



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.
- Encouraging proficiency with clay and other hands-on materials.
- Developing self-assurance to explore and express creativity using various artistic techniques.
- 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 disclose any medical conditions, allergies, additional needs, behavioural needs, disabilities, EHCP provisions or other information that may reasonably affect their child's safety, wellbeing or participation in the session. Failure to



disclose relevant information may result in the booking being reviewed or, where we cannot safely meet the child's needs, cancelled.

4.8 Parents/guardians must provide accurate and up-to-date emergency contact details for at least one person who can be reached while their child is attending a session. Any changes to contact details must be communicated to The Little Atelier promptly.

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

4.10 Once a booking request has been made, a place may be temporarily reserved pending payment. A booking is not confirmed until full payment has been received.

5. Payments

5.1 Full payment is required to confirm a booking and secure your child's place.

5.2 Where a place is temporarily reserved pending payment, payment must be received within 48 hours unless otherwise agreed. If payment is not received within this period, The Little Atelier reserves the right to release the place to another child without further notice.

5.3 Once payment has been received and the booking confirmed, cancellations, absences and refunds will be handled in accordance with Section 6 of these Terms & Conditions.

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 If The Little Atelier cancels a session and is unable to provide a reasonable alternative, affected customers will be offered a refund or credit for the cancelled session. Where changes are made to activities, staff or venue but the booked service can still reasonably be provided, a refund will not normally be offered.

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 Children will not normally be permitted to leave a session independently. Collection by an older sibling or another person under the age of 18 must be agreed with The Little Atelier in advance and authorised in writing by the parent/guardian.

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

7.6 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 their own safety or the safety or wellbeing of others, or significantly disrupts the safe and effective running of the session, we may ask the child to leave the session or, where necessary, discontinue their attendance.

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



Refunds will not normally be provided for sessions missed where a child has been temporarily or permanently excluded because their behaviour or individual circumstances mean that we cannot safely provide the session.

8.5 Medical Conditions and Allergies

Parents/guardians must provide accurate and up-to-date information about any medical conditions, allergies or other health needs that may affect their child during a session. Parents/guardians must inform The Little Atelier promptly if this information changes.

8.6 Medication

Where a child requires emergency medication, such as an adrenaline auto-injector or inhaler, parents/guardians must ensure that the appropriate medication is provided, in date, clearly labelled and available to staff for the duration of the session. The Little Atelier may be unable to accept a child into a session if essential emergency medication has not been provided.

8.7 Emergency Medical Assistance

In the event of an accident, illness or medical emergency, we will make reasonable efforts to contact the child's parent/guardian or emergency contact. Where urgent medical attention is required, The Little Atelier may seek appropriate medical assistance without waiting for a parent/guardian to arrive.

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

We assess each child's individual needs and consider whether we can safely and reasonably provide the level of support required within our staffing, group size and setting. The number of children requiring additional support that we can accommodate may therefore vary between sessions.

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, we cannot guarantee that additional staffing, one-to-one support or specialist resources will be available. Any additional support arrangements must be discussed and agreed with The Little Atelier in advance.

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. Liability and Personal Property

10.1 Limitation of Liability

The Little Atelier takes reasonable steps to provide a safe environment for all children attending our activities. We will not be responsible for loss, damage, injury or other costs arising from circumstances beyond our reasonable control or where reasonable care has been taken. Nothing in these Terms & Conditions excludes or limits any liability that cannot legally be excluded or limited under applicable law.

10.2 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.

10.3 Clothing and Art Materials

Children should wear suitable clothing for creative activities. Although aprons may be provided, some paints, inks, glues and other art materials may stain clothing, footwear or personal belongings. The Little Atelier cannot guarantee that clothing or personal belongings will remain free from stains or damage during normal participation in art activities.

11. Confidentiality/Data Protection

11.1 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.

11.2 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.

11.3 Consent for Data Use

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

12. Photography and Video

12.1 Photography and Video

Photographs or videos of children will only be used for promotional or marketing purposes where appropriate parental consent has been obtained.

12.2 Children's Artwork

The Little Atelier may photograph children's artwork for educational, record-keeping or promotional purposes. Where artwork contains a child's name or other identifying information, reasonable steps will be taken to protect the child's privacy.

12.3 Photography Consent

Consent for promotional photography and video is managed separately from acceptance of these Terms & Conditions. Parents/guardians may withdraw their consent for future use at any time by contacting The Little Atelier.

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.

Date: _____

Child Name: _____

Parents/Guardian Name: _____

Parents Signature: _____