

*Just Imagine*  
Dance

TERMS AND CONDITIONS  
2022-2023

## 1. Purpose

These terms and conditions comprise the binding agreement between the customer (you) and the school (Just Imagine Dance). **By enrolling your child with Just Imagine Dance you agree to abide by the letter of these terms and conditions.**

## 2. Policy

### 2.1. Enrolment and fees

- We offer free taster sessions for most of our classes. We will only allow a taster session where there is a place available for your child and it is the class you intend to enrol in. The taster sessions are to familiarize your child with the teacher, venue and children in the class.

- Fees are based on a 12 week term and must be paid in advance by the given deadline at the end of each previous term. If you join in the middle of a term your fees will be charged on a pro-rata basis for the remaining sessions

- **All payments must be received within 14 days from the date of the invoice.**

- Places are offered on a first-come-first-served basis. Places are only secured upon receipt of full payment and enrolment form. A verbal discussion with Just Imagine Dance does not guarantee you a place.

- Bookings of 2 or more classes are eligible for a 5% discount off the second class, 3 classes are eligible for a 7.5% discount off the third class and 4 classes are eligible for a 10% discount off the fourth class. Discounts are only valid where invoices are paid by the given deadline. We reserve the right to revoke discounts for overdue invoices. No retrospective discounts are given. For more information about our discounts email the Admin Fairy at [info@justimagineballet.com](mailto:info@justimagineballet.com).

- All invoice payments received will be confirmed by an email receipt. Hard copy receipts and invoices will only be provided upon request.

- **Late payment of invoices (invoices still outstanding 2 weeks after the given deadline) will incur a £10 administration charge.** For details of our late payment charges email [info@justimagineballet.com](mailto:info@justimagineballet.com).

- Just Imagine teachers are not able to discuss fees and payment arrangements. Please refer all enquiries to The Finance Fairy - [info@justimagineballet.com](mailto:info@justimagineballet.com)

- All fees and charges are subject to change.

### 2.2 Absences and withdrawals

- In the event of your child's absence, whether due to illness, injury or otherwise, refunds cannot be made. **We do not offer replacements for missed classes.**

- Should a pupil discontinue classes and leave Just Imagine Dance during the course of a term, refunds for unused classes will not be given.

- Once your child has a place in a class at Just Imagine they are part of the school and it is assumed your child will continue in their class from one term to the next following the three-term academic year. If you wish to withdraw your child from Just Imagine you must inform the Principal in writing giving 6 weeks / half a terms notice. Please ensure you inform the Principal by the half term break if your child is not returning for the next term. No refunds can be made in respect of fees already paid.

- In the event of failure to give notice in accordance with the above, you will be liable for fees for any classes falling within the period of 6 weeks from which notice is actually given, or, in the absence of any notice being given, for the fees for the first 6 classes of the following term. Just Imagine Dance reserve the right to retain any paid fees in partial or in total as discharge of your liability for such fees and its costs of administration resulting from such failure to provide the requisite notice.

### 2.3. Changing Classes

- Demand for a place at Just Imagine is high and therefore if you wish to change your child's class day/time mid-term you will not be automatically guaranteed a place. Most classes are fully booked each term. Before the end of each academic year current pupils are given the opportunity to select their first and second choice class for the following year. Although the first choice is not always possible, current pupils are given priority over the waiting list or new joiners.

- If a class has low enrolment and continues to run, we may alter the length of the class to suit the age of the children.

### 2.4. Teaching/Timetable

- The Principal carefully selects experienced and qualified staff. All teachers have been through the Just Imagine Dance teacher training and deliver the same Just Imagine Dance syllabus as created by the Principal.

- The Principal regularly monitors staff to maintain teaching standards, policies and to ensure Just Imagine Dance adhere to Health and Safety procedures.

- Just Imagine Dance reserves the right to make changes to the timetable and to the teaching staff during the school year. If the number of pupils enrolled in a class is below our financial margins, we may have to cancel the class. In all cases we endeavour to give plenty of notice and find the pupils alternative classes at our school.

- Just Imagine do not discriminate on background, race, sexuality, gender or religion when recruiting staff members.

### 2.5. Child Safety

- Just Imagine Dance endeavours to ensure that your children are dancing in a safe and comfortable environment. We require you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements or your contact details or special medical needs. You are responsible for ensuring that your child wears suitable attire and footwear for the class and for ensuring that your child does not attend any class whilst suffering from any illness, injury or other condition which may affect their safety or wellbeing or those of any other child attending the class. In any event, you must inform the teacher if your

child is suffering from any injury, illness or other communicable condition. Just Imagine Dance shall have the absolute discretion to exclude your child from the class in such circumstances and you shall have no right to any refund.

- Just Imagine Dance teachers have the absolute discretion to require your child to sit out a class or any part if they are disruptive so as to interfere with other children's enjoyment of or benefit from the class. Just Imagine Dance reserve the right to exclude from further classes any child who is repeatedly disruptive in such a manner.

- Pupils will not be allowed to leave the premises until they are collected.

- All children must be registered for the classes they attend. Unregistered children (visiting friends/siblings) will not be allowed to participate without prior permission from the Principal.

- Parents/guardians are invited to watch classes during watching week, generally held at the end of each term. Visiting relatives/friends will only be allowed to watch if prior permission has been given by the Principal.

- **Filming and photography are not allowed except by permission and with the discretion of the teacher during watching week.**

## 2.6. Injury/Loss of property

- Just Imagine Dance do not accept any responsibility for and shall have no liability to you or your child for any loss or damage to property brought to or left on the premises.

- Just Imagine Dance is not responsible for any injuries sustained prior to the beginning of classes. Given the physical activities involved in participating in ballet pupils are exposed to the risk of injury. Just Imagine Dance and its employees are not responsible for and shall have no liability for personal injury or illness save for any caused by their negligence. By enrolling your child you are certifying they are in good health and capable of participating in all of the classes for which they are enrolled.

## 2.7. Code of Conduct

- All parents and children are required to abide by the school Code of Conduct (see separate document). Failure to do so may result in your child being withdrawn from our classes.

## 2.8. Privacy Policy

- Any personal information you supply will only be used by Just Imagine Dance for administrative purposes within the terms of the GDPR legislation 2018 and shall not be shared with any third parties. Please ensure that Just Imagine Dance receives any changes to pupil's contact details in writing.

- From time to time Just Imagine Dance may take photos during classes for publicity purposes. If you have questions or to opt-out of photo permissions please email [info@justimagineballet.com](mailto:info@justimagineballet.com).

## 2.9. Just Imagine copyright

- All the dances, stories and characters and class content has been devised and choreographed by the Principal of Just Imagine Dance. The Just Imagine Dance syllabus is protected by copyright. You warrant that you will not copy or use, whether for your own benefit or that of others, the Just Imagine Dance syllabus, or any part thereof.

### 3. Concerns/complaints

Just Imagine Dance is committed to working in a close partnership with parents, guardians and carers. A vital aspect of this partnership is the need for the School to know when you feel that things are not right. If you have any concerns about any aspect of the School, please contact the school office as soon as possible. All concerns should be addressed in writing to [info@justimagineballet.com](mailto:info@justimagineballet.com). The School takes all such expressions of concern seriously and aims to follow them up courteously and promptly.

#### **This policy:**

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

#### **Questions:**

If you have any comments or question concerning this notice, please contact [info@justimagineballet.com](mailto:info@justimagineballet.com)