

# ADULT DANCE CLASSES

## TERMS & CONDITIONS

### 2020-2021

**Please read the terms & conditions below carefully & clearly.**

All terms are in place to enable safe dance practice, deliver excellent classes, maintain standards, enable longevity & to maintain all overheads of KLDA.

## FINANCIAL

### TRIAL CLASSES

- Every new student is permitted a **FREE** trial class.
- Once a trial class has been attended, you will be asked if you would like to accept your space at KLDA.
- An enrolment form will be sent via Adobe Sign & an invoice via Membermeister.
- The enrolment form & invoice must be signed & paid before you attend the next class.
- If any new student trials later in the term, the free trial class will be accounted for & you will be invoiced for the remaining weeks of that term.

### INVOICES

- Invoices are written half-termly. We do not offer pay as you go.
- All invoices have a payment due date on.
- **Any late payments will incur a charge of 10%.**
- Invoices will be emailed prior to the start of the first half of term & during half term for the second half of term.

### CLASSES

- **All class spaces roll onto the next half of term & a space will automatically be kept for you.**
- If there is a change to your time/class for the next term, you will be notified of this by e-mail prior to the commencement of that term.
- **If no correspondence is given, it will be presumed that you are happy with this change & an invoice will be sent out for the next term.**

### PRIVATE LESSONS

- Private lessons require payment prior to the lesson.
- If you cannot make the lesson, there is no refund.
- Private lessons can be shared up to a maximum of 4 students.

### NOTICE

- Written notice (by e-mail) is required half a term in advance, if you wish to withdraw yourself from class/es at KLDA.
- If NO notice is given, KLDA will automatically keep your space in the class & invoice you for the next half of term.
- If invoices have been sent out & you wish to withdraw your place with late notice – you are still entitled to pay that invoice.

### HOW TO PAY

- Payments are to be made by Bank Online Transfer only.

### REFUNDS

- Refunds will only be given to a cancelled class that cannot be rescheduled.
- No refund will be given if you cannot attend the rescheduled date. (Please note; we will endeavour to organise the rescheduled date to enable all to attend.)
- No refunds will be given for any class that is missed by the student for illness/vacations/school events etc...

### DISCOUNTS

- Discounts are available for students who wish to attend more than one dance discipline.
- Dance packages are available to make it more financially accessible to attend several classes per week.
- Family member discounts are available to those who have more than one member (sibling/parent) under the same household attending KLDA.
- Discounts are available for block booking private lessons.

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- For more information, please see our term fees on [www.kristielouisedanceacademy.co.uk](http://www.kristielouisedanceacademy.co.uk)

## CLASS ATTENDANCE/ETIQUETTE

### CANCELLED CLASSES

- In the event that a teacher cannot teach their class, KLDA will endeavour to find a cover teacher for the class that has suitable insurance, teaching experience & holds a DBS.
- In the event that a teacher is ill, KLDA will endeavour to find a cover teacher for the class. If the class has to be cancelled you will receive notification via e-mail & text. The Facebook Group page will also be updated.
- For all classes that have to be cancelled, KLDA will aim to find an alternative date to make up for this cancellation.
- If you cannot attend the rescheduled date, no refund will be given.

### ABSENCES/LATE

- If you are ill or have another commitment, KLDA would appreciate an e-mail, text or post on the FB Group informing us of your absence.
- This information will be forwarded onto the relevant teacher.
- If you are late to class, please apologise to the teacher in charge. It is the teacher's choice when the student can join in & they may be asked to do their own warm up to ensure they are ready for that class. *Please respect that the attendance of the whole class is an essential element of Safe Teaching Practice.*
- If you are aware you will be late to class, please send a text in advanced to inform KLDA of that situation.

### STUDENT WELLBEING

- KLDA have updated Child Protection/Safeguarding/Health & Safety Policies & adhere that all staff members are DBS Checked & there is a First Aider on site when classes are being taken.
- All policies can be found on [www.kristielouisedanceacademy.co.uk](http://www.kristielouisedanceacademy.co.uk)
- The use of touch is an important element of teaching any performing arts. It can enable students to execute the movement safely. Touch can be seen by lifting & adjusting different body parts i.e. arms, legs, rib cage, hips, feet, hands etc... It can also be used to move one student in relation to another. Any student who shows discomfort to the use of touch, KLDA staff members will endeavour to find other methods to help develop their technique.

