KDA Terms & Conditions (last updated 12 March 2023)

1. Purpose

These School Terms and Conditions serve as the binding agreement between the customer (you) and the School (Kew Dance Arts). By enrolling yourself or your child with Kew Dance Arts, you agree to abide by these School Terms & Conditions.

2. Policies

2.1 Enrolment

-Before participating in any class, all students are required to have completed an official KDA Online Registration Form; including signed Medical Release and Compliance Agreement. All students are welcome to one free trial class before enrolling for a term or block of classes. If you/your child does not enrol, you will not be charged for the trial class.

-Student placement is based on age as well as ability. The ages and years in school listed on our timetables are to be used as a guideline for registration.

-Should you wish to change classes, you may submit a request to the Director at any time.

-Students must abide by the Kew Dance Arts dress code. A full list of requirements for each class is outlined in our Online Dance Store; http://kew.mydancestore.co.uk. For safety reasons, hair must be neatly secured. No snacks are allowed during class time, though water bottles are allowed.

-Students are expected to behave properly in class – any student who continuously disrupts the teacher or other pupils may be asked to withdraw from the class.

-Kew Dance Arts does not offer make up lessons for those that are absent or miss class for any reason.

2.2 Fees

-Fees are based on a 12-week term (Autumn & Summer) and 11-week term (Spring). Other classes may run for various lengths; ie Workshops, Half Term Sessions, Class Blocks, etc. If you join part way through the term or block of classes your tuition will be prorated.

-A receipt for payment will only be provided if requested by email.

-You will receive an email including you Enrolment Confirmation Letter and Invoice at time of registration. This invoice will include the following applicable fees:

-Payment is due by your second class of the term. If payment is not received by the second class a late fee of £10.00 per week past the due date will apply. Families with more than one child/adult enrolled will receive a discount of 10% on each additional class. Discounts are not applicable on private lessons.

-Should a you choose to discontinue classes for any reason you may be eligible for a refund. Written notice by email is required to receive a refund. If the student drops before the half term, you will be refunded/credited for the remaining classes after the half term. No refund/credit will be given should you forgo classes after the half term.

-Kew Dance Arts reserves the right to change, cancel or combine a class at any time. Students will be notified by email in the event of any change or cancellation. Should classes be canceled or rescheduled due to inclement weather or for any other reason, you will be notified via email.

2.3 Open Days & Performances

-All students are encouraged to participate in performances although participation is not compulsory. Term classes will perform in the annual Christmas Show (Autumn Term) and School Showcase (Summer Term). Performance Fees may include costumes, rehearsals and admission to the event for friends/family. Fees range from £15.00-£35.00 and are due 6 weeks before the performance (non-refundable). Additional costume fees may apply for some performances.

-KDA will have Open Days during the last class before Half Terms and the last class of the Spring Term. Parents are allowed to take photos/video during Open Days.

-Students age 5 and older are invited to audition for the KDA Lucky Stars Dance Team. The Team performs at various community events and fairs throughout the year. Team Members are required to take at least one class per week at Kew Dance Arts as well as attend additional rehearsals in preparation for performances. Team Members may also be invited to join our Competition Team that performs/competes at various Festivals throughout the year. For more information on these opportunities including costs involved, contact the Director.

-Kew Dance Arts gives children the option to participate in Ballet Exams through the International Dance Teachers Association. Syllabus exercises are worked into our ballet classes (ages 4+) and children will be familiar with the steps. Should they wish to enter exams additional coaching may be required and is billed separately.

3. Safe Practice

Safeguarding

Kew Dance Arts believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice of which protects them.

Health & Safety

The Director of Kew Dance Arts (Christine Ng) is certified in First Aid and has completed Safeguarding Training. She also holds an Enhanced DBS (CRB) Certificate.

Photographs & Videos

From time to time we do take photos/videos of students during class and school performances for our company website, Facebook page, You Tube, posters, print advertisements and internal use. Names are never listed in association with these images. If you have any objection to this, please let us know in writing. Should we wish to use a photograph for any other purpose, we will not do so without obtaining parental consent.

Data Protection

Kew Dance Arts will hold and use registration information (personal contact details) for its own purposes only. Rest assured this information will not be shared with any other party without consent.

4. Concerns/Complaints

Kew Dance Arts wants to be sure that you have an excellent experience at our school. Should you have any concerns or complains whilst you are dancing with us please contact the Director directly; kewdancearts@gmail.com.

This Policy;

Kew Dance Arts will update this Policy as needed. Should there be any significant changes to the Policy, all current students will be notified via email.

Questions;

If you have any questions or concerns regarding this notice, please contact KDA; kewdancearts@gmail.com