

TAD STANDARD TERMS & CONDITIONS

Rules & Regulations

Classes & payments

All fees are payable monthly in advance. Payment will secure your child's place in particular lesson/lessons. Fees are none refundable in the event of absence. Exceptional circumstances will only be considered at the principal's discretion.

Students will receive a bill in class or by mail. Payment is accepted by cash or cheque. All cheques should be made payable to 'TAD'. The student's name must be written on the reverse of all cheques. **Payments MUST be made by the specified date shown at the bottom of the bill.**

If a cheque is returned by the bank unpaid for whatever reason, replacement payment must be made in cash and include any resultant bank charges.

A commitment to attend all relevant lessons is expected. We track pupils' attendance at each class. Dancers, who miss **3 WEEKS** of classes without informing us, are automatically dropped from the class. We have waiting lists for many of our classes and waiting list dancers will take your place. Therefore if you wish to keep your place in a class please let us know you are going to be away.

Parents or guardians are requested to remain on the premises for all children attending Baby Classes. Whilst all other parents are requested to attend promptly at the start & end of each lesson it is not permitted for them to remain in the dance studio.

Uniform & Appearance

For the first few lessons casual, comfortable clothes and bare feet are acceptable. Students are expected to have the full Class uniform within 4 weeks of starting the School.

The uniform can be purchased through the TAD and you will find the prices are usually lower than other shop prices. Items of dancewear must be paid for when ordering. No items can be worn (except for trying on) or taken away until they have been paid for.

It is Compulsory to wear the full TAD uniform to ALL dance events. This ensures that the pupils portray a professional image when out and about and creates a sense of 'Team Spirit' amongst the pupils. It also helps the teachers responsible for your children, to find them quickly and efficiently in the unlikely event of a crisis.

When purchasing the uniform from TAD, please ask for samples to ensure they fit correctly. Exchanges can only be made where an item is completely unworn, undamaged and in its original undamaged packaging. All pupils must wear the approved school uniform. Girl's hair must be in a bun or neatly tied back at all times.

Examinations

At some point pupils will be considered for examinations. However this does depend on good attendance and not only on ability. Examinations are taken with the AAD (American Association of Dancing) when an external examiner comes to the studio to examine the pupils work. Although theory work for examinations is covered during classes, this must also be practised at home. The AAD is an approved awarding body. Children must have the full correct AAD examination uniform, which should be clean and undamaged. No underwear, jewellery or nail varnish can be worn during exams.

Legal and Emergencies

In the event of an evacuation of the building, students in the studio will be immediately escorted out of the building via the nearest fire exit. Any parents/guardians in the building or students not in class should also leave the building as quickly as possible and observe Wilnecote High Schools Fire procedure.

A fully equipped first aid kit is held at the School.

TAD is only responsible for pupils while they are IN the studio. Children can not be supervised whilst they are outside the studio. All children are to be with a responsible adult whilst waiting to enter the studio.

In the interest of safety it will be necessary for some physical contact to occur during certain lessons.

TAD follows the Council for Dance Education and Training (CDET) code of professional conduct.

The principal and other teachers and assistants hold current CRB certificates (police checks)

TAD holds liability insurance.

The principal holds current registration and membership for the AAD.

All personal information regarding students is kept confidential and only provided to the AAD when required.

Miscellaneous

It is important that all pupils complete and return their disclaimer so that TAD has contact details along with any information relating to medical needs. The TAD needs to be informed of any changes.

If pupils need to change before or after lessons they must use the changing facilities, which are situated by the Theatre. Changing **MUST NOT** take place in the reception area at any time.

Bad and abusive behaviour is unacceptable. Students causing disruption may be verbally disciplined or asked to leave the school.

Photographs of the students are occasionally taken by the principal in class for publicity purposes, e.g. website, internal displays etc. If any parents/guardians would prefer their child not to be included in the photos they should inform the principal.

Miss Dawn Haig TAAD, TMAG
Principal