



1. Who We Are

The Little Atelier provides after-school and weekend clubs, holiday camps, and art parties for children aged 5 to 11. Our mission is to make your child's time with us a positive and enriching experience by offering an engaging, creative, and enjoyable curriculum that nurtures children's creativity and fosters a love for art.

Our club is designed with a clear goal: to nurture children's natural desire for self-expression and recognition. At this developmental stage, children have a strong need to express themselves and feel valued. We believe that art is one of the most accessible and meaningful ways to fulfil these needs. Through this club, we aim to provide not only a space for children to learn about art and artists but also an opportunity to share their creativity and be celebrated for their efforts.

While the final artwork is important, we place equal value on the creative process. Our focus is on ensuring that children enjoy the experience of creating, experimenting, and building their confidence during each session. This approach encourages them to embrace their unique ideas and take pride in their achievements.

At The Little Atelier, we hold ourselves to high standards to provide exceptional care and learning experiences for our pupils. We value your partnership in this journey of growth and creativity.

Our services include After-School Clubs, Weekend Clubs, and Holiday Camps.

If you have any questions about our terms and conditions, please don't hesitate to email us at thelittleatelier.london@gmail.com

2. Aims and Objectives

At The Little Atelier, our mission is to help each child grow and thrive in their creative journey.

We Aim To:

- Cultivate creativity through diverse artistic stimulation and development.
- Promote self-confidence and encourage independent thinking.
- Foster imagination through engaging creative artwork.
- Introduce children to a variety of artists and artistic techniques.
- Support the development of fine motor skills, hand-eye coordination, and spatial awareness.
- Provide a sense of belonging and encourage social skills.



- Enhance critical thinking and problem-solving abilities.

How We Achieve This:

- Building confidence in using paintbrushes and other tools independently within six weeks.
- Encouraging proficiency with clay and other hands-on materials within six weeks.
- Developing self-assurance to explore and express creativity using various artistic techniques within six weeks.
- Maintaining a positive and consistent approach to behaviour management throughout the term.
- Fostering emotional intelligence and positive attitudes toward learning and creativity throughout the term.
- Following structured procedures to ensure smooth and enjoyable club sessions.
- Effectively managing group dynamics and creating a supportive learning environment throughout the term.

3. Setting

The Little Atelier exceeds statutory requirements for staff-to-child ratios. The specific ratio varies depending on the activity, age group, and camp. However, we maintain a maximum ratio of 1:10, regardless of any individual child's specific needs.

3A. Additional Terms for Sewing Club

The Little Atelier Sewing Club provides a unique opportunity for children to develop fine motor skills, creativity, and patience through supervised sewing activities. These sessions involve the use of child-friendly needles, scissors, and other textile tools.

3A.1 Safety and Supervision

All sewing sessions are run under strict adult supervision. Safety is our top priority. Children are given age-appropriate tools and receive clear guidance on safe handling before each session begins.

3A.2 Participation Requirements

Children must be able to follow instructions carefully to ensure a safe environment for all. If a child is unable to follow safety guidelines, we reserve the right to pause or end their participation in the activity for that day.

3A.3 Parental Support

Parents/guardians are asked to talk with their children in advance about the importance of listening to staff and respecting safety rules during the session.



3A.4 Code of Conduct

All children participating in the Sewing Club must agree to the following:

- Listen to and follow staff instructions.
- Use equipment safely and respectfully.
- Remain in the designated sewing area.
- Treat fellow participants and their work with kindness.
- Ask for help if unsure or uncomfortable.

3A.5 Refund and Cancellation Policy

Due to material preparation, refunds or make-up sessions are not guaranteed for absences. If a child is removed from a session due to unsafe behaviour, no refund will be issued.

4. Booking Procedures

4.1 All booking-related queries or general inquiries should be directed online or to thelittleatelier.london@gmail.com. Alternatively, you may speak with any staff member at one of our settings, and they will assist you wherever possible.

4.2 All bookings must be made by parents either through our online booking system or via email. Upon receiving an inquiry, we will provide a parent guide to help navigate the process of online registration, booking, and payment.

4.3 New parents making inquiries will receive a welcome email containing all the necessary starter information, including links to relevant documentation and guides for online registration.

