

1ST ACADEMY OF DANCE



Welcome to 1st Academy of Dance, we are delighted you have chosen to participate in our dance classes. As we step forward into the term, we aim to enhance your child/ren through our 'Dancer' building block system...

- Development...** to progress through the expression of dance.
- Achievement...** to accomplish your goals and success.
- Nurture...** to offer encouragement and care for each other.
- Confidence...** to believe in yourself and follow your dreams.
- Enthusiasm...** to pursue success, with energy and determination.
- Respect...** to respