

## Eclipse Dance Academy Terms & Conditions

### Registration & Payments

1. New students are offered a free trial class on their first class. After the trial class, you either enrol and pay for the term or advise us if you do not wish to continue. If you choose not to continue at this point, then no charge will be made.
2. A registration form must be completed and returned by your first class after the trial.
3. Once registered, the remaining fees would be due along with the one off £15.00 membership fee and will need to be paid on or before your first class after the trial.
4. Fees are payable termly. Invoices are sent in advance and fees are due on or before the first class of the term, unless stated otherwise.
5. Any late fees will result in a £1.00 charge per day and your child will be unable to participate in classes until full payment has been received.
6. If classes are cancelled at short notice due to staff illness etc, we will offer a replacement class instead. If this is impossible, then the cancelled class will be deducted from the following terms fees. Refunds are not provided for students sickness, injury, school trips, holidays etc. In the case of long-term sickness or injury, please contact us to discuss as soon as possible.
7. In the case of adverse weather conditions students may attend another class of their choice at any point during that term to make up for the cancelled class.
8. Tuition fees cover classes only, additional charges will apply for exams, shows etc and full details of costs will be provided in advance.
9. If you wish to leave Eclipse Dance Academy, written notice is required before the following term and invoices are sent or you will be charged half a term's fees.

### Classes & Uniform

1. Class days, times, venues and prices are subject to change at any time with or without prior notice, dependent upon the demands of the dance academy.
2. Where classes are cancelled at short notice, we will do our best to email or message/text those affected as soon as possible. Please inform us if your contact details change.

3. Please arrive no later than 5 minutes before the class is due to start to ensure students are ready. If there is trouble with parking, please drop your child at the front of the building where a member of staff will be there to help them get ready whilst you find a parking space. Should you arrive late and the warm up has been completed, your child will not be able to participate in the class to avoid injury and disruption.
4. Where a child is not collected after their class and the building is closing, a member of staff will wait with the child until they are collected. If classes are still going on, the student may wait quietly in the lobby area until their parent arrives. Children under the age of 9 are not allowed to leave the premises unless accompanied by an adult.
5. It is acceptable for parents/guardians to leave the premises whilst their child is in their class and return to collect them at the end. By leaving the premises, we assume the parent/guardian is satisfied with the class environment and happy to do so.
6. The age groups for our classes are a rough guide only and it's down to the discretion of the dance teacher as to whether a child is ready to move into the next class based on ability, maturity and need. Please respect the decision of the dance teacher, as this is in order to maintain the safe development of your child and what we feel is best for them at that current time. You will be informed before the following term if we feel your child is ready to move into the next class.
7. In the lead up to exams, showcases or performances, if a child has not attended class regularly, they will be liable to be exempt from taking part. Please note that regular attendance is essential to your child's learning and development.
8. If a child is causing disruption, they will be asked to leave their class. We expect students to work hard, to respect their dance teachers, listen and engage fully in classes.
9. Please ensure that the correct uniform is worn to every class, as this provides a disciplined approach to class. All medium to long hair should be tied back appropriately. No jewellery is allowed to be worn apart from small stud earrings and watches must be removed.
10. Uniform can be purchased through Eclipse Dance Academy and payment will need to be made upfront before the uniform is handed over and taken home. We recommend you purchasing uniform through ourselves, so that we can ensure your child has the correct items and sizes for their class. All uniform is compulsory, and no exceptions can be made.

11. New students must wear suitable clothing for their trial class and will have 4 weeks after registration to purchase any uniform. After this time, we expect all new students to be in the correct uniform for classes going forward.

#### Photography/Videoing & Social Media

1. Photographs and video clips of our dancers are occasionally taken in class or at events for publicity purposes, e.g. website, social media etc. Should you prefer for your child not be included in these, this will need to be noted on the registration form. If at a later date, you change your mind, you will need to inform the dance teacher so this can be amended on your registration form to show that consent has been given.
2. During family week or at any of our events, if anyone wishes to photograph or video, they may do so with the permission of the dance teacher present. Please note that on registration, some parents/guardians have advised they do not wish for their child to be photographed or videoed.
3. Please make sure that you only post photos/videos of your own child on your own social media sites in case of the above, unless you have permission from fellow parents. If this is found to be breached, you will be asked to remove these straight away.
4. No names are posted against photos/videos unless separate consent has been given by the parent/guardian.

#### Equal Opportunities

1. We welcome everyone to Eclipse Dance Academy, regardless of nationality, race, gender, sexual orientation, age, disability or religion. We desire to offer them the opportunity to gain enjoyment and confidence from their own personal dance experience. We follow the ISTD's policy of Equal Opportunities which is available on request.

#### Miscellaneous

1. Any student with an injury, should inform the dance teacher before the class begins.
2. All personal details are treated as confidential and only shared within the academy or appropriate person e.g. staff and examining societies.
3. Students are obliged to take care of their belongings and Eclipse Dance Academy will not take responsibility for any damaged or lost property.
4. If you have any concerns about your child, please ask to speak directly to the dance teacher. If this is possible, we will be happy to discuss any concerns whilst classes are taking place or will be happy to arrange another time to meet.

5. First aid will be administered by a teacher and written down in the first aid book at hand at classes. Any parent/guardian will be informed if an injury has taken place during class time.
6. It's important to understand that dancing is a physical art. At times, a teacher may be required to correct alignment, assist in stretching or physically supporting any moves that the child needs support in. This will be in a professional manner.
7. Should a teacher need to go on a toilet break or leave the class for any reason during class times, and no other teacher is available, a member of staff will observe the class and make sure no children are unattended until the teacher returns.
8. If a student or parents' behaviour towards our teachers, staff or their fellow students is not deemed to be acceptable, we reserve the right to remove the student from the class or parent from entering the premises temporarily, or in very extreme cases, permanently.
9. Eclipse Dance Academy has more detailed policies on Child Protection, Health & Safety and Privacy & Cookies, which can be found on the website and are available to view on request.
10. Upon registration and attending Eclipse Dance Academy, you confirm that you accept the terms and conditions as stated above.