## KLDA ADULT DANCE CLASS UNIFORM REQUIREMENTS

- Uniform is an important element in the discipline of learning any performance art.
- Here at KLDA, we encourage appropriate clothing to attend dance classes. Gym clothing is suitable for Adult 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 student is working correctly to protect their bodies.
- Turning up in suitable clothing, for each genre also enables each student to adapt to the right state of mind, helping focus & achievement within the class.

### HAIR

- Hair is also an important aspect of the uniform. This is to stop bad habits forming when hair falls in the eyes & helps dancers achieve better eyeline whilst performing.
- **We would appreciate all hair to be tied up & secured off the neck & out of the eyes.**
- Short hair should be pulled back as best as possible with clips or headbands to keep hair out of the eyes.

### FOOTWEAR

- Every discipline 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.
- KLDA encourage particular brands of footwear as we believe this will help the student achieve the best work. **Please respect this when buying shoes.**
- A list of the suggested footwear can be found on [www.kristielouisedanceacademy.co.uk](http://www.kristielouisedanceacademy.co.uk)

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## **PURCHASING UNIFORM**

- An online shop can be found on [www.kristielouisedanceacademy.co.uk](http://www.kristielouisedanceacademy.co.uk) – here all uniform can be purchased.
- All uniform can be collected at our uniform collection point in the Reception Area at KLDA Studios.
- All class uniform/footwear can be returned, as long as it has not been worn & is returned in the correct packaging. We suggest trying it on before taking it home.
- All KLDA personalised & printed uniform cannot be returned.
- If we cannot order the relevant uniform, KLDA recommends visiting Let's Dance, Shoplands, WGC – who are fantastic at offering great advice & fitting shoes.

## **DATA PROTECTION POLICY**

### **PERSONAL DATA**

- KLDA requires the following information when registering with us:
  - Student's Full Name
  - Student's Date of Birth
  - Student's Sex
  - Student's E-mail Address & Mobile/Home Contact Numbers
  - Student's Address
  - A form of Emergency Contact – Mobile/Home Contact Numbers & Relation to Student
  - Details of any Medical Conditions (Health/Allergies/Physical Awareness) – anything that may affect their ability to Dance
  - Signature of student giving/not giving permission to be filmed/photographed & agreeing to the terms & conditions in place to be a member of KLDA.

***KLDA should be notified if any of the above information changes. If we try to contact you via the incorrect information, we hold no responsibility for you missing important information.***

- The above data is required for
  - Class Management - each student will be placed in a class suitable for their age group.
  - Examinations – name & DOB will be passed onto the Imperial Society of Teachers of Dancing (ISTD) to enable the students to have a PIN number. The information is passed through the ISTD Quest system (GDPR compliant). The ISTD will store this data for examination purposes. KLDA will store the pin numbers for the examination application process.
  - Correspondence – address may be required to forward on information regarding KLDA.
  - Medical Conditions – required for your safety & wellbeing. Teachers need to be aware of the details to deliver the classes in a suitable manner for each student.

### **HOW WE COLLECT YOUR DATA**

- Enrolment forms are sent via Adobe Sign (a secure online signable document & GDPR compliant).
- Once signed, a copy will be sent back to KLDA & you will also receive your own copy via e-mail.
- All enrolment forms are saved onto the Principal's encrypted work laptop. No paper copies are kept.
- All personal data is entered into a data system called Membermeister (GDPR compliant). This system is password protected. The Principal has access to all information. KLDA staff have access to their classes registers, student's name, classes attending, emergency contacts & medical conditions. Each member of staff has their own password to enter the system.
- All parent's emergency contacts are stored on the Principal's encrypted work phone – to contact you regarding important information/emergencies.

### **KLDA STAFF**

- All KLDA staff have signed a GDPR form & are not allowed to use the personal information unless in an emergency.
- All KLDA staff will have awareness of those who are allowed to be photographed/videoed in class.

