

TERMS AND CONDITIONS

This is part of your agreement when joining Kerry Ledger School of Dance & Performing Arts Membership is open to all subject to the following conditions:

- Kerry Ledger School of Dance & Performing Arts accepts no responsibility for loss or damage of personal belongings while on the premises.
- Kerry Ledger School of Dance & Performing Arts accepts no liability for any injuries sustained whilst participating in a class or on the premises.
- Kerry Ledger School of Dance & Performing Arts 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.

Emergency contact number:

Kerry Ledger School of Dance & Performing Arts emergency mobile phone is kept with the Site Manager. 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 studio space.

[IF APPLICABLE]: 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: Students must not wear their school uniform to any class – Kerry Ledger School of Dance & Performing Arts is not a school and wearing the correct Kerry Ledger School of Dance & Performing Arts clothing gives a sense of belonging, allowing all to feel equal, healthy and safe.

- All t-shirts, shoes 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.

Most KLSODance classes:

- Top: KLSODance T-shirt must be worn by all students. Options for leotards, KLSODance Onesies and jumpers.
- Bottom: Tracksuit bottoms or leggings must be worn in dark blue, navy or black. No jeans or trousers, skirts or dresses are to be worn to any class.
- Shoes: Indoor trainers to be worn for Street Dance if you wish.
- Tap class: Black or nude tap shoes.

Attendance:

Children must arrive and be collected promptly. They must arrive at the start time of class and socially distance upon arrival.

Where possible KLSODance 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 three 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.

Illness/Injury:

Parents are not to allow their child to attend Kerry Ledger School of Dance & Performing Arts if they are feeling unwell or have a known injury which would prevent a student from fully taking part.

This includes presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Common Cold, Flu and, as of March 2020, symptoms of COVID-19.

COVID-19: Parents are expected to follow government advice in relation to when to self-isolate. You must complete a health declaration form before attending Kerry Ledger School of Dance & Performing Arts.

Refunds may only be given in the event of illness or injury preventing attendance at classes for a sustained period of time at the discretion of KLSODance & Performing Arts .

Child Collection:

KLSODance & Performing Arts - 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 a Staff Member who will contact the parent/guardian.
- If the [Staff Member] is not available, contact the office and or [Staff Member].
- If the office is closed, 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 Kerry Ledger School of Dance & Performing Arts 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. Telephone 101. Inform the police of all contact details for the parent/guardian and notify the entire KLSODance Management Team as above. Leave a message for the parent/guardian to say where the child will be.

Booking:

Kerry Ledger School of Dance and Performing Arts 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 Kerry Ledger School of Dance and Performing Arts 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.

Payments - See Bookings policy

Full payment must be received in advance to confirm a place.
For all current students, courses must be registered in advance.

Non-payment

Failure to make payment before term starts may result in no place being available. If this happens KLSODance 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, Kerry Ledger School of Dance & Performing Arts 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.

We 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. Customers must pay this last month's fees. Occasionally some courses may be cancelled due to circumstances beyond KLSODance control. The administration team 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.

KLSODance serves 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, View this class as postponed and will reschedule.

LOCALISED LOCKDOWNS and PANDEMICS:

If Kerry Ledger School of Dance & Performing Arts cannot deliver classes due to forced closure 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) This will be classed as missed sessions and as per the below, no refund will be made.

Refunds

Kerry Ledger School of Dance & Performing Arts 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.

Holiday courses are non-refundable.

If a payment is made by BACs or PayPal, Kerry Ledger School of Dance & Performing Arts reserve the right to make a £10 charge (taken from the original payment and consequently refund amount) to cover PayPal charges and administration costs.