Lucy Evans Academy of Dance: TERMS AND CONDITIONS

This is part of your agreement when joining Lucy Evans Academy of Dance. Membership is open to all subject to the following conditions:

• Lucy Evans Academy of Dance accepts no responsibility for loss or damage of personal belongings while on the premises.

• Lucy Evans Academy of Dance accepts no liability for any injuries sustained whilst participating in a class or on the premises.

• Lucy Evans Academy of Dance staff must be notified of any changes to the information provided on the Booking Form.

Staff/teachers:

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. Volunteer class assistants and trainees on placements are all DBS checked. There is always a first aider on site.

Supervision while on site:

Students must ensure they always get full permission from 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, the final decision being undertaken by the Board of Directors. 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 one class/performance per term. 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 teacher’s discretion). Lucy Evans Academy of Dance provides costumes and props for shows where possible, but parents may be asked to provide basic accessories and basic costume if required.

Emergency contact number:

Lucy Evans Academy of Dance emergency mobile phone is kept with all teachers. The number will be given out upon registration and must only be used if there are problems regarding the collection of children. Do not ring the office as there may not be anyone there.

Food:

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

If your child is here for a longer period of time: Please bring a quick, light snack and drink (not lunch) with you.

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:

Wearing the correct Lucy Evans Academy of Dance clothing gives a sense of belonging, allowing all to feel equal, healthy and safe.

• All leotards, cardigans, shoes, water bottles, coats and bags must be clearly labelled – lost property is donated to charity at the end of every term.

• Strictly no jewellery – no earrings (earrings are very unsafe during physical activity).

• Hair must be tied back from the face for all 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 Mrs. Harper at a greatly reduced rate including tap and ballet shoes.

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.

Uniform for Lucy Evans Academy of Dance Classes:

• Purple catsuit, with belt and cardigan: Must be worn by all students in modern, tap and contemporary.

• Top: Lucy Evans Academy of Dance T-shirt must be worn by all students in Theatre Stars and Jazz classes.

• Bottom: Plain black leggings must be worn in Theatre Stars and Jazz classes. No jeans or trousers, skirts or dresses are to be worn to any class.

• Shoes: Black jazz shoes are to be worn for Modern, Jazz, Theatre Stars and Contemporary. Strictly no trainers, crocs or sandals are allowed.

• Tap class: Black tap shoes.

• Grey Lucy Evans Academy of Dance hoodies are available for all students to wear when traveling to classes.

Ballet:

• Girls: purple skirted leotard, short socks/tights, pink/nude/skin tone ballet slippers. Older students to wear purple sleeveless leotards. Practice skirts may also be worn. Cardigans in a matching colour to the leotard may be worn in colder months. Please no tutus for class – these can be worn in shows and demonstrations!

• Boys: white t-shirt or vest and black or navy shorts, short socks, black ballet slippers.

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 Lucy Evans Academy of 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 courses. Class numbers are limited, and many have long waiting lists, so good attendance and commitment to the course is essential.

Child Collection:

Lucy Evans Academy of Dance TEACHER POLICY AND PROCEDURE FOR YOUR INFORMATION

Teachers must ensure that each child 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 or session. Should a parent/guardian not turn up to collect a child on time – this is the procedure to follow:

• Inform Mrs. Harper who will contact the parent/guardian.

• If the Mrs. Harper is not available, contact Miss. Laura and/or Miss. Ameila.

• If Mrs. Harper is not available, ask the child to contact the parent/guardian immediately.

• If the child cannot call the parent/guardian, contact the parent/guardian directly to arrange collection.

• If the parent/carer is not reachable, and you must leave, the emergency procedure is as follows:

• Leave a message with the parent and contact the entire Lucy Evans Academy of Dance Management Team with all the information. Wait until another member of the team can arrive.

• If the parent/guardian is not reachable and there is no adult available, you must take the child to the nearest police station. This will be Telford (West Mercia Police), Malinsgate, Telford, TF3 4HW, Telephone 101. Inform the police of all contact details for the parent/guardian and notify the entire Lucy Evans Academy of Dance Management Team as above. Leave a message for the parent/guardian to say where the child will be.

Booking:

Lucy Evans Academy of Dance does not provide drop-in classes for children and young people on all term time courses. All courses must be booked in advance. New students may join courses during the term subject to availability and authorisation of the Lucy Evans Academy of Dance management team. If there are no spaces on a requested course when booking, then we will aim to provide an alternative option where possible.

Waiting List:

Members on the waiting list will be contacted in order of the list. If members are unavailable, no message will be left. The next member will be contacted and the first to make contact will receive the place.

Priority Booking:

A priority booking period for current students will take place for two weeks before general booking opens. Those wishing to continue should register during the priority booking period to secure their places in the next term’s courses. If any current students have not registered during this time, one attempt to make contact will be made to determine whether the student is continuing before offering the place to someone else.

Placement Priority on Courses:

• Current Students continuing in same course

Current students changing courses and additional courses

• Siblings of current students

• Waiting lists of new students

Payments

Full payment must be received in advance to confirm a place.

For all current students, courses must be registered in advance. Payment must be made monthly via standing order, with fees to be received on the 1st of the month, September-July to guarantee the place. No payment is required in the month of August. If payment for registered places is not received by this time and Mrs. Harper hasn’t been contacted in advance, then the place will be offered to another student using the priority listed above.

It is Lucy Evans Academy of Dance’s aim to offer a fixed number of concessionary places per term, subject to availability. All concessionary places must be paid for in advance of the course to confirm your place.

Non-payment

Failure to make payment before term starts may result in no place being available. If this happens Lucy Evans Academy of Dance will make every attempt to offer an alternative course or arrangement. If this is not possible then your name will be added to a waiting list.

If payment is outstanding, Lucy Evans Academy of 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.

Lucy Evans Academy of Dance may share data with debt collection agencies in order to re-coup monies owed.

Cancellation

If a booking is cancelled, a minimum of one month’s notice should be given in writing. Customers must pay this last month’s fees.

Occasionally some courses may be cancelled due to circumstances beyond Lucy Evans Academy of Dance control. We will endeavour to contact paid customers and will either offer an exchange for the course or, in rare cases of a cancellation, a full refund will be given.

Lucy Evans Academy of Dance reserves the right to cancel a course if there are fewer than seven participants on a course and the above efforts will be made to place a student in an alternative course or offer a pro-rata refund where appropriate.

If a single class does not take place due to circumstances beyond our control, Lucy Evans Academy of Dance will view this class as postponed and will reschedule.

LOCALISED LOCKDOWNS and PANDEMICS:

If Lucy Evans Academy of Dance cannot deliver classes due to force majeure or government directive, we shall implement online classes via video conferencing software as a replacement. No refunds will be offered.

If a child or household member is told to self-isolate by NHS Track and Trace (or equivalent service) classes will be provided to the student via video conferencing software. If the student is unwell and cannot take part, a refund for missed sessions will be made in the form of credit to be held by Lucy Evans Academy of Dance.

Refunds

Lucy Evans Academy of Dance cannot offer a refund if you do not attend courses. A full refund will be given if the chosen workshop date/course is fully booked on receipt of payment.

NEW STUDENTS ONLY: The first class is considered a ‘trial’ class. If for any reason the course is not suitable, we must be notified before the second class and a refund for classes not attended will be given. Please note, no refund or reduction will be made after the second class has taken place, whether further classes have been attended or not.

Holiday courses are non-refundable.

If a payment is made by BACs, Lucy Evans Academy of Dance reserve the right to make a £10 charge (taken from the original payment and consequently refund amount) to cover bank charges and administration costs.

Pilates Ts&Cs

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