

BNG After School Policies

1. Registration & Payment: To apply for BNG's After School programme, you must complete the online form. Any questions regarding the application form should be directed to education@bng.bm. All payments are required to be made online. Full payment is required to secure a placement in the programme.

2. Cancellation/ Refund Policy:

- Cancellation before 14 days will be eligible for a 20% partial refund
- Any cancellation after 14 days will not be eligible for refunds or credits
- Membership fees are non-refundable
- Programme fees will not be refunded or pro-rated for any missed days due to illness or unforeseen withdrawal

3. 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 by email at education@bng.bm. Students without a parental note will not be dismissed from the programme early without consent.

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.

4. Dismissal at 5:15 PM: After 5:15PM, students will be dismissed from the BNG. ensure that your child has organized transportation. If students need to leave early for another engagement, please call and notify the gallery.

5. Contacting Instructors and Supervisors: To contact a supervisor during the programme, please contact the BNG at (441) 295-9428. Cellphone numbers for instructors and supervisors will not be given without consent.

6. 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.

7. 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.

8. Photographic Consent: Please note that all artwork created by students will be used for Bermuda National Gallery purposes. Your child may also be filmed and/or photographed over the duration of the programme. Bermuda National Gallery reserves the right to use these images for promotional and fundraising purposes.

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