



# Miss Rachael's School of Dance

## TERMS AND CONDITIONS

Please read the information below carefully & relay the necessary parts to your child. This will help to maintain a happy & safe dancing environment for your child and yourselves and will encourage the discipline which is required throughout your child's time at the school.

1. Uniform and correct footwear **MUST** be worn for all classes and hair neatly groomed. Hair should be worn in a bun for grade classes and is good practice for exam presentation. If this is not possible the hair must be tied back off the face. Musical Theatre/Street Dance students should wear black elasticated jazz shoes or bare feet. Children should arrive in uniform ready for class. Uniform guidance is available from Miss Rachael & personalised items can be ordered directly via Miss Rachael.
  2. Jewellery is not to be worn, if earrings must be worn, they must only be small studs and must always be removed for Exams.
  3. Parents will not be allowed into the studios during classes unless invited by the class teacher/principal. Parents should drop off and collect children 4 years and above at the front doors.
  4. Class times should be closely observed. Please ensure you know the start & finish time of your child's class.
  5. Please utilise the car park and arrival areas sensibly/safely and leave the areas directly outside the front doors free of vehicles.
  6. Fees are to be paid in the form of monthly subscriptions and are due on the 1<sup>st</sup> of each month for 11 calendar months (September – July) by BACS transfer only. Children may lose their place in busy classes if payments are not made within the correct time period.
  7. We operate on a Membership Basis. Payments follow the price plans below, with a non-refundable enrolment fee of £10 per child each term (3 per academic year):
    - PLAN 1 Pre-School First Steps class **OR** Musical Theatre/Street Dance 1 class only (1 hour class) £35 per month.
    - PLAN 2 1 weekly class only **OR** Street Dance & Musical Theatre only (2 hours or less) £50 per month.
    - PLAN 3 Unlimited classes (more than 2 hours) £85 per month.
- Any classes taken outside of these monthly subscriptions are charged at £10 per hour. Private lessons are charged separately at £40 per hour. Advanced classes are also billed separately.*
8. A notice period of 1 calendar month is required on leaving the school – fees are non-refundable, nor able to be transferred to other classes or pupils/siblings, should you decide to leave prior to the 1-month period.
  9. All pupils enrolled will be issued with their own personal key tag on a lanyard which stores their important contact information to a private cloud system. This **MUST** be swiped on the panel to the right of the front door **EVERYTIME** they attend the premises. If the tag is lost/misplaced there will be a replacement charge of £10 to cover the re-issue of a tag and the administration costs involved in doing so.
  10. We politely request that once your child is enrolled at our classes that you do not attend other local dance schools. This creates conflict and can have negative implications, particularly if the same subject is being studied, when entering children for Examinations and other events/schedules and can interfere with your child's program of learning. This is a request which is implemented across all well-established dance schools.
  11. Regular attendance is essential so as your child will gain maximum benefit from the lessons, this is not only recognised in class progress but also reflected in any exams your child is entered for.
  12. ALL enrolled pupils are entered for examinations with the IDTA (International Dance Teachers Association) in Ballet, Tap, Contemporary Modern Jazz, Theatrecraft, Street Dance (Freestyle) and Musical Theatre, dependent upon the classes they attend. Examinations are compulsory and pupils may be asked to attend alternative classes should examinations be missed.
  13. During the time children are on the premises they should behave in an appropriate manner, adhering to Health & Safety and Behavioural instructions set out by Miss Rachael's School of Dance at all times.
  14. All children will receive general assistance or be administered basic first aid, should this be required, by the staff at Miss Rachael's School of Dance during their time on the premises, unless you specify otherwise.
  15. All children may appear in photographs/videos whilst attending classes and events during their time at Miss Rachael's School of Dance, which may also be used on Miss Rachael's School of Dance website and/or social media platforms, unless you specify otherwise.
  16. Your child's information will be held on a secure data base at Miss Rachael's School of Dance throughout his/her time within the school.
  17. 24 hour recorded CCTV is in operation throughout the studios and corridors and is monitored frequently.
  18. Please be responsible and aware of the implications when posting on Social Media sites. Always respect the use of images containing other children.
  19. Parents/guardians should understand their personal responsibilities for their child in protecting others within the school in relation to contagious diseases/illnesses.
  20. The staff at Miss Rachael's School of Dance maintain the right to refuse pupils to classes if any of the above is not adhered to.

**By signing your Consent & Disclaimer Enrolment form and paying your fees you are confirming that you agree to the above, including the policies in place at Miss Rachael's School of Dance. These can be viewed on our website, hard copies available on request.**

**Rachael Mellins Principal F.I.D.T.A Bt, MJ, T & TC (Dist.)**

**t.** 07825 268651 / 01482 888261

**e.** rachael@missrachaelsschoolofdance.co.uk

**www.missrachaelsschoolofdance.co.uk**

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