### **EXAMINATIONS**

- All students must be registered for an ISTD Pin Number to allow them to take their exams.
- ISTD Pin Numbers require full name & DOB.
- All pin numbers are stored in Membermeister & on a spread sheet on the Principal's encrypted computer.
- If you have attended a previous dance school & taken part in examinations – we require to use the same Pin Number previously used.

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- When collating an examination timetable – name & pin numbers are submitted to the ISTD via an online portal called Quest.
- When an exam is processed, the Principal will receive report sheets via post. Then will receive exam certificates. All report sheets will be scanned into the Principal's computer. The actual document will be given to the student during class.
- All student's marks are collated into a spreadsheet for KLDA's exam records.

#### **SOCIAL MEDIA/WEBSITE**

- KLDA use the social media sites; Facebook, Instagram & has its own website.
- The sites are used for publicity, to share news, events & advertise the dance school.
- All social media updates are made by the Principal only.
- No personal data except first names are shared on these sites.
- Photographs & videos are used to share with the public & to advertise.
- All students involved in all social media posts has consenting parental permission.
- All photographs/videos are stored in an encrypted password protected device.
- KLDA have their own private Facebook Group. One for all members & one for Adult Members. Only parents/students (who are of age) of KLDA have access to this group. Everyone must request to be a member. No private data will be discussed/enclosed on this group. Any posts that hold such information will be removed & you will be warned. Any private manner should be discussed personally with the Principal.
- Any testimonies given, names will be posted on either the Facebook/website.

#### **THIRD PARTIES**

- No data is passed on to any third parties without your consent.
- Any personal data that needs to be passed on to the ISTD or Hertfordshire County Council, all will be notified or have given permission for this data to be passed on.
- Any time personal data does need to be passed on, all will be notified & asked for permission before the process occurs.

#### **SUMMERTIME SHOW**

- KLDA hold annual Summertime Shows to showcase their members.
- Parents can offer to help at these events. All parents must either hold a Chaperone License or a DBS Check, which the Principal has seen & requires a copy of.
- All helpers will have to sign a policy stating that all children they are assisting are in their duty of care & that any personal data they have witnessed is to remain with the Principal.
- All personal data will be kept backstage with the Principal in a locked filing cabinet.
- Any child with an extreme medical issue, the chaperone of that child will be notified. This chaperone will need to notify the Principal if there is any concern during the production.
- All children have a signed consent form to perform in the Summertime Show.
- All children have signed consent for photography & videography for the Principal & any outside organizations to take photos & videos of the performance.

#### **COVID 19 – NHS TRACK & TRACE**

- Should anyone test positive for COVID-19, details may be shared to the NHS.

#### **What happens to your data if you leave the school?**

- If you decide to hand your notice in, all personal data except the student's name will be archived for a year & the enrolment form will be deleted.
- Students names, invoices & payment history will be kept as a record for the school's business accounts.
- If a student has taken any examinations, under the school's name, this information will also be stored for the school's examination records.
- Any photos/videos will not be deleted on social media sites or in advertisements & will be continued to be used. You have the right to request that they are not used.
- You have the right for erasure. If you do not want this information to still be stored, you are entitled to request the information to be deleted, unless we as KLDA are required to keep it for legal obligations.
- If you are happy for KLDA to still store the information but as under an anonymous name that is also an option.

#### **The importance of your e-mail address:**

- KLDA use the main parent/guardians e-mail address to correspond with important information required for your child to attend the dance school.
- Invoices, newsletters, important information, class cancellations/interruptions etc... are given to you in this way.

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- To enable KLDA to correspond with you, you must opt in & give the school permission to continue to keep sending these e-mails.

**The importance of your mobile number:**

- KLDA will use your mobile number if there is an emergency with your child during lesson.
- KLDA will also use your mobile number, if quick correspondence is needed i.e. lessons have been cancelled, road closures etc...

KLDA take the protection of your data very seriously.

You have the right to withdraw any information you do not wish to share with us at any time.

You have the right to request to see how we store your data at any time.

Please be aware that withdrawing the information required for you to attend the dance school, can cause impacts on any future tasks, events, exams, correspondence that the school may need to share with you or enable your child to take part.