

## FELICITY WHITE SCHOOL OF DANCE LTD: TERMS AND CONDITIONS

This is part of your agreement when joining the Felicity White School of Dance Ltd. Membership is open to all subject to the following conditions:

### **Registration:**

Parent/ guardians must update any changes to name, address, emergency contact phone numbers or students medical conditions on the online portal. Two emergency contact numbers must be provided on signing up for classes.

### **Fees:**

The parent/guardian agrees to pay fees on a termly basis by bank transfer. Cheques or cash no longer accepted. Fees are due within 21 days of invoice date. The Felicity White School of Dance Ltd is under no obligation to provide any refund of fees for any time the dancer is not in attendance.

In the event of any amounts not being paid in accordance with these terms, the Felicity White School of Dance Ltd has the right to refuse to teach the student until all outstanding amounts are paid. One months notice in writing must be given if you wish to terminate classes within the school. If less notice is given, one months fees (4 weeks) will still be payable.

Refunds will only be given in the event of illness or injury preventing attendance at classes for a sustained period of time, usually half a term or more.

### **Uniform:**

This is basic but essential and gives the students a sense of belonging, allowing all to feel equal, healthy and safe and a sense of dressing for something important – their class. Ballet shoes must have attached elastics; tap shoes must be black, have an appropriate heel size and laces/elastic; regulation RAD uniform must be worn for ballet classes and exams. Shoes, tights and socks may be bought at any dance shop, all other uniform must be purchased via the online shop. Shoes must fit correctly and safely. Staff have the right to refuse entry to class if students come wear inappropriate uniform or unsafe footwear.

Felicity White School of Dance Ltd accepts no responsibility for loss or damage of personal belongings while on the premises. Felicity White School of Dance Ltd accepts no liability for any injuries sustained whilst participating in a class or on the premises.

**Parents/Guardians in class:**

Parents/guardians are not permitted to watch classes except when invited for 'Watching Weeks.' If a child is new or particularly unconfident, parents/carers may be allowed to sit in at the teachers discretion, however this is not applicable during the Covid-19 pandemic as no parents/guardians will be allowed into the hall. Except for Parent & Toddler Class – one adult per toddler. This will be updated as and when the guidance for dance schools changes.

**Behaviour:**

Racist, sexist and other offensive language and behaviour is not tolerated, and we reserve the right to terminate membership without notice, the final decision being undertaken by the Board of Directors. Behaviour of staff, parents and students must always follow our code-of-conduct.

Please note that under no circumstances are pets allowed into the hall due to Health and Safety reasons.

Chewing gum and fizzy drinks are strictly forbidden on the premises. No food is to be eaten in classes. Filled water bottles must be brought in a named bottle.

**Attendance:**

Students must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. Latecomers will have to wait outside until an appropriate time to join the class. Children arriving after 15 minutes may be refused admission, as this may disrupt the professional attitude to classes we aim to foster. Where possible Felicity White School of Dance Ltd will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

**Absence:**

Class numbers are limited, and many have waiting lists, so good attendance and commitment to the class is essential. Members on the waiting list will be contacted in order of the list. If members are unavailable the next member will be contacted and the first to return contact will receive the place.

**Illness/Injury:**

Parents are not to allow their child to attend Felicity White School of Dance Ltd if they are feeling unwell or have a known injury which would prevent a student from fully taking part. This includes

presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Flu and, as of March 2020, symptoms of COVID-19.

**Covid – 19:**

Parents are expected to follow government advice in relation to when to self-isolate. Students will be asked not to attend class if they test positive for covid.

We ask that every student takes responsibility for their own personal hygiene and also respects the space of others. This includes:

- Washing hands on entry the Mechanics Institute
- Thoroughly washing hands after going to the toilet
- Coughing or sneezing into your elbow or a tissue if available
- Trying your best to stay in the area you are working in and refraining from going too close to the next person
- Not sharing or touching anything that is not yours eg shoes, bags
- Sanitising hands before leaving the Mechanics Institute

*I understand the above financial obligations and have read the terms and conditions. By completing this sign up form, I agree to all the terms and conditions of the agreement. I understand that no refunds will be issued for missed classes and one months notice must be given for terminating classes within the school.*