****

**Holiday Art Camps - Please read in advance.**

**Cancellations** - In the event of a cancellation on your part for any reason, we cannot offer a refund; however we will endeavour to find you an alternative date, subject to availability. In the unlikely event that we have insufficient bookings to run an art camp we will of course, refund you, giving 48 hours’ notice.

**Discount** – The block booking discount will only apply when booking 5 *consecutive* dates (or 4 if advertised as such).

**Children with Special Needs** – Please discuss any special needs your child may have with the Head of Learning well in advance of the workshop. Let us know if you or an alternative carer needs to accompany your child. We’ll make every attempt to ensure that the activities are appropriate to your child’s needs wherever possible. The Museum is fully accessible, with an accessible toilet on the same floor as the Learning Space.
Child Safety - All artists leading the camps have current Disclosure and Barring Service certificates. A copy of the Holburne Museum’s Child Protection Policy and Procedures is available on request.

**Illness & Medication** - If a child becomes ill during the day we will contact you or the named emergency contacts on the consent form so it is essential that this information is correct and amended if there are changes on the day. Please ensure that you or the emergency contact has a mobile switched on at all times.
Please do not send your child to Art Camp if they are unwell, particularly if they have suffered from sickness or diarrhoea in the previous 48 hours.

Please declare all of your child’s medical conditions, phobias etc. on the Holiday Art Camp Consent Form. If your child needs medication, please provide a letter of authorisation for staff to administer medication that you have supplied as detailed.

**Clothing & Valuables** - Aprons are provided but children should wear old clothes appropriate for messy art work and comfortable shoes that are suitable for outdoor play. We recommend that children wear sturdy shoes and bring a sun hat and sun cream or rain-coat, as appropriate, for outside play at lunchtime.
We ask that valuable items are left at home; the Holburne Museum cannot be held responsible for any items that may get lost or damaged.

**Arrival** – We do not open the doors until 9am. Please arrive promptly at that time to register your child/children. Late arrivals can be very disruptive and your child may miss out on the important ‘ice-breaker’ activities at the start of the session. As we will be setting up for the day we are unable to take early arrivals. There will be signs out directing you to the side door of the Clore Education Space on the right hand side of the Museum (when facing) or (on occasion), the Gardener’s Lodge. There is a pay and display car park at the Museum which is run by B&NES Council. Parking without paying whilst you are dropping off is at your own risk! It is sometimes possible to park on the streets around the perimeter of Sydney Gardens.
If you have not completed the Holiday Art Camp consent form in advance we will ask you to do this on arrival.

**Refreshments & Lunch** - Squash and biscuits will be provided but your children should bring their own snack if they have any relevant allergies. They should also bring their own lunch; please note that there is no fridge. They will have an hour lunch break; if the weather is fine that will include some supervised outdoor play.

**Collection** - The session will finish at 4pm and we ask you to arrive promptly and to sign that you have collected your child/children.

***It is essential to tell us at the start of the day if someone else is going to collect your child/children.***