4.4 By completing the registration on our online registration and booking system, you are agreeing to and accepting The Little Atelier terms and conditions and privacy policy. We follow the school's "Managing Behaviour Policy" (SOTG Junior) to ensure consistency for pupils, parents, and staff.

4.5 By agreeing to our terms and conditions, you also confirm your acceptance of the Parent Declaration and the Child Behaviour Declaration.

4.6 Due to staff ratios and health and safety requirements, we may not be able to meet every child's specific needs. Please inform us of any additional needs your child may have before making payment.

4.7 At the time of booking, parents/guardians must provide complete information regarding their child's physical and mental health, including an EHCP if applicable.



4.8 In the interest of fairness, payments must be made for all booking requests/reservations, even in cases of non-attendance.

4.9 By making a booking (reserving a place), parents/guardians agree to make payment for the booking under all circumstances.

4.10 All bookings are subject to periodic price reviews and potential increases.

4.11 Once a booking request is made and the booking is marked as "Reserved," payment must be made in advance of the scheduled session date.

5. Payments

5.1 By completing the registration and booking reservation, you confirm your acceptance of The Little Atelier's terms and conditions and privacy policy. This process reserves a place for your child. Please note that payment is required in all circumstances to secure the reservation.

5.2 Full payment is required to confirm the booking and secure the reserved place(s).

5.3 Payments for all bookings must be made at the time of booking and received within 48 hours of the reservation.

5.4 Promotional / Auction Vouchers

Promotional vouchers, school fair auction vouchers, or complimentary vouchers issued by The Little Atelier cannot be redeemed for Inset Day Camps. They are valid only for holiday camps, as stated on the voucher.

6. Cancellations/Absence

6.1 Parents must notify The Little Atelier if their child will be absent, providing the child's full name and contact details. Unfortunately, no refund or session swap will be provided for nonattendance.

6.2 Due to unforeseen circumstances, there may be occasions where we must cancel or amend dates, activities, or venues. We will endeavour to provide notice, but no refunds will be issued.

6.3 Refunds for cancellations due to serious illness or injury may be considered at the discretion of The Little Atelier.

6.4 To report an absence or cancellation, contact your club directly and email thelittleatelier.london@gmail.com.



7. Collection Policy/Late Collection Charges

7.1 Parents/carers must wait at the designated collection point, where your child(ren) will be brought to you.

7.2 A child will only be released into the care of a permitted adult listed on the registration form.

7.3 If a new collector will be picking up your child, written notice must be provided in advance.

7.4 Late collections will incur a charge of £5 per 15-minute period at any of our clubs after the session's scheduled end time.

7.5 Persistent late collections may result in the termination of your registration.

8. Welfare & Health and Safety

8.1 Creating an Inclusive Environment

The Little Atelier aims to create a safe, inclusive space where children feel secure and fully engaged. We adopt positive behaviour strategies to encourage accountability and responsibility for actions, setting high expectations while leading by example.

8.2 Behaviour and Safety Management

If a child's behaviour compromises the safety of themselves, others, or the atmosphere of the club, we may have to ask the child to leave the club permanently. Our team will maintain open communication with parents and collaborate with them to create an action plan involving the child, parents, and school to resolve the issues and avoid further disruption.

8.3 Collaborative Problem-Solving

We value transparency and teamwork when addressing behaviour and safety concerns. Our priority is to maintain a positive and secure environment for all children, and we work closely with parents to achieve this.

8.4 Refund Policy for Exclusions

Unfortunately, refunds cannot be provided for days missed or other costs incurred if a child is unable to attend the club due to health and safety-related exclusions.



9. Policy for Students with Special Educational Needs (SEN)

9.1 Supportive Approach to SEN Enrolment

The Little Atelier is dedicated to providing a fair, safe, and supportive environment for all children. While we warmly welcome children with additional needs, we carefully evaluate each application to ensure that we have the resources, staff availability, and capacity to meet their needs effectively. This approach allows us to create a positive experience for both the child and their peers.

9.2 Class Capacity and Resource Allocation

To maintain a high standard of care and attention, we typically limit enrolment to one SEN child per class. This ensures we can provide the necessary support for each child in a safe and nurturing environment.

