



**Terms & Conditions**  
**- Financial, Class & Uniform Terms -**  
**Updated: December 2018**

Please read the below terms & conditions carefully & clearly.  
All terms are in place to enable safe dance practice for your child & to enable efficient running of the school.

**Financial Terms & Conditions:**

- Every student is permitted a FREE trial class; thereafter an enrolment form must be signed for a child to participate in the class. Invoices will be emailed alongside the enrolment form.
- Invoices are written for the full term. We do not offer pay as you go.
- Once you have signed the enrolment form you are committed to paying that term's fees.
- All invoices have a payment due date on. Any late payments will incur a charge of 10%.
- If you join late in the term, the free trial class will be accounted for & then you will be invoiced for the remaining weeks.
- All classes roll over onto the next term & a space will automatically be kept for your child.
- Invoices will be emailed prior to the start of term & must be paid by the date stated (usually the first week of term).
- Invoices are required to be paid in full.
- If there is a change of time/class, you will be notified of this by e-mail. If no correspondence occurs an invoice will still be sent out with this new change.
- Written notice (by e-mail) is required if you wish to withdraw from KLDA.
- Notice needs to be given in advance of a new term. Half a term, being the preferable option.
- If notice is given after the term has started, no refund will be given for the classes remaining. Your child is welcome to carry out the remainder of the paid classes until the end of the term.
- If no notice is given, KLDA will automatically keep your space in the class & invoice you for that term.
- Late notice is regarded as notice being given after invoices have been sent out.
- If you wish to withdraw your child's place with late notice you are still entitled to pay half a term's fees.
- Payment plans (monthly or half-termly) can be discussed as an alternative to full term payments.
- You are still required to pay the full balance by the end of the term.

- If notice is given during a term when fees are being paid through a payment plan. This payment plan is still required to be completed & the full balance on the invoice must be paid by the end of term.
- If you would like to set up a payment plan, please contact Kristie, for more information.
- Payment may be made by Bank Online Transfer (preferred method), cheque or cash;
  - For all Bank Online Transfer payments, please can all references be made as the student's name. When payment has been paid, please send an email with the date & reference of payment.
  - For all Cheque/Cash payments, the invoice must be placed with the payment in a sealed envelope with child's name & invoice title on the front. There will be a locked box for all these payments to be placed into.
- Refunds will only be given to a cancelled class that cannot be rescheduled.
- No refunds can be given for any class that is missed by the student for illness/vacations/school events.
- Sibling discounts are available for those who have 2 or more students attending the school. **15%** will be applied to the second child's fees, **20%** will be applied to the third child's fees.
- Discounts are available for those who attend more than 1 genre at the school.

4 Genres Attended (Ballet, Modern, Tap & National)	<b>25% Discount</b>
3 Genres Attended	<b>20% Discount</b>
2 Genres Attended	<b>15% Discount</b>

**Groovers Classes Discounts:**

4 Genre (Ballet, Modern, Tap & National) Are Attended	<b>25% Discount</b>
3 Genre are already attended	<b>20% Discount</b>
2 Genre are already attended	<b>15% Discount</b>
1 Genre is already attended	<b>10% Discount</b>

**Class Terms & Conditions:**

- In the unlikely event that a teacher cannot teach their class, we will endeavor to find a cover teacher for the class that has suitable insurance cover, the relevant teaching experience & is DBS checked.
- In the unlikely event that a teacher is ill, we will endeavor to find a cover teacher for the class at last minute, if the class has to be cancelled you will receive both an email & text notifying you of this cancellation. Social media sites will also be updated. We will aim to find an alternative date to make up for this cancellation, if you cannot make this rescheduled date no refund will be given.
- If your child is ill or has another commitment, we would appreciate an email or text informing us of your child's absence.
- All personal information given to us will not be given to any third parties. Please read the Data Protection Policy for more information.
- If students are late to class, we would accept a polite apology. Please respect that the attendance of the whole class is an essential element of Safe Teaching Practice & missing the first half of the class is not safe for their developing bodies.
- If you are aware your child will be late to class, please send a text in advance to inform the teacher of that situation.
- KLDA have updated Child Protection & Health & Safety Policies & adhere that all members are DBS Checked & there is a First Aider on site when classes are being taken.
- The use of touch is an important aspect in the dance world to make sure all students are demonstrating movement safely. This can be lifting, adjusting arms, legs, rib cage, hips, feet, hands etc... or moving one student in relation to another. Any student who shows discomfort to the use of touch, the teacher will find other methods to develop their technique.

### Uniform Terms & Conditions:

- Uniform is an important element of the dance world. Here at KLDA we expect uniform rules to be respected by students & encouraged by parents.
- Dance uniform creates identity within the dance studio; it unites everyone & provides a focus for everyone's dance classes.
- Correct uniform also enables the teacher to see the dancer's alignment, posture & positioning of their body. This is especially important for Safe Dance Practice so the teacher can see that the child is working correctly to protect their growing bodies.
- Wearing the correct uniform for each genre also enables each child to adapt to the right state of mind, helping focus & achievement within the dance class.
- Hair is just an important aspect of the dance world as the uniform.
- **All hair must be tied up & secured off the neck.** All students in Grade Work must wear their hair in a bun. Short hair must be pulled back as best as possible with clips or headbands to keep hair out of eyes. This is to stop bad habits forming when hair falls in the eyes & helps dancers achieve better eyeline whilst performing.
- Every genre comes with the right footwear, it is especially important that the shoes fit the feet properly with no gaping or bagging in order to protect the student's feet whilst dancing.
- A uniform checklist is available on the school's website.
- We suggest that all school uniform should be purchased through the school (unless suggested otherwise).
- All uniform enquiries should be emailed to the school. Please do not interrupt a teacher within a class for uniform enquiries. All uniform can be collected prior to classes from our uniform collection points. If there are any sizing issues please email the school & we will adhere to amend this.
- All uniform is to be purchased on the KLDA website through the online shop.
- The school offers personalised uniform, which can be ordered online. We recommend that all students have suitable items to wear to & from dance classes so that their bodies are safe & also when the school is involved in public performance.
- Students should not arrive to dance classes in their leotards & tights, other garments are available for students to arrive & leave safely after their dance classes.
- If students turn up to dance class with the incorrect uniform & inappropriate hairstyle a note will be made. If this is a continued issue, an e-mail will be sent to the parents. Thereafter, if the student continues to disobey uniform rules then they will not be permitted to dance in class.

Signed By: Kristie Louise Seeley (Principal)

Updated: 28<sup>th</sup> December 2018