

WWW.NJDANCE.ORG

# NJDANCE INFORMATION PACK

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# ABOUT NJDANCE

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## INTRODUCTION

Welcome to NJDANCE - Classes for those who love to dance!  
Offering quality and relaxed dance training for children and adults.

All classes have the same approach - full of fun, enthusiasm, creativity, confidence building, encourages individuality and the enjoyment of dance. All classes are non exam based.

Founded by Natasha in August 2018. "What started off as just an idea became more than I ever imagined"! - Natasha.

Fast forward to now, and we have regular weekly classes for children aged as young as two, right up to adults.

The future of NJDANCE is very exciting and the goal is to bring classes that are affordable and exciting. Classes that are all about having a passion for dance, wanting fun and making happy memories that last a lifetime.







INDIVIDUALITY

CONFIDENCE

FRIENDSHIP

MEMORIES

KINDNESS

RESPECT

LOVE

FUN

# OUR VALUES

## CONTACT DETAILS

Please note during the times below dance classes are likely to be taking place and responding will not be possible.

We aim to respond to all forms of communication within 48 hours.

Monday to Friday 9am to 6pm  
Weekends – Our out of office will be active and all replies will be responded to during the week once all working hours have resumed.  
This will also include all our social media accounts.

Our preferred method of contact via mobile would be WhatsApp.  
As this number is a business phone, the above working hours apply.  
This mobile will be switched off over the weekend unless there is an NJDANCE event.

An email is always best for any form of communication as this will be checked daily and less likely to be missed.

Please only use one form of communication to help with our admin overload! We will respond as soon as possible.

Thank you.



### EMAIL

NATASHA@NJDANCE.ORG



### MOBILE

07983 502 461



### WEBSITE

WWW.NJDANCE.ORG



# Important Information

NJDANCE reserve the right to take further action for any abusive behaviour towards, staff or other students. At all times the teacher, parents/guardians and students must maintain a polite and safe environment.



## Cancelleds & Refunds:

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Once you have committed to the class and payment has been received, should you change your mind (we hope you don't), we do not offer a refund policy for any amount of the remaining classes left. This is because we offer a trial before attending and because we do not ask any of our dancers to sign a contract with a notice period.

No credit will be applied.

Once you have cancelled, your place will be offered to another on our waiting list.

### Missed classes:

Should you miss a class, no refunds or credit can be given. This also includes missing class due to illness or taking a holiday.

### Cancelled Classes:

If NJDANCE cancels a class, a credit or refund will be offered.

If a class is cancelled due to weather conditions or government guidelines and classes cannot be held at any venue, NJDANCE will host these lessons online via zoom or pre-recorded videos. Please see the online disclaimer.

## Discount & Payment:

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### Fees & Discount:

These are billed 'half termly'. Meaning classes will be billed by the length of the class and weeks within that time frame.

You will receive an invoice via our online platform 'Class Manager', 'Stripe' or 'Square'.

A deduction can be made for siblings or students who attend more than one lesson per half term. This will be applied/visible on your invoice. This does not apply to PAYG classes.

### Class Manager, Stripe & Square:

Are platforms used to send communication, take registration, bookings for trials, workshops, holiday clubs and send invoices plus take payments. This will outline the cost and discounts (if applicable). Invoices will be sent up to one week before each half term and to be paid no later than 5 days of receipt.

A '10% late payment fee' will be added to your bill if you do not pay within 5 days of receiving the invoice or have made arrangements with Natasha should there be some financial difficulty.

In addition to any late or unpaid fees will mean you no longer have a place and this will be given to someone on the waiting list. This rule is enforced with immediate effect. Should you turn up to class you will be asked to leave.

## Private Parent Portal:

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A private app for registered dancers. Please use the parent portal as your go-to-place if you have any questions and updates. If you cannot locate the information needed, please then email [natasha@njdance.org](mailto:natasha@njdance.org)

You can download the app for Android [HERE](#) or Apple [Here](#)

### Spam:

On occasion emails from NJDANCE can go into the spam folder. Please can this be checked on a regular basis to avoid any miscommunication or important updates. It is also advised to check on your private parent area or our social media platforms for regular updates.



## Photos, Videos & Social Media:

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Any photographs or videos taken will be for promotional use of NJDANCE. This will include publishing on the NJDANCE official website, advertising future events (such as flyers) and social media (Facebook and Instagram).

No names will be published. Please inform Natasha if you **do not give** consent for photographs and videos to be taken of your child. This should also be completed at registration and updated if your preferences change while attending classes.

Should you share any photographs or videos across social media due to several safeguarding issue within the dance school, any photos or videos that you personally take must not include any names of the children taking part (unless they are your own) and should **not** have any other children in the image or clip without consent from Natasha. Your understanding is much appreciated. If you would like to discuss this further, please contact Natasha.

## Waiting List:

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NJDANCE has a large waiting list for all of the classes running.

All registered dancers and participants get priority booking or changes over those on the waiting list.

Places are then offered to anyone on the waiting list, followed by then being advertised more broadly for new dancers or participants to register.

Should you wish to make any changes, please get in touch.

# WHAT TO WEAR & BRING TO CLASS



## FOOTWEAR

We **ONLY** allow dance footwear in our studios.  
NO outdoor shoes at any time.

Ballet shoes, jazz shoes, tap shoes and foot thongs, bare feet & socks.

## CLOTHING

Something comfortable and suitable to dance in such as shorts, leggings & a t-shirt, for commercial and acro. Leotard, tights, skirt or leggings for ballet/tap NJDANCE items are available..



