

Altrincham Dance Academy Terms and Conditions

Registration

- All new students are offered one class as a no obligation trial before committing to half termly bookings.
- A paper or electronic registration form (via Class For Kids) must be completed in advance of the first/trial class and returned (if paper) by email or post so we have medical and contact details BEFORE the student enters the premises.
- All classes that have 3 students or less in attendance will be cancelled, or will be treated as a private lesson and charged for accordingly; this will be at the school's discretion.
- Any medical condition must be disclosed upon registration and updated as necessary. It is important that any learning difficulties are also disclosed so we can provide support and nurture the student.
- It is imperative that you keep your details with us up to date; especially email addresses and mobile phone numbers as we use these for our main forms of communication.
- On signing our registration form, you are agreeing to:
 - ✓ Receive invoices, newsletters, timetables and general emails from us.
 - ✓ Your data to be held electronically, and a paper copy to be held in a secure location.
 - ✓ For the use of you or your child's full name for dance examinations, all administrative show correspondence and material to include show programmes/show costume sizing lists.
 - ✓ The use of you or your child's image for promotional and marketing use; this includes all platforms of social media and the dance school's website.

Fees

- From Friday 18th December 2020 we will be changing our pricing structure. Each class will have its own fee and multiple classes will attract large discounts (details below).
- We will be charging half termly for our classes to make payments more manageable and to help those affected by the pandemic.
- Invoices will no longer be posted. Students, parents or guardians must now book classes directly through our class for kids booking link: <https://altrincham-dance-academy-senior.class4kids.co.uk>
- All fees should be paid prior to the first class of the term.
- If fees are not paid by the end of the second week of the half term, an extra £10.00 admin fee will be charged.
- If you are having difficulty making payment prior to the first class, please do not hesitate to contact us to arrange an alternative payment date.
- We reserve the right to suspend a student's classes or withhold examination certificates until any overdue term or examination payments have been received.
- Payments can still be made via bank transfer to the senior school bank account, and by cash or cheque. Additionally, fees can now be paid on card through the Class for Kids website. **PLEASE NOTE:** The latter will incur an additional fee of 4%; this is an online booking fee, which will be charged and kept by Class for Kids.
- Any cheques returned unpaid will incur a £10.00 handling charge.
- No refunds are given for days when the students are not in attendance.
- In the unavoidable event that a class is cancelled due to bad weather, infectious diseases including viral outbreaks, government lockdown or isolations etc. - no refunds will be given. Instead, an alternative will be offered such as an online class or the opportunity to attend an extra class on our reopening.
- Examinations are strongly encouraged but are not compulsory. When undertaken an additional fee will be payable and includes the extra coaching classes which must be attended.

Discounts

We offer multi-class discounts per family with the following discount structure:

- 2 classes per week: 20% off with Discount Code: **BKK434**
- 3 classes per week: 35% off with Discount Code: **MDW513**
- 4 classes per week: 35% off with Discount Code: **EKX152**
- 5 classes per week: 40% off with Discount Code: **ZNF723**
- 6 classes per week: 40% off with Discount Code: **GMZ399**
- 7 or more classes per week: 45% off with Discount Code: **OHP695**

Pointe and stretch are now regarded as a class each and are no longer pay as you go.

If you, your child or children attend both our junior and senior schools (for example Jane Smith attends 2 classes at **June Rendell** and John Smith attends 3 classes at **Altrincham Dance Academy**), Mrs Smith can receive 40% off when paying for Jane's classes and then 40% off when paying for John's classes.

You must enter the correct discount code BEFORE completing the booking and payment on Class for Kids. Refunds cannot be given for missed discount codes. Please do not misuse codes!

If you are unsure about our fee and discount system, feel free to contact us to discuss it.

