

Ascenda Dance Academy - Terms and Conditions

By registering to a class at Ascenda Dance Academy, you accept and agree to our terms and conditions.

Fees and Finance

- All fees are to be paid in advance by direct debit, to be collected before the 5th of every month in order to secure your place in each class.
- A 2 week trial period allows participants to attend class on a PAYG basis, which will be paid in advance of the first trial class. After the trial period ends, you will need to register for the class to continue attendance.
- The trial period is for 2 consecutive weeks, and cannot be transferred to a sibling, family member or other child.
- Upon registering for the class, you agree to a monthly pro rata payment spread out over 11 months for the 26/27 academic year. The first month's payment will be adjusted in accordance to your starting date and trial days completed.
- An invoice of the payment plan will be emailed out to you at the beginning of your registration.
- Our costs are fixed, fees remain payable in cases of absence and are non refundable, there are no reductions for sickness or holidays.
- A 48hr cancellation notice must be given for private coaching, otherwise fees will remain payable.
- Once registered to class, your child will be automatically enrolled onto the next term.
- If you want to remove your child from a class, half a term's written notice must be given via email, otherwise the following month's fees will be due. For example, if you wish for your child to stop attending a class in April, a written notice must be sent via email by the half term break in February.
- Fees are non-transferable to another student/family member.
- Unpaid or late fees will incur a 10% charge on top of the fees.
- Children can only attend the class(es) they are registered for and can not do a class 'in lieu' without prior permission from the principal.
- Fees are subject to change at the beginning of the academic year, due to stay in line with covering costs of expenditure. Prior notice will be given for fee increase.

Timetable

- Ascenda Dance Academy reserves the right to alter the timetable at any given time and change venues if the hall can no longer accommodate the booking.

Uniform and Grooming

- Grooming and uniform is an important part of preparing yourself for class, and should become part of your routine. Parents are asked to assist with younger pupils to ensure they are neat and presentable to class.
- Dancers must wear Ascenda Dance Academy regulation uniform to class. This gives children a sense of belonging and identity and allows them to dance freely.
- Hair must be tied back in a ballet bun or a neat ponytail.
- Ripped or ill- fitting uniform is not permitted and should be replaced in the first instance.
- Students must not come to class wearing jewellery. Students will be asked to remove jewellery (with the exception of small stud earrings) before class begins and Ascenda Dance Academy will not be held responsible for lost or damaged items.

Health and Safety

- Physical contact may be necessary when teachers are giving feedback. Please see our Physical touch policy.
- Please inform the teacher of any illnesses or injuries before the start of class.
- Please always bring a bottle of water into class with you- no matter how old the student or how long the class is. Staying hydrated is very important.
- Teachers will provide first aid care when necessary and will seek further medical assistance when needed.
- Ascenda Dance Academy is not responsible for any injuries sustained prior to the beginning of class. Given the physical activities involved in ballet class, pupils are exposed to the risk of injury. Ascenda Dance Academy and its employees are not responsible for and shall have no liability for personal injury or illness to your child. By enrolling your child you are certifying they are in good health and capable of participating in the classes for which they are enrolled.

Parents

- At Ascenda Dance Academy we believe in encouraging students to take responsibility for their belongings and aim to foster independence. For this reason, we ask that children are dressed and ready waiting outside the room before class starts. In the colder months, with warm clothes on top of their uniform. This allows students to enter the room independently, and place their belongings at the side of the studio themselves.
- Please ensure your child has been to the toilet before class begins to prevent any accidents.
- Please wait outside the studio until your teacher comes to get you.
- Parents are asked to not enter the dance studio at any time, if you wish to speak to the teacher, please wait till they come to the door.
- There will be watching weeks at the end of each term.

- Please ensure all children are collected on time from the studio door at the end of class. If someone else is collecting your child, please inform the teacher at the start of class. If you are going to be late, your child will remain in the studio with the teacher.
- Please ensure staff are aware of any medical conditions or learning difficulties that may need special attention.

GDPR- Privacy Policy

- We do not disclose or sell personal data to third parties.
- We do not disclose personal data to other members of the Academy and their families.
- The Academy uses contact numbers and emails for updates, whole school and individual communication, invoices and general information.
- Emergency Parent contact numbers are given to teachers termly for the sole use of emergency contact only.
- Personal data is stored in a locked password encrypted email database
- Information we may collect from you include;
- Name, DOB, Gender of student, Home address, Email address, Contact numbers, health or disability information, Emergency contact name, number and relation to you, Photograph consent, any data relating to a safeguarding concern.
- This information may be used for; processing registration, entering for exams/festivals/competitions, to create and send invoices, share with emergency services in event of an emergency or safeguarding concern, communicate news and information of the studio, create registers and share with Ascenda Dance Academy teachers.
- Hard copy information is destroyed via secure information shredding service.
- When you leave the school all data is destroyed.

Teachers

- Teachers at Ascenda Dance Academy all hold valid DBS checks, and are first aid and safeguarding trained.
- All teachers at Ascenda Dance Academy are fully qualified, insured and hold dance teacher qualifications.
- Teachers will administer first aid and seek further medical assistance when necessary.
- Teachers and Ascenda Dance Academy will not be held responsible for any lost or damaged belongings whilst on the premises.
- Teachers will be allowed to film/ photograph students during their class to share progress to the principal, for choreography purposes, for social media (where parents permission is given to post) etc.

The principal holds the right to dismiss a student from Ascenda Dance Academy at any time, without financial refunds. This includes but is not limited to, if the studios terms and conditions

and code of conduct are not followed, inappropriate behaviour to staff or other students, failure to make payments on time.