9.3 Clear Communication with Parents

We kindly ask parents to share any additional needs their child may have, including medical, behavioural, developmental, or learning-related requirements, during the registration process. This helps us assess how we can best support the child and plan accordingly.

9.4 Understanding Our Limitations

As a small business, The Little Atelier operates with limited resources and capacity. While we strive to support all children, there may be instances where we are unable to accommodate specific needs. In such cases, we kindly ask for your understanding and assure you that our decisions are made with the child's best interest in mind. Unfortunately, we are unable to provide additional resources or external support for specialized requirements.

9.5 Regular Policy Review and Feedback

This policy is reviewed regularly to adapt to evolving needs and to maintain inclusivity. We welcome feedback from parents and continually seek ways to improve how we support a diverse range of students.

9.6 Purpose of the Policy

This policy is designed not to exclude but to ensure that all children, including those with SEN, receive the appropriate support they need. By managing our resources effectively, we aim to provide a high-quality experience for every child in our care.

10. Enabling a Safe Environment

10.1 Creating an Inclusive Environment



The Little Atelier's goal is to create a safe and inclusive space where children feel secure and fully engaged. We adopt positive behaviour strategies to encourage accountability and responsibility for actions, setting high expectations while leading by example.

10.2 Managing Behaviour and Safety

Should a child's behaviour jeopardise their own safety or that of others, we may determine that the child can no longer attend the club. We strive to maintain an open dialogue with parents to ensure transparency and collaboration, working together to resolve behavioural concerns with an agreed action plan between parents, the school, and The Little Atelier.

10.3 Refund Policy for Safety-Related Exclusions

Refunds will not be provided for days missed or other costs incurred as a result of a child's inability to attend due to health or safety concerns.

11. Liability and Personal Property

11.1 Limitation of Liability

The Little Atelier does not accept liability for personal injury or the death of any person unless directly caused by proven negligence. Liability insurance is in place for such incidents.

11.2 Responsibility for Personal Property

The Little Atelier will not take responsibility for the loss or damage of personal property brought into the club or holiday camp. Parents are advised to refer to our Parent Guide for details on what items are appropriate to bring.

12. Confidentiality/Data Protection

12.1 Compliance with Data Protection Regulations

The Little Atelier is registered under the Data Protection Act and complies with the EU General Data Protection Regulation (GDPR). Personal and financial information collected during registration is treated as confidential and used solely for providing services.

12.2 Responsibility of Parents

It is the parent/carer's responsibility to ensure that they have the necessary permission to provide personal details of all children and adults included in their booking.

12.3 Consent for Data Use

By registering and booking, parents/carers accept The Little Atelier's terms and conditions and data privacy policy.



13. Policies and Procedures

13.1 Access to Policies

Our full policies and procedures are available upon request. Please email thelittleatelier.london@gmail.com for more information.

13.2 Changes to Terms & Conditions

The Little Atelier reserves the right to update or amend terms and conditions as needed. Parents will be notified of changes when appropriate.

14. Parent Declaration

By agreeing to the terms and conditions, parents/carers confirm the following:

- You have read and fully understand The Little Atelier's Terms & Conditions and agree to abide by them.
- You consent to your child attending The Little Atelier and understand the policies and procedures in place.
- You agree to share relevant information about your child to support their experience and ensure effective communication.
- You will communicate with The Little Atelier staff to discuss any concerns or updates regarding your child.
- You agree to adhere to the Safeguarding Policy, ensuring secure entry/exit and proper communication for collectors.
- You understand and agree to the Behaviour Agreement, accepting consequences for any violations.
- You will not tolerate or engage in any form of abuse, intimidation, or harassment towards staff, children, or other stakeholders.

15. Parents-Child Behaviour Agreement Declaration

15.1 Commitment to Behavioural Expectations

Parents/carers must ensure that their child understands the behaviour expectations outlined in this agreement.

15.2 Children's Promises

- Respect others and ensure a safe environment.
- Be honest, kind, and inclusive.
- Take responsibility for personal behaviour.
- Care for equipment and property.
- Celebrate achievements and embrace individuality.

Latest update : 31-Mar-25



The Little Atelier

Date: _____

Child Name: _____

Parents/Guardian Name: _____

Parents Signature: _____