REGISTRATION FORM **L J Dance Company**

Please complete in BLOCK CAPITALS and email theljdancecompany@gmail.com

**Dancers Information**

DANCER’S FULL NAME:

DATE OF BIRTH:

ADDRESS:

POST CODE:

PLEASE LIST ANY ALLERGIES OR MEDICAL CONDITIONS:

EMERGENCY CONTACT DETAILS:

(phone number, name, and relationship to dancer)

I DO/DO NOT (delete as appropriate) consent to L J Dance Company holding a copy of, and processing, information regarding my child’s medical condition in the case of emergency.

I DO/DO NOT (delete as appropriate) give permission for my dancer to be featured in photos and videos that may be taken in class/performances and to appear in advertisements and on the dance school website and social media accounts.

I DO/DO NOT (delete as appropriate) give permission for my dancer &/or myself to be tagged in online postings.

PLEASE SELECT THE CLASSES WHICH THE DANCER WOULD LIKE TO PARTICIPATE IN: (please put an (X) in the boxes that apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BALLET |  | MODERN |  | TAP |  |
| POINTE |  | MUSICAL THEATRE |  | COMMERCIAL |  |
| CONTEMPORARY |  |  |  |  |  |

(Please see timetable and fee information)

**Parent/Guardian/Carer Information**

EMAIL ADDRESS:

CONTACT PHONE NUMBER:

Name of Parent/Guardian:

Signature of Parent/Guardian:

Relationship to Dancer:

Date:

**Privacy Policy**

The privacy policy describes what personal data we collect and what we do with that personal data. Personal data is information that can be used to identify you or your child or tell someone something about you or your child. The information which we collect may include you/your child’s name, contact details (and date of birth). We are also required to collect and process information relating to any medical conditions which your child has for health and safety reasons.

**What personal data do we collect**

LJDC collects details from the parent/carer regarding the student at time of registration including:

• Child’s name, date of birth, home address

• Name, home/email address and contact number of parent/carers

• Any relevant medical conditions of child (i.e. asthma, allergies, etc)

**Why do we collect this information and how is it used**

• *Child’s name, date of birth and dance training information* – we collect this information to identify the correct class for the student and eligibility for being entered for dance exams.

• *Home address, email address and phone number(s) of Child/Parent/Carer* – we collect this information to distribute any necessary correspondence, invoices and other communications relating to LJDC and your child, or to contact you in the case of emergency.

• *Details of medical conditions* – we collect this information to ensure that we are aware of anything that might put your child at risk and the attention that may be required.

Subject to your consent, we may send you information about LJDC events, workshops and summer schools.

**Who can access this data**

• The data we collect is stored securely at L J Dance Company office and is accessible only by the School Principal and the Office Manager.

 • Telephone numbers and email addresses of students/parents/guardians are also kept by the School Principal and Office Manager in case of emergency.

When a student leaves L J Dance Company, personal data relating to that pupil will be deleted from the database.

**Fees**

Invoices will be sent before the start of each term, with our BACS details. Dance fees are due before commencement of each term, we have options for, weekly, monthly or termly payments. If a pupil leaves or classes are missed these are non-refundable and will still need to be paid for. If you require to pay with cash, please then contact me to arrange payment. If fees are late and NOT paid prior to half term commencing, these shall be subject to 10% increase added to the amount outstanding.