

The following information will help you plan your child's day as part of the City of Melville Escapade School Holiday program.

If you have booked into a sign in workshop (*Crazy Characters, Writing Wild or Drawing en plein air*) we will email you a **Child Participation Consent Form** for completion and return prior to your child's attendance at the workshops. Completed forms should be emailed to creativeworkshops@melville.wa.gov.au at least 24 hours prior to attendance.

How old does my child have to be to participate?

We have workshops for 5-8 year olds, 8-12 year olds and 12-15 year olds. If your child is outside of the designated bracket for a workshop you would like them to attend, please get in touch to discuss whether we can accommodate them.

Where do we go?

Please ask our helpful staff for the location of your workshop if you can't find it on the day. There will also be signage to direct you where to go.

What if I need to cancel?

Refunds can be processed up to seven working days prior to the event.

Can I stay with my child?

Amazing Amulets and *Heroic Headdresses* are intended for children to attend with their parents / guardians / friends. All other workshops are intended for children to attend independently and do not have capacity to accommodate adults. Of course you are welcome to stay until your child is comfortable, but please make your own plans for the duration of the workshop!

How many participants will there be?

Each workshops will have a maximum of between 15-20 children participants.

What should my child bring?

Your child is welcome to bring along a drink. Some of the workshops take place outside so please consider the weather when packing for your child. Attendees at these workshops should wear a broad-brimmed hat, closed in shoes and sunscreen, and bring weather-appropriate clothing. Please also send your child with any required medication (such as inhalers) but please note that City of Melville staff do not have authority to administer medication. Please do not send any valuables with your child.

Will the outdoors workshops go ahead in inclement weather?

The *Walking Wild* and *Drawing en plein air* workshops will be reformatted and run indoors if the weather is inclement.

SIGN IN WORKSHOPS

The following questions relate specifically to workshops that children attend independently, without their parents.

What time should I arrive?

Please arrive 15 minutes prior to your designated workshop start time to allow time for sign in and

finding your venue. Registration for sign in workshops will open 15 minutes prior to the designated start time. Please arrive on time to pick your child up at the end of the workshop.

How do I sign my child in?

City of Melville staff will ask you to sign in the workshop attendee on arrival at the workshop. You will be asked to provide two emergency contact numbers for the day.

Can I send someone else to pick up my child?

Children must be signed in by an authorised parent / guardian. Where a different adult is to collect the child at the conclusion of the program, written authorisation must be provided to City of Melville staff at sign-in. Photographic identification (such as a driver's license) of the nominated adult must be shown before the child will be released from the care of City of Melville staff.

Can I drop my child off earlier / collect them later?

We do not provide before or after workshop care.