

## **INTRODUCTION**

To help you get the best out of Dance Inc. Studios and to understand our responsibilities to you and your responsibilities to us, please read the following terms and conditions.

The language used should make these terms and conditions as clear as possible. The following policies exist to safeguard the wellbeing of our pupils and to ensure that the good name of our Studios continue to be associated with high quality teaching and enjoyment of dance.

Dance Inc. Studios reserves the right to refuse entry to classes if these rules are not complied with. The studio will review and amend it's policies on a regular basis and advises parents and pupils to read this document thoroughly to ensure a clear understanding is gained. Please contact a member of our team if you require further information.

## **TERMS AND CONDITIONS**

### **1. Payments and fees**

1.1 In order for a place to be kept open for your child in our classes, payment is required monthly in advance, by Direct Debit only.

1.2 A regular monthly direct debit is the only method Dance Inc. Studios will accept, payable on the 1<sup>st</sup> of each month mainly, however upon registering, your first fee payment will be debited along with the membership approximately 6 days after registration. We are no longer able to accept cash, cheques, monthly BACS payments or fast track payments.

1.3 We reserve the right to make changes to these amounts and/or collection date if necessary. In this case, you will be given notice via email prior to collection.

1.4 Fees are reviewed annually.

1.5 We use GoCardless as our official DD collector. GoCardless is regulated by the Financial Conduct Authority as an Authorised Payment Institution. Payments made via DD are covered under The Direct Debit Guarantee.

1.6 DD payment will be taken from the account you specify on 1<sup>st</sup>/2<sup>nd</sup> of every month. The only month where this will differ is when registering, as your first Direct Debit payment will be made approximately 6 days later along with membership fee. Failure to make payments on time may result losing your place in chosen class(es). If you are having trouble paying please speak to a member of our team and we will do our best to help.

1.7 Prices are based on 44 weeks worth of classes and pro-rated over 12 months.

1.8 Monthly fees are inclusive of VAT

1.9 There is an annual membership fee of £10 per person, to cover the setting up of each student on our system/insurances and licensing.

1.10 Our fair direct debit system ensures everyone pays on time as previously, 70% of fees were paid very late to Dance Inc. Studios, with some not being paid at all.

1.11 Fees are non-refundable

## **2. Cancellation**

2.1 Should your child wish to cancel one of their classes then we require one month's written notice via email along with fees. (danceincbookings@hotmail.com)

3.2 Any classes that fall under 5 students in total will be subject to being cancelled.

3.3 All unattended lessons are still payable. Substitute lessons can be arranged where applicable.

## **3. Clothing**

3.1. Uniforms are available to order from the front desk. Leotards, tights, shoes etc can also be bought from local dance shops and online retailers.

3.2. No jewellery or accessories to be worn to Dance Inc. Studios classes for obvious safety reasons.

3.3. Uniform must be worn at every session

3.4 Hair should be in a neat and tidy pony tail or bun

3.5 Any student wishing to take part in our performances will be required to purchase/ hire costumes, tickets etc.

## **4. Classes and performances**

4.1. Dance Inc. Studios aim to provide the very best training. We will implement fun and discipline to do this. If we feel that any student is being disruptive on a regular basis we will issue a verbal warning. If this continues we will speak to parents about the matter.

4.2 Promotional pictures and footage will be taken throughout the year during classes; we will require a written request if you do NOT wish for your child to take part. We may also work in collaboration with outside media companies in line with our data protection policy.

4.3. Our annual performance will be recorded professionally. Personal cameras and recording equipment are not permitted.

4.4. Any student found using a mobile phone will have the phone confiscated and returned at the end of the session. Mobiles aren't permitted inside the studio, unless being used for learning purposes.

4.5. We advise that your child does not bring any valuables (i.e. phones, jewellery etc.) with them to the classes. Dance Inc. Studios do not accept any liability for lost or damaged belongings. Any belongings should have child's name clearly marked.

4.7. No child will be allowed to leave the building without a parent/guardian (unless arranged otherwise) Your child's safety is paramount to us

4.8. Dance Inc. Studios cannot be held responsible for any injuries incurred during dance class. Teachers will ensure students are learning and progressing in a safe manner.

4.9. If you are going to be late to pick your child up you must make contact the studio to inform us. Late pick up charges will apply.

4.10. We have a 5 class option which allows students to pay for 5 classes and participate in as many classes as they like (space permitting) Please check class availability before booking.

4.11 If you wish to add/drop a class, this must be confirmed in writing by emailing

[danceincbookings@hotmail.com](mailto:danceincbookings@hotmail.com)

## **5. Discipline**

5.1. Unruly, disruptive behavior in class will not be tolerated. We have a strict anti-bullying policy in place and expect our students to adhere to this at all times.

5.2. We believe in teaching boundaries and setting a good example in line with our positive ethos to build our student's confidence

5.3. Our staff will not tolerate abusive or disruptive behavior from students or parents. We will treat everyone with respect, and appreciate the same in return.

5.4 If a child/parent displays consistent unruly or aggressive behavior, this could result in termination of class membership.

## **6. General**

6.1 Any medical conditions must be disclosed upon registration, and the responsibility falls on you, the parent/guardian, to update us when necessary thereafter. It is imperative that we are fully aware of any health implications at all times, for your child's safety and your own peace of mind.

6.2 Dance Inc. Studios communication is made via email and social media. Please ensure you follow our social media platforms for recent updates, and continue to check spam/junk email folders. Other important information can be found on our noticeboards. It is the parent/guardian's responsibility to keep up to date with all relevant information regarding their child.

6.3 From time to time, it will be essential for physical contact to take place between the teacher and student/peers. We encourage safe practice at all times and support students in doing so.

6.4 In the event of a session being cancelled due to adverse weather conditions out-with our control, fees will be non refundable.

6.5 All events are a choice, therefore show participation is not compulsory.