## REFRESHMENTS

We do not allow fizzy drinks or energy drinks in our studios.

Water and juice is advised.

Please do not worry if you do not have the above items to start with, we have a supply in stock and easily access items for you.



# Privacy Policy:

NJDANCE is committed to protecting and respecting your privacy.

This Privacy Notice explains:

How, when and why we collect personal information, how we use the information, how long we keep it, when and how we may share it with others, how we keep it secure, and your privacy rights and how the law protects you.

We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside of NJDANCE.

How do we collect information from you?

We may obtain information about you when you: complete an online, or electronic application form, speak to us on the telephone or in person, email us, visit our website(s), make a payment or donation, make a booking for an event, class or workshop, complete a survey online or sign up to the mailing list.

What type of information is collected from you?

The personal information we collect may include your: name, date of birth, gender, email address, telephone number, credit/debit card information, health or disability information and (or other 'special data').

How is your information used?

We use your information to process an application that you have made for an activity (membership, class, course or workshop) or event, process an order for a product or a payment (or credit) for a product, seek your views or comments on the services we provide, notify you of changes to our services, send you communications/publications which you have requested and that may be of interest to you, which may include information about new products, services, events, and activities, handle an enquiry or complaint you have made, invite you to attend an event, ask you to support our work by making a donation or becoming a sponsor or supporter of NJDANCE, and to contact you in an emergency situation. (The above list is representative, not exhaustive).

How long is your information kept?

We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations, for example, all financial records are held for 7 years. In other areas of the business we hold your personal information on our systems, only for only as long as is necessary for the relevant activity, or as long as is set out in any verbal or written agreement you hold with us. This is usually a term (rolling term) or waiting list.

Who has access to your information?

We DO NOT sell or rent your information to other organisations. We DO NOT buy or rent information from other organisations. Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances, we would only share your information with another party, if you have given your explicit permission to do so.

Other Third Party Providers We use:

Outlook, to deliver all our communications including our e-newsletters. By signing up to our e-newsletter you acknowledge that the information you provide will be transferred for processing in accordance with their privacy policy and Terms. We gather statistics around email opening and clicks using industry standard technologies to help us to monitor and improve our e-newsletters. You will stay subscribed, unless you unsubscribe, which you can do at any time by clicking contacting Natasha.

WordPress, Class Manager, Stripe and Square, are used as a database system for all our students' and customers' details. We use this software to en-roll students in to classes, to monitor class sizes, to organise timetables, print and electronic registers, record attendances, send out correspondence to customers and also to generate and send out invoices. We will not use your personal information for marketing and communications purposes.

NJDANCE DOES NOT store your card details on our systems for use in future transactions. Class Manager, Stripe and Square gives you the option to save your details. We do not have access to this.

Social Media Platforms, if you engage with NJDANCE on any of our social media channels you should know that we do not collect your personal information, it remains within the platform that we are using and so you should familiarise yourself with their privacy notices and policies for Facebook, Instagram and YouTube.

NJDANCE may use information you provide to share updates, news and events, in the form of customised online advertising. If you send us a direct message, your information still remains within the platform unless we ask you to provide us with your contact details to continue the conversation offline or privately, and you consent to do that.

Your choices and individual privacy rights:

You have a choice about whether or not you wish to receive information from us.

We will not contact you for marketing purposes by post, email, or text message unless you have given your explicit permission. You have the right to ask for a copy of the personal information that NJDANCE holds about you. Please contact [natasha@njdance.org](mailto:natasha@njdance.org)

We will respond to you as soon as possible and usually within one calendar month. You also have the right to have your information erased, to object and to restrict processing. If you wish to do this please contact Natasha.

Children:

We are particularly concerned to protect the privacy of children. We are confident that our systems and processes are designed to be fair to children, to protect their rights and freedoms, and to be fully in line with their reasonable expectations and those of their parents. We take responsibility for identifying the risks and consequences of processing children's data.

# Watching Classes

In addition to the below, please can we be mindful of the safeguarding issues and learning difficulties within the school and the dance school's own policy on running of the classes. Anyone 'unknown' to the class teacher must be introduced and prior notification/arrangement must be arranged. Anyone unknown will be questioned and potentially asked to leave. This is to keep staff, guests and children safe.

*Watching is a privilege and something NJDANCE likes to offer. It is not something that is mandatory. Please be respectful of this.*

## Tiddlers & Tots

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Tiddlers - A parent participation class. Any additional adults wishing to come, and watch can be accommodated up to 10 max.

Tots - A parent watching class. Any additional adults wishing to come, and watch can be accommodated up to 7 max.

**ALL reception and above classes are drop and leave classes, parents do not stay on a week-by-week basis.**

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You will be invited in at the end of term over a two-week period.

### This applies to the following classes:

**First/Second Position Ballet & Tap**  
**Junior/Teen Lyrical & Tap**  
**Mini/Junior/Teen Commercial Pop**  
**Mini/Junior/Teen Musical Theatre**  
**Mini/Junior AcroDance**

You will be invited in with plenty of notice to make arrangements around other commitments and logistics. This might be spread across a two-week period to make sure everyone is accommodated.

The main door (into both our studios) will be shut once the class has started, this is to stop any distractions and unauthorised access.



**THANK  
YOU**

[www.njdance.org](http://www.njdance.org)

[natasha@njdance.org](mailto:natasha@njdance.org)

07983 502461