



## **Mackenzie Performing Arts Academy Terms & Conditions**

1. Spaces are limited and fill up very quickly so please book early. If you have not received your confirmation before the week before the start date, please contact us immediately.
2. An invoice will be issued to you at least 1 week before the term begins, please follow payment instructions in your invoice. Invoices are to be paid in full by the end of the 2nd week during the term, unless a payment schedule has been arranged with the director. If fees from the term have not been paid by the required date, your child may lose their spot in the academy.
3. Lessons run for 30-60 minutes (depending on class type) between 3:15-6:30 (Twizel & Fairlie) on either Mondays & Wednesdays in Twizel and Tuesdays & Thursdays in Fairlie.
4. Lessons are held at the Twizel Community Care Centre in Twizel and the Mackenzie College in Fairlie.
5. Please let us know if your child will not be at class or if you will be late to pick up your child. A text message or call can be made to 0211511393.
6. Staff will be on site from 15 minutes prior to the beginning of the lessons. If you need to drop your child off earlier than their scheduled time please let us know

ASAP

7. Please sign your child/ren in and out every lesson or indicate on the enrolment form if you give permission for the teacher to sign them in and out if they are walking home. Also please indicate on the enrolment form who your child is allowed to be picked up by. This is an important safety procedure to ensure all children are accounted for at all times and get home safely.

8. Please ask your child/ren to leave their valuables at home as neither the programme nor the staff can take responsibility for them if they are broken or lost.

9. Your child will need to bring their **own drink bottle** and their **issued Academy book** to every lesson. Please ensure that your children have the appropriate clothing and footwear. Every new enrolment will be issued with an MPA folder to put material in and an MPA t-shirt. If they lose/damage this folder/t-shirt the academy can not replace this for them however these can be purchased.

10. Medical conditions: please notify us via email of any medical condition that requires medicine or possible emergency treatments. Please be specific.

11. Please notify us of any behavioural condition that we need to be aware of.

13. **Refund policy: 100%** with 2 weeks notice. **50%** with more than 2 days notice. **No refund** if: (1) less than 48 hours or missed class with no notice—this is not enough time to fill the space. Any refund due will be issued at the end of term or can be used as credit for further classes.