



# TERMS & CONDITIONS

## 1) ENROLMENT & PAYMENT

- a) Free trials are offered for each of our classes for new dancers or those who have not yet trialled or attended that class. A free trial class can be arranged by contacting ADA directly.
- b) At the end of a free trial class, the dancer will receive an enrolment form and a copy of our terms and conditions. This is to be completed and returned with the dancer the following week if you wish to enrol.
- c) Once enrolled, you are on the database and occupying a space in class until ADA receive written communication that you no longer require your space.
- d) Fees for timetabled classes are emailed at the end of each term for the following term as part of the newsletter.
- e) Fees are for one whole term and each class must be paid for as ADA do not operate a pay as you go system.  
Anyone requiring a payment plan must contact ADA directly to arrange this prior to the start of the new term.
- f) Payments can be made by cash, card, bank transfer or cheque. **\*From September 2020 all payments are to be made by bank transfer or card due to the COVID-19 pandemic.**
- g) Any cheques returned unpaid will incur a handling charge.
- h) All Accounts must be settled by the third week of the new term.

## 2) UNIFORM

a) ADA branded uniform is to be worn to classes once a dancer has been enrolled for one full term. Uniform can be purchased directly from our supplier [www.starrdancewear.com](http://www.starrdancewear.com)

b) Clean trainers/plimsolls are to be worn for street dance, cheerleading and rock 'n' roll and bare feet for disco freestyle and slow/lyrical.

c) At no point should denim, skirts, dolly shoes or flip flops be worn to class as they restrict movement and are unsafe to participate in the class in. Dancers should have hair tied back off their face and bring a water bottle with them. Refill facilities are available.

## 3) CREDIT NOTES

a) Credit notes are issued to cover circumstances such as cancelled classes or long term absence through injury or illness. All credit notes are deducted from the following term's bill, one term's notice for cessation of classes is essential if you are to receive the credit. If no notice or late notice is received then any credit will be lost.

b) Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury.

c) Instances of long term sickness or injury will be assessed on an individual basis.

## 4) EXAMINATIONS

a) Invoices for examinations are distributed when the occasion arises.

b) All examination invoices must be settled within the time frame specified on the invoice to ensure your dancer is entered. Dancers will not be entered for an exam until payment has been received.

## 5) TERMINATION OF CLASSES

- a) If a pupil wishes to give up a class ADA must receive written notice 2 weeks prior to the commencement of the term for which notice is being given.
- b) Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.
- c) In the event of a pupil leaving ADA with fees still outstanding, ADA reserve the right to pursue recovery of the debt by all legal means including court action.

## 6) CANCELLATION OF CLASSES

- a) We reserve the right to cancel any classes any time up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible via email, the facebook page, text or phone/word of mouth and a credit note will be raised.

## 7) ADA LIABILITIES

- a) ADA do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.
- b) ADA do not accept liability for personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.
- c) ADA do not accept any responsibility for loss or damage to personal property.
- d) ADA do not accept responsibility for any loss or expense due to circumstances beyond our control.

e) ADA is only responsible for pupils while they are in their class. Children cannot be supervised whilst they are outside class. Young children must be collected promptly at the end of their class.

f) ADA holds Public Liability Insurance.

## 8) RESPONSIBILITIES OF PARENT OR GUARDIAN

a) These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.

b) Attendance at class and completion of the enrolment form is deemed to be acceptance of the current Terms and Conditions.

c) It is the responsibility of the Parent or Guardian to notify ADA of any illness or injury that may affect the child's participation at class.

d) It is the responsibility of the Parent or Guardian to ensure that we have the correct details for you and your child and keep us updated of any changes to health.

e) It is the responsibility of the Parent or Guardian to regularly read the website/facebook/Newsletter information in order to be fully aware of all upcoming events.

f) In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within the school.

g) Please retain all payment receipts as chequebook stubs are not proof of payment for classes. Where there is a dispute, if the Parent or Guardian cannot provide proof of payment, they must accept ADA's records.

h) ADA hires Purwell Primary school and St John's Community Centre for classes; therefore all ADA staff, parents and pupils must be respectful to our neighbours and arrive & leave responsibly.

i) Photographs and video footage of pupils taken by ADA may be used on our website/facebook page and for publicity purposes. If you do not wish

your child's image to be used for these purposes you must inform us on the registration form.

## 9) COVID-19

- a) Teachers have undertaken COVID-19 prevention training in line with the government guidelines.
- b) Adults are to wear a face covering whilst using the waiting area at Purwell Primary School. There is no waiting area available at St John's Community Centre.
- c) Dancers are not to wear face coverings whilst participating in the class.
- d) Teachers are to wear masks whilst changing classes over or attending to a dancer needing first aid. Teachers are not to wear masks whilst conducting the class and exercising.
- e) Hand sanitiser is available upon entry at our venues, everyone entering the building is to use it on their arrival (and exit if you wish to do so).
- f) Class numbers are limited to ensure a safe distance can be kept between dancers during their class.
- g) Extra precautions are taking place within the classes to keep dancers (and staff) at a distance to one another.
- h) Should classes need to be cancelled (again) due to the pandemic, online classes via zoom will take their place at the usual scheduled times.
- i) If your dancer is displaying symptoms of COVID-19 or are isolating due to a family member displaying symptoms, do not send them to class.