

## 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 its 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, by subscription only.

1.2 Signing up through our website and setting up a subscription is the only registration and payment method Dance Inc. Studios will accept. We are no longer able to accept cash, cheques, monthly BACS payments or fast track payments for fees.

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 The system we use is Class 4 Kids. All registrations and payments are set up through our website ([www.danceincstudios.uk](http://www.danceincstudios.uk)) which links to this system.

1.6 Payment will be taken from the account you specify on 1<sup>st</sup> of every month. 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 42 weeks-worth of classes.

1.8 Our fees are pro-rated, meaning that the total cost of classes is split over 12 payments.

1.9 Monthly fees are inclusive of VAT

1.10 There is a registration fee due when signing up for new members, the cost of this is £30. There is then an annual membership fee, of £20 per student, paid by covering payment every August. These fees are to cover the setting up of each student on our system/insurances and licensing.

1.11 The subscription 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.

1.12 Fees are non-refundable.

1.13 A late payment fee of £10 will be added to any fee payments that are not paid on the 1<sup>st</sup> of the month. This will go through as a covering payment on the next month's fees.

## 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 one final full fee payment.

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

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

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

## 3. Clothing

3.1. Dance Inc. Studios branded merchandise is available to order online. 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 summer performance will be recorded professionally. Personal cameras and recording equipment are not permitted.

4.4. All show money paid is non-refundable.

4.5. Our show entries work on an opt-out basis. Entry fees will be taken by covering payment on the Class for Kids system. You must let us know by the opt-out date specified on the show communication, in order to not be charged. No refunds will be given.

4.6. 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.

4.7. 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.

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

4.9. 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.

4.10. 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.

4.11. We have a 6+ class option which allows students to pay for 6 classes and participate in as many classes as they like (space permitting) Please check class availability before booking.

4.12 If you wish to drop a class, this must be confirmed in writing by emailing [danceincbookings@hotmail.com](mailto:danceincbookings@hotmail.com) . The cancellation policy will then be followed.

4.13 If you wish to add a class, this can be done by booking via the website [www.danceincstudios.uk](http://www.danceincstudios.uk) or email [danceincbookings@hotmail.com](mailto:danceincbookings@hotmail.com)

## 5. Discipline

5.1. Unruly, disruptive behaviour in class will not be tolerated. We have a strict antibullying 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 behaviour 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 behaviour, 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 always fully aware of any health implications, 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. It is the parent/guardian's responsibility to keep up to date with all relevant information regarding their child. We will also post reminders in our closed Facebook group – please search 'Dance Inc. Studios – Members Only' and answer the questions to request to join.

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 conditions outwith our control, fees will be non-refundable.

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

## 7. Covid-19

7.1 Given the current climate, we will continue to follow government guidelines regarding the coronavirus situation and do everything necessary to ensure the safe running of the studios for both staff and students.

7.2 Dance Inc. Studios has put in place preventative measures to reduce the spread of Covid-19, however Dance Inc. Studios cannot guarantee that you or your child(ren) will not become infected with the virus. Further, attending Dance Inc. Studios could increase your risk and your child(ren)'s risk of contracting Covid-19.

7.3 Families and students attending Dance Inc. Studios acknowledge the contagious nature of Covid-19 and voluntarily assume the risk that they may be exposed to or infected by Covid-19 and agree to assume all of the foregoing risks and accept sole responsibility for any illness, of any kind, they may experience from attendance at Dance Inc. Studios.

7.4 Students/families should not attend classes if they are showing any symptoms such as a fever, cough or congestion.