

## **Rules and Regulations –Kaleidoscope Creations Namibia FOR YEAR 2024**

### **1. Registration:**

#### **Normal registration:**

- A registration form must be completed before commencement of classes and delivered to Kaleidoscope Creations (Hereafter called Kaleidoscope Creations Namibia).
- Full information must be given and kept updated should anything change (e.g. email address).
- Registration for adults one on one art tuition is for a full year.
- Registration for children is for a full year.

#### **Tryout/Once off/Monthly Classes:**

- If you are unsure whether you would enjoy art classes, it is suggested that you register for try-out art classes which could be a once off class, or for a month. The cost for these classes are N\$220.00(art materials incl.) per art class. A maximum of 4 classes are allowed on this basis.
- Monthly art classes fee per class::
- 1.5 hours age 10 - 15 years (N\$128.00)
- 1 hour age 6 - 9 years (N\$126.00)

### **2. Resignation:**

**Please note that this policy is strictly followed. Exceptions in a crisis (only) need to be arranged with Birgit Böck and agreed to in writing by Birgit Böck. Notice needs to be in writing via email and must be confirmed as emails can drop.**

- ● All adults need to give one calendar months notice.
- ● All children – guardian/parent needs to give one calendar months' notice.

### **3. Attendance:**

- Art classes should be attended on a regular basis. If you cannot attend your Art classes, please inform your teacher in good time before the art class.
- Missed Art classes can only be caught up if there is enough place available in another Art class within the same trimester. This is a concession on the part of Kaleidoscope, and Kaleidoscope cannot be held legally liable to arrange/allow this. You will still be held responsible for the payment of a missed out Art class.
- You will not receive a refund for classes not attended unless the class was canceled by Kaleidoscope. If art teacher has to cancel due to unforeseen circumstances a voucher will be issued which can be used for art materials or art classes.
- Please Note: School mid-term breaks, private activities (sports, social or other extra-murals), camps, examinations and logistical problems (I.e. transport) are not deemed acceptable reasons for being absent from lessons. Kaleidoscope Creations Namibia cannot be held responsible for any double bookings that you did or extra murals in the time slots available to your child. Neither is it Kaleidoscope Creations Responsibility to make provision for your child to catch up lessons forfeited due to double bookings from your side.
- No lesson will be taught on public holidays or some part of government school holidays. (You will receive on beginning of each trimester/semester art class a breakdown on the dates and times Kaleidoscope Creations is open or closed for running art classes.
- No changes/dates/ times for art classes are allowed. These are allocated at your request at the choice you were given. Kaleidoscope Creations Namibia can only allocate new dates and times if a place becomes available due to student terminating his/her contract. Please note due to a waiting list only those on the top at the list would be considered.

**4. Holidays:**

- Kaleidoscope follows overall the Namibian government school terms and not various private school terms and holidays. Please note that Kaleidoscope group art classes might close during June, July and/or August in 2024.
- At some instances no regular classes will be given during Government school holidays.
- Workshops may be held during this time.

**5. Payment:****Registration / Administration fee:**

- A once off registration fee to the amount of N\$300.00 is payable on completion of your registration form.
- An administration fee of N\$220.00 will be charged at the start of each subsequent year.

**Art class fee:**

- The cost of Art materials is not included in the Art class fees.
- Class charges, in line with all tertiary institutions, have been charged as an annual fee, which is broken into quarters to assist students.
- Payment is to be made in advance for each quarter before commencement of classes.
- Art class fees have to be paid before to secure that the amount reflects in Kaleidoscope Creations Namibia's bank account on the 1<sup>st</sup> of the month when payment for quarter is due. Payments not received by the 5th of each month will raise penalties.
- Late payments are subject to penalties of N\$150.00 per month for each month received later than the 5th of the month.
- Art classes are subject to an increase per annum.
- Kids art classes
  - As specific material is taught at each class, and the child needs to have the items before attending. Kaleidoscope will provide art materials to the new student/s. As art materials differ in value, pigment and can cause art techniques not to develop as intended, no other art materials are allowed to be brought to class than those supplied by Kaleidoscope Creations Namibia.
  - Art material box = Between N\$2,200 to N\$2,800, depending on cost of materials
  - If well cared for, this box will last for at least 3-5 years and only used-up items need be replaced during the year.

**6. Art materials adults:**

- Kaleidoscope does not supply free art materials. The materials need, however, be purchased from Kaleidoscope Creations Namibia. You will receive a list at the end of each term for the art supplies that you have to buy for the next term. In time you will build up your own art toolbox, which you can take home, take along on trips etc..
- It is your choice to either purchase student art supplies or artist art supplies. There is quite a difference in prices. For the beginner it is best to purchase student art supplies and in time, as you become more confident in a specific medium, you may choose to switch over to the artist ranges.

**7. Accounting issues:**

- Invoices are sent out per quarter(3 months) in advance.
- It is your responsibility to inform Birgit Böck if you are not receiving invoices.
- Please ensure that the reference on Kaleidoscope bank statement is your invoice number and the students' full name and surname. As some names are the same for different students, the full name and surname is needed. If you are not sure how this works with your bank payments, please check with your own bank as each bank works differently.
- EFT's, Cash payments and Swipe facility are available for payments.

**Any queries on bookkeeping issues to be directed via mail to following mailbox: [kaleido.nam@gmail.com](mailto:kaleido.nam@gmail.com)**

**Bank details: Will be send to you via whatsApp on date of invoice send to you.**

Rules and Regulations are subject to change. Kaleidoscope Creations Namibia reserves the right to terminate this contract at any given time due to noncompliance, disruptive behaviour or any behaviour that could damage the company, company name, teachers or employees.

Right of admission reserved and Kaleidoscope Creations Namibia hold the right to refuse entry to anyone. Reasons will not be p provided for refusal of entry.

**Date of Acceptance:.....**

**Signature:.....**

***Herewith I acknowledge that I have read and fully understand this Registration and contract document between myself and Kaleidoscope Creations Namibia.***