

# Gardens of the Mind

## ART SCHOOL

### **GARDENS OF THE MIND WORKPLACE SCHOOL HOLIDAY ART WORKSHOPS**

#### **PARENTS/CARERS INFORMATION SHEET**

We offer fun school holiday workshops in workplaces in the CBD and the eastern and inner western suburbs of Sydney. We come into the workplace and run a full day workshop of art activities in a space provided by the workplace. Art workshops are accessible on a per day basis, depending on the needs of parents and interests of children. The art workshop is divided into two art activities with a lunch break in-between. Workshops are targeted to ages 5-14years. Parents can have lunch with their child, or we can supervise their child during this time. Workshop groups are a maximum of 10 children.

#### **INFORMATION ABOUT THE ART WORKSHOP**

All program participants must be enrolled at school **and** be a minimum of 5 years of age. The maximum age of participants is 14 years

All art materials are supplied by Gardens of the Mind.

Participants need to Bring a bottle of water to the workshop, in summertime it is recommended to pack two bottles

Participants need to bring a healthy lunch, morning tea and afternoon tea. Gardens of the Mind art workshops are a NUT FREE ZONE, please do not send your children with any NUT products or they will be confiscated.

Participants need to bring a paint shirt – this can just be a large old t-shirt or shirt

All participant's belongings need to be labelled

Participants need to Leave toys, video games, mp3 players, iPods, iPads, and other electronic devices at home. Jewellery, money, and other personal valuables should also not be brought to the workshop.

Workshop participants are not permitted to bring mobile phones. Should parents need to contact their child in case of emergency, they must contact Gardens of the Mind on the number provided. This is so participants stay focused in the workshop. Gardens of the Mind is not responsible for any items that are misplaced, damaged, and/or stolen.

Gardens of the Mind wristbands will be provided to workshop participants each day for a security measure. Participants must wear these wristbands, unless there is a medical reason not to do so. Each participant will also wear a name tag at each workshop.

Please make sure your child wears enclosed shoes, such as sneakers. No thongs or shoes with wheels (such as Heelys or roller sneakers), are to be worn during the workshop

The staff to child ratio will generally be 1:10 as we like to give our participants special attention. This may be increased should management deem it a necessary safety measure.

## **SIGNING IN AND OUT**

Parents are required to sign their children in and out of the day's art workshop. Written notification is required to allow a person to collect your child if they are not listed as an authorised contact. If parents are taking their child to lunch, they will need to sign their child out and sign them in when they return to the workshop. If your child will not be attending our art workshop on a scheduled day, please contact us by phoning or texting M:0425282975.

## **HOW TO ENROL**

The workplace liaison will distribute Gardens of the Mind Workplace School Holiday Program information to the company workforce via email.

Parents /carer visit our website and read the information pack for parents/carers. This can be found on our website [www.gotm.com.au](http://www.gotm.com.au).

Parents /carer read terms and conditions and then book enrolment in allocated workplace workshop date on our website. Parents are then forwarded an enrolment form which must be submitted by email to E:[gotmcreative@gmail.com](mailto:gotmcreative@gmail.com). Feel free to contact us on M:0425282975 if you have any concerns about your child attending workshops.

Parents/carers submit additional relevant information such as Medication forms, additional Needs Form, current Medical Action Plan. We may contact you if we need further information about your child.

Fees need to be paid at the time of enrolment on our website. Fees are \$120 per child for the full day workshop. Parents can use their child's \$100 Creative Kids Voucher as part-payment for the days' fee. Places are confirmed once payment is received.

If you wish to change your booking after it has been submitted, please contact us at E: [gotmcreative@gmail.com](mailto:gotmcreative@gmail.com)

## **CONTACT DETAILS**

**MOBILE CONTACT:** 0425282975      **EMAIL:** [gotmcreative@gmail.com](mailto:gotmcreative@gmail.com)

**WEBSITE:** [www.gotm.com.au](http://www.gotm.com.au)

**FACEBOOK:** <https://www.facebook.com/gotmcreativeactivities/>

**INSTAGRAM:** [https://www.instagram.com/gotm\\_art\\_school/](https://www.instagram.com/gotm_art_school/)

**ADDRESS :** Gardens of the Mind , Square 1 Studios, 32 Bowden St Alexandria 2015

**ABN:** 28889656809