theatre Group' can be left in the care of Mrs Natalie Rushton during allocated class times. Children are not permitted to leave the studio until a parent/carer comes to pick them up. For safeguarding reasons, Mrs Natalie Rushton will only send children home with their parent or an adult assigned to pick that child up. This must be made explicitly clear via email or verbal correspondence. For example, if last minute a parent needs a friend to pick their child up from class, Mrs Natalie Rushton must be informed.
- ★ Payment – classes can be paid either in full (£45.00 for 10 classes) or weekly at £5.00 per class. These must be paid by cash, cheque or bank transfer.
- ★ Family Discounts – If there are two or more siblings attending classes. Please note that the first child pays in full and any additional siblings receive a 10% discount. This discount only applies when booking a block of 10 classes for more than one child- not on a weekly payment of £5.
- ★ Cancellation – It is at *Starlight Theatre Arts*'s discretion if refunds are issued should you withdraw from classes and have booked a block in advance. *Starlight Theatre Arts* reserves the right to cancel any class. In this instance, we will endeavour to allocate an alternative space in a class suitable to the participant's age. If this is not possible we will refund any fees paid or carry over classes into the following term if this is preferable.
- ★ Behaviour – *Starlight Theatre Arts* classes are intended to be productive and enjoyable for everyone attending. We therefore reserve the right to remove/ ban participants on the grounds of disruptive behaviour or rudeness. We take our anti-bullying policy very seriously in order to make sure all children feel safe and happy during their time with us.
- ★ First Aid – Natalie Rushton is first aid trained to a basic level and is competent in applying basic first aid if your child has an accident during the class (such as applying a plaster or cold compress.) In the unlikely event of a more serious injury, Natalie Rushton will contact the child's parent or carer immediately and ask them to pick up their child. If in an emergency, Mrs Natalie Rushton will call for necessary help (for instance calling the emergency services for an ambulance) and then contact you to ensure medical help is available as quickly as possible. To avoid strain through dancing/movement during the class, a warm up will be provided beforehand. The classes at *Starlight Theatre Arts* involve simple dance movement and therefore, if instructions are followed correctly, no injury or pulling of muscles should occur. If a child is ignoring instructions and putting themselves or others at risk with their movements, they will be given a warning and if this continues, will be asked to sit out of the class as safety is paramount at *Starlight Theatre Arts* and we take this very seriously for everyone's protection.

- ★ Medical or Learning needs – It is the participant’s parent or guardian’s responsibility to inform *Starlight Theatre Arts* of any medical needs, special needs or learning difficulties the participant may have or any medication may need to take during the class. These should be specified and clearly outlined on the booking form. If these details change over time, (for example a child is diagnosed with asthma or changes medicine) it is imperative that Mrs Rushton is informed immediately to ensure provisions are put in place. It is the participant’s parent or guardian’s responsibility to provide all medication such as inhalers and for the child to know where these are- for children in ‘The Young Performers’ group it is advised to label their children’s inhalers with a permanent marker so it can go into the medical box for safe keeping and does not get confused with other medicine. It is at the parents or guardian’s discretion as to where the children in the ‘Theatre Group’ keep their medicine- either in their bags or handed in to Mrs Natalie Rushton. Mrs Natalie Rushton is not permitted to give medication to children such as applying creams or giving children medicines such as ‘Calpol’, so please do this before the class if your child needs such medication. In some cases, it may be appropriate for a child to apply creams ointments or similar medication to themselves during class, if directed to do so by their parent or guardian.
- ★ Photography and social media – If a parent or guardian does not want their child photographed or filmed by Starlight Theatre Arts, they must tick the relevant box on their child’s booking form. During any performances, parents and guardians may take photographs of their own children, but if the photograph contains other children, they are not permitted to share this on social media without the children’s parents or guardian’s explicit permission. We feel it is important to respect a parent’s individual wishes and appreciate your support in this matter. If you are happy for your child to be photographed, you agree to allow the photographs or videos to be shared on our website, Facebook page and any other form of social media.
- ★ Parents are advised to ask Mrs Natalie Rushton if they are unclear about any of the conditions outlined in this document. By signing it, you agree to these terms.

CONTACT AND PAYMENT DETAILS:

- ★ By post : Natalie Rushton, Starlight Theatre Arts, 11 East Street, Thame, OX9 3JS
- ★ By email: starlight-theatre-arts@hotmail.com
- ★ By phone: 07930978356
- ★ Checks must be made out to Mrs Natalie Rushton
- ★ Bank transfers to be made to:
Mrs Natalie Rushton
Account number: 78531144
Sort code: 51-70-15

Please leave a reference (your initials and the child’s first initial) so I can track payments.
For example: John Smith with son Billy: JSB

Booking form for Starlight Theatre Arts, Thame

Full name of participant:					
Class attending: (please circle)	Little Stars Tuesdays 11-12pm	Little Stars Thursdays 11-12pm	Young Performers Tuesdays 4.15-5.15pm	Young Performers Thursdays 4-5pm	Theatre Group Thursdays 5-6pm
Child's date of birth:					
Current age:					
Home address:					
Contact telephone number:					
Alternative contact: (name and relationship to participant)					
Email address:					
Important information: Please provide any details of any medical, behavioural or special needs of the applicant, including any allergies or medication details.					

This information will ensure that appropriate arrangements are made to enable a young person to participate in classes without danger to their health and, in the event of an emergency, to be provided to the emergency services.

Please tick if you **do not give permission** for the applicant to be included in photographs/ videos taken by *Starlight Theatre Arts*. These may be used for publicity and display purposes.

Please tick to confirm you have read, understood and accept *Starlight Theatre Arts* booking terms and conditions. I give my permission for my son/ daughter/ the young person in my care to attend *Starlight Theatre Arts* classes.

Signature of parent/ guardian

Print name

Date.....