

# **ELIZABETH BOARDMAN SCHOOL OF DANCE**

## **Terms & Conditions and Rules**

1. Payments for classes can be made half/ full termly in advance. All fees must be paid 1 week before the half/ full term is due to start. There is a late payment fee of £7.50 if fees are not paid on time. We do also offer monthly payment plans for children taking multiple classes a week. Please speak to Rona to set this up. We reserve the right to refuse entry to class if fees have not been paid. Class fees cannot be refunded due to missed classes except in exceptional circumstance. If you miss a class speak to Miss Elizabeth and you can make up a suitable class the following week. Please pay fees via bank transfer in advance - you can ask us for details.
2. From time to time photographs and videos will be taken for publicity e.g. our website, official Facebook page, official Instagram, video recording of our school show or newspaper photos etc. Unless parents/ guardians have specifically requested for their child to be excluded from photographs etc EB DANCE is permitted to use the photographs etc for publicity as above. Please note if your child cannot be photographed or video recorded this may limit what your child is able to take part in.
3. EB DANCE must be kept up to date with emergency contact information and medical information. If this changes it is the parent's/ guardian's responsibility to update us. This is very important.
4. When necessary teachers and staff who are trained first aiders will deliver emergency first aid to students when necessary. If required we will also pass on any relevant medical information to persons who are called to an emergency i.e. ambulance crew. This will also apply to any adults who require emergency first aid when in our premises.
5. Please note it is the parent's/ guardian's responsibility to ensure their children's safety before and after class(es). Teachers and staff cannot take responsibility for children outside of the class time.
6. Data protection – please note all private and confidential information is kept securely. It may be necessary for us to pass on your child's information to local authorities in connection with BOPA (Body of Persons Approval – child safeguarding) regulations for performances.
7. Uniform must be worn during class, with the only exception for the first half term for new students by prior agreement with Miss Elizabeth to ensure clothing is suitable and safe.
8. No jewellery is permitted in class and hair must be tied up neatly with the correct style according to the class being attended.
9. Valuable items should not be brought to class. Mobile phones must not be used during class. Teachers and staff cannot be held responsible for students' possessions.
10. No food, gum, or drinks other than water are permitted in the dance studio.
11. No smoking on the premises.
12. Students should arrive at least five minutes before their class is due to start and must be picked up promptly after class.
13. Students must be correctly dressed in all respects before the class starts. Students should be wearing the correct footwear before the class is due to start. Students are not permitted to be changing shoes in class time unless they have consecutive classes.
14. EB DANCE reserves the right to exclude from classes any student who is not complying with our safeguarding policy. Under no circumstances do we tolerate bullying or misbehaviour. Please ensure you have read our safeguarding policy which you can find on our website - [www.ebdance.co.uk](http://www.ebdance.co.uk)
15. If classes occasionally need to be cancelled due to circumstances beyond our control, we will work with you to make up the missed class or credit the amount.
16. Students must be respectful to each other, teachers and staff at all times. We always strive to foster a friendly atmosphere to enable all students to achieve the highest level possible.
17. Please see additional Covid-19 rules that also apply to our all parents & students.
18. For free taster classes - if the student misses their free taster class booked we are unable to offer a second free taster class place, if they would like to re-book a taster it will be payable as a single price. Multiple free taster classes must be booked in the same week. We allow 2 weeks for children to settle in to class after the free taster which can be paid weekly on arrival then the remainder of the half/ full term is due.

1. Children must not attend their dance class if they have any of the following Covid-19 symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

**1.1 Please be aware that extremely vulnerable persons;**

- Solid organ transplant recipients;
- People with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment;
- People having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors;
- People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs;
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD;
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell);
- People on immunosuppression therapies sufficient to significantly increase risk of infection;
- Women who are pregnant with significant heart disease, congenital or acquired.

**are aware that they should be shielding and may NOT attend class for the immediate future\***

\* as stated by the government July 2020

2. We would prefer not to accept cash payments.

3. Hand sanitiser ingredients. If your child is allergic or cannot use our hand sanitiser please notify Rona and Miss Elizabeth and bring your own with you to use before you enter the class and do not use our/ QKA's hand sanitiser.

4. Please bring own acro mats where possible—we will be unable to provide acro mats for now.

5. Children ideally must arrive in dance wear. They can have an outer layer they take off and put straight in their bag. They can use the toilets but a parent must be present.

6. Only 1 bag is permitted per student and this must be a zippable bag which completely closes

7. Fully closable water bottles only—no cartons, cans etc

7. We will avoid refilling water bottles at the venue so please bring plenty.

8. No food is permitted.

9. Parents are in charge of their child whilst not in class. Parents must be ready to pick up once the class is finished.

10. Parents are able to drop-off and pick up only however we ask for you to wait in the car or outside for younger children.