Policies

- **First Aid:** Our current First Aiders are Miss Adams and Miss Bosworth.
- **Safe Guarding:** Our designated safe guarding officers are Miss Adams, Mrs McGrory and S. Polak.
- **Physical Contact:** Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to training. We understand this is a potentially complex area and we are passionate about safeguarding both our dancers and teachers. Any physical contact will be conducted with the highest care and professionalism.
- **Anti-Bullying Policy:** Every child has the right to enjoy a life free from bullying; therefore will always take seriously all allegations of bullying and are committed to deal with it effectively when it does happen. We will always work with students and parents to prevent it from happening.
- **Insurance:** We have Public Liability Insurance and Employers Liability Insurance. Current certificates are on display at the studio.
- **Lost Property:** Altrincham Dance Academy accepts no responsibility for any items lost or damaged, whether in class, in the changing room, or anywhere on the premises including the car park.
- **Further School Policies:** These include our Health and Safety Policy; Child & Vulnerable Adult Protection Policy; Equal Opportunities Policy; Data Protection Policy; and the Code of Professional Conduct. These can be accessed via the website, and must be adhered to, by parents, teachers, pupils and visitors.

Responsibilities of Parents/Guardians and Dancers

- Dancers should attend lessons in correct uniform and with their hair tied back neatly. Dancers should not wear jewellery, watches or Fitbits (or similar).
- Any rude or discriminatory behaviour to teachers, students or parents will not be tolerated.
- We are not responsible for children before, between, or after lessons. Please ensure their safety and ensure they are collected promptly (especially during the COVID-19 pandemic).
- Enrolment into and attendance of our classes is seen as acceptance of these Terms and Conditions.

Online Class Terms and Conditions

In the unavoidable event that the dance school is closed (due to bad weather, infectious diseases including viral outbreaks, government lockdown etc.) a reduced online dance class timetable will replace our face-to-face classes.

If taking part in an online zoom lesson parents/guardians of students under the age of 16 must be present to supervise their child. Parents of younger children should make sure that they can see the tutorial on the screen but must not be seen in front of the camera, so that we can clearly see the student and nobody else.

The email invitations for classes will only come from either dancing@junerendell.co.uk or altrinchamdanceacademy@gmail.com

Do not open any emails that appear to have any other title/senders address and do not share the link for classes.

- ✓ Make sure there is enough space to move safely, we recommend at least 2 square metres and at least 2 metres of head height, per participant. Move things to the side of the room, if possible, to create enough space to move safely.
- ✓ Ensure the floor surface is suitable and is not slippery – If you are taking part in a tap lesson we recommend you test-out a small area to make sure it doesn't damage. You do not have to wear tap shoes to participate in zoom tap classes; jazz shoes or hard-soled shoes can be worn instead.
- ✓ All participants will be on mute. If you do not understand any part of the lesson, students or parents should use the chat to communicate and ask questions.
- ✓ We strongly recommend wearing the correct uniform for your dance class. The correct attire means safe dance practice – wearing unsuitable clothing could result in injury.
- ✓ Please be set up and ready for the zoom class 5 minutes before the lesson starts, if the lesson is ballet and tap combined please have tap shoes nearby. Late participants may not be accepted into the class for health and safety reasons.
- ✓ The teacher may conduct classes with video ON or video OFF and similarly with Microphones ON or OFF. With videos ON the teacher and pupils will be able to see each other. Please make sure you are comfortable with all settings and their uses before taking part in any online class. By participating in the lesson, you understand that we cannot completely control the peripheral activity in a home/place of transmission of the tutorial.
- ✓ Online technology requires the use of a webcam, so we recommend that you have good computer antivirus software installed. We also recommend that you ensure your wireless network has strong security settings and a good password.
- ✓ No photos or videos to be taken of the Zoom class transmission.
- ✓ If possible, set up the device with the first name or surname of the student participating so it can be visible to the teacher.
- ✓ Participation in online tutorials is at your own risk, neither Altrincham Dance Academy, nor its teachers can accept liability for damage or injury howsoever caused

All our policies are available on our website: www.junerendell.co.uk

Enrolment for and attendance at classes indicates acceptance of these terms and conditions.