

BNG Camp Policies

1. Registration & Payment: To apply for BNG's Camps, you must complete the online form. Any questions regarding the application form should be directed to education@bng.bm.

Payment: Once the application has been received, it will be processed, and an email will be sent to the applying Parent/Guardian with a link for online payment. Due to Covid-19, all payments are required to be made online. Full payment is required to secure a placement in the programme.

2. What if I need to change my enrolled child's session? We understand if you need to make changes to your child's enrollment. Most changes in date can be accommodated until 14 days prior to the start of the programme, provided that there is still space in the session that you would like. Some sessions fill up quickly, so we encourage you to make your plans as early as possible.

3. Cancellation/ Refund Policy:

- 14 days notice with 20% refund of programme registration fees
- Membership fees are non-refundable
- Any cancellation after 14 days will not be eligible for refunds or credits.
- Programme fees will not be refunded or pro-rated for any missed days due to illness, or unforeseen withdrawal

4. Absence, Illness, or Leaving Programme Early If your child is sick, will be absent, or needs to leave the programme early, please inform the instructors well in advance in writing or by email at education@bng.bm. Students without a parental note will not be dismissed from the programme early without consent.

Students who are enrolled in BNG programmes that have been offered through scholarships or subsidized placements must commit themselves to completing the programme successfully.

In case of absence, students must provide an appropriate letter, doctor's note or phone call from their parent/ guardian. Please note, non-emergency/non-health related reasons will not be deemed appropriate for a student's absence. If any student misses more than two classes without an appropriate reason, they will be dismissed from the programme.

5. Dismissal at 3:00PM After 3:00pm, students will be dismissed from the BNG and must be collected by 3:15 at the latest. There is no after-camp care available at this time. Please ensure that your child has organized transportation. If students need to leave camp early for another engagement, please call and notify the gallery.

BNG reserves the right to charge a \$20 fee for late pick ups.

The BNG will not release any students without parent/guardian consent.

6. Contacting Instructors and Supervisors To contact camp supervisors during the day, please contact the BNG at (441) 295-9428. Cellphone numbers for camp instructors and supervisors will not be given without consent.

7. Disruption & Dismissal Any disruptive behaviour on your child's part will be discussed with parents/guardians. If this behavior continues, the child will be released from the programme without refund.

8. Lunch/Snacks Please pack lunch and extra snacks and water for your child. The BNG is not responsible for any cash carried by students.

Please pack plenty of water/drinks.

Students will not be allowed to share food under Covid-19 guidelines.

9. SunSmart Programme The BNG Education Department is accredited by the SunSmart programme. Please apply sunscreen prior to arriving at the BNG and pack extra. Please also pack a hat and sunglasses.

10. Uniform & Footwear Your child will be given a BNG shirt and cap, which should be

worn every class session. The shirt should not be cut or manipulated in any way during the programme. Extra T-shirts can be purchased for \$15.00 each. Students must arrive for class properly attired. Students who are not properly dressed - micro shorts, mini skirts or heels - will not be allowed to participate in camp. Sneakers or comfortable walking shoes are required. Flip flops and beach sandals are not acceptable. Please also ensure students have their raincoats for rainy days.

11. Portfolio orders and pick ups All students will receive a portfolio of their works. Portfolios will take 3-4 weeks to process. All portfolios will be WeTransferred via email.

12. Photographic Consent Please note that all created photographs by students will be used only for Bermuda National Gallery purposes. Your child may be filmed and/or photographed over the duration of the programme. Bermuda National Gallery will also be using student work for promotional and fundraising purposes.

If you have any questions, please contact BNG Education Officer Rehana Packwood at education@bng.bm.