



Debbie Jay Dance Academy Terms and Conditions.

To ensure DJDA runs smoothly and successfully, we ask that Parents/Carers read and agree to our Terms and Conditions.

Classes

Trial sessions: If you would like to try one class it's free, if however you would like to try 2 or more classes, we offer a trial week class pass for £6.00 where your child can try any of our classes suitable in a week. After your trial week, we will require payment for the remainder of the month for the classes you wish to continue with.

Enrolment: Before your trial class/week you will be sent an online enrolment form to complete, we require you to fill in all applicable sections. You will also need to sign to agree to these terms and conditions.

Notice Period: If a dancer wishes to leave, you must notify DJDA in writing via email 2 weeks in advance. If a dancer leaves without prior notice or if payment is due, an invoice will be sent with fees that are due. Fees must be received within 14 days or further action will be taken.

Waiting List: We run a waiting list for classes which are at capacity, During the COVID-19 Pandemic, class numbers are limited.

Absences: We ask you to inform us of an absence in advance (07598312599) or email djda1211@gmail.com. During our show term, 4 or more absences in a class may impact the dancers' participation in the show and will have to be reviewed by our teachers.

Illness/Cancellation: Refunds will not be given and fees will not be waived in the event of term time holidays, school trips, short term illness or injury. In the event of long term absence due to illness or injury, credit notes or refunds may be given on a case to case basis.

Lost property & Damage: No responsibility is accepted by DJDA for any items lost or damaged, whether in class or in the changing room. DJDA is not responsible for your child/ren before, between or after lessons. Please ensure they are safe and ensure your son/daughter is collected promptly.

Breach of Terms and Conditions: Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct



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In the event of a Force Majeure event (an event that is out of our control including and without limitation, acts of God e.g. snow, power cuts, no running water, national emergencies, explosion, accident, fire, war or pandemic). DJDA are unable to refund for any cancelled or missed classes. DJDA will inform customers immediately of any closures and where possible, will reschedule classes missed in person or provide online classes.

Payment

Fees: Fees are payable monthly spread over 12 months. If you join part way through a month, you will only pay for those lessons.

Form of payment: - Payments should ideally be made by BACS
Account Number: 01264587 Sort Code: 30-17-48. Name Debbie Jay Dance Academy/Mrs Deborah J Harding If this is impossible then you may alternately pay by cash or cheque but 75pence must be added on to cover business bank charges and must be placed in a clearly labelled sealed envelope. Cheques should be made payable to Mrs D J Harding.

Refunds: No refunds will be given once the month has commenced or for any missed classes.

Discounts: If a pupil attends 3 lessons or more a week, they receive 10% discount. Siblings also receive 10% discount.

Teachers: All Teachers hold formal dance training qualifications, have enhanced DBS checks, have completed safeguarding training and have valid insurance.

Policies: All staff are aware of our Safeguarding and Health and Safety Policy. All our policies are available on the website www.djda.co.uk

First Aid: Staff have been trained in First Aid

Safeguarding: The designated safeguarding lead is Debbie Harding, who is trained in both child and Adult Safeguarding.



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Physical Contact: Due to the nature of dance teaching, physical contact may be necessary when a teacher is helping a student to correct a position or when demonstrating. We understand this is a potentially complex area and we are passionate about safeguarding our dancers and teachers. Any physical contact will be conducted with the highest care and professionalism, teachers will ask permission before correcting a position, describe what they are going to do, be aware of location, avoid being isolated with a dancer and will never use force.

Responsibilities of Parents/Carers and Dancers: Enrolment into and attendance to our classes is seen as acceptance of these Terms and Conditions. Dancers must attend lessons in correct uniform and with their hair tied back neatly. Dancers must not wear jewellery. Dancers must arrive promptly to lessons unless there is an adequate reason. We require parents/guardians to be prompt at collection times. Any rude or discriminatory behaviour to other pupils, parents or to teachers will not be tolerated.

Photographs or videos linked to DJDA should not be posted on social media. The only exception is if the photo/video is only of your child. If you would like to post something to our online sites, please send it to Debbie (djda1211@gmail.com).

Debbie and the teachers must be informed of any injury or illness that may impact the dancer's participation in class. Please do not approach teachers in between classes unless it is urgent (i.e. to inform of an injury, illness or change of parent collecting). Email all queries to Debbie who will contact the teachers for you. Please ensure we have the correct contact details for you and let us know as soon as they have changed. Please keep up to date with important information via email newsletters, Facebook/Instagram and the Website. Please ensure your children are respecting the environment of the Dove Centre and all rubbish is placed in the bags provided. Please ensure our COVID-policy is adhered to at all times.

Safeguarding: At DJDA we welcome people to dance with us irrespective of where they live, their age, gender, sexuality, race, disability, educational attainment or economic circumstance. We promote the safety of all students in our classes. We believe that everybody has the capacity and the right to dance. We focus on the benefits of dance helping individuals personally and socially as well as physically. Further safeguarding and child protection policy information can be found on our website www.djda.co.uk.

Updated 01/07/2022 by Debbie Harding – Principal