**TERMS AND CONDITIONS**

This is part of your agreement when joining Louise Kate Dance. Membership is open to all subject to the following conditions:

* Louise Kate Dance accepts no responsibility for loss or damage of personal belongings while on the premises.
* Louise Kate Dance accepts no liability for any injuries sustained whilst participating in a class or on the premises.
* Louise Kate Dance staff must be notified of any changes to the information provided on the Registration Form.

**Staff/teachers:**

All Louise Kate Dance staff are qualified, experienced and DBS checked. There is always a first aider on site.

**Supervision while on site:**

Students must ensure they always get full permission from teaching staff prior to leaving class. Toilet breaks will be supervised by either a member of staff or class facilitator and students will always be supervised whilst on site.

**Behaviour:**

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

Please note that under no circumstances are pets allowed on school premises due to Health and Safety reasons.

**Shows:**

Parents/carers will be invited to our big school show, usually taking place every other year. Parents/carers are not permitted to watch otherwise. (If a child is new or particularly unconfident, parents/carers may be allowed to sit in during the first ten minutes of one class at the class teachers’ discretion).

**Emergency contact number:**

Miss Louise should be contacted in the case of an emergency – 07769182199.

**Food:**

Chewing gum/ fizzy drinks are strictly forbidden on the premises. No food is to be eaten in the Dance Studios.

**Uniform:**

This is basic but essential and gives the students a sense of belonging, a sense of ritual and sense of dressing for something important – their class. Appropriate clothing as below is necessary for health and safety and child protection:

Students must not wear their school uniform to any class – Louise Kate Dance is not a school and wearing the correct Louise Kate Dance clothing gives a sense of belonging, allowing all to feel equal, healthy and safe.

* Correct uniform requirements can be found under the ‘uniform’ section of the website – [www.louisekatedance.co.uk/uniform.html](http://www.louisekatedance.co.uk/uniform.html)
* Full ABD uniform is required for examinations, non-exam leotards may be worn during weekly classes.
* Only Louise Kate Dance Clothing may be worn over dance leotards.
* Strictly no jewellery.
* All t-shirts, shoes and bags must be clearly labelled.
* Hair must be tied back from the face for all classes. Hair should ideally be in a Ballet bun for Classical Ballet classes.
* SECOND-HAND SHOES and CLOTHING for sale: there is often a good selection of second-hand clothing and shoes which can be bought from our new LKD buying and selling uniform group on Facebook.
DONATIONS OF DANCE CLOTHING: We welcome donations of dancewear that are in good condition and can be re-sold at a small price or lent to students.

**Attendance:**

Children 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 Louise Kate Dance will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

**Absence:**

Any child missing for more than two classes per term without reason may not be able to join future classes. Class numbers are limited, and many have waiting lists, so good attendance and commitment to classes is essential.

**Illness/Injury:**

Parents are not to allow their child to attend Louise Kate Dance 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 must not attend class if they or anyone within their household is displaying symptoms.

Should a dancer become injured, it is recommended that the student should still attend class as a spectator. Dancers can learn a lot from watching their peers and the teacher will include the dancer within the class in a theory based capacity.

**Child Collection:**

Teachers must ensure that each child under the age of 11 has left a session with an adult or older child (agreed in advance with parent). It is the parent/guardian’s responsibility to ensure the child is collected punctually at the end of the class. Should a parent/guardian not turn up to collect a child on time, students must return to the Dance Studio to await collection.

**Payments**

Full payment must be received by the due date on each terms invoice unless previously discussed and arranged with Louise Kate Dance. If payment is outstanding, Louise Kate Dance reserves the right to withhold services. Every attempt will be made not to discuss monies owed with children, although in extreme circumstances (especially when children arrive without supervision) children may be turned away.

Louise Kate Dance may share data with debt collection agencies in order to re-coup monies owed.

**Cancellation**

If the customer wishes to cancel attendance of classes, a minimum of one month’s notice should be given. Customers must pay this last month’s fees.

Occasionally classes may be cancelled due to circumstances beyond Louise Kate Dance’s control. Louise Kate Dance will endeavour to contact paid customers and will either offer a full refund or credit classes to the next term.

**Refunds**

Louise Kate Dance cannot offer a refund if you do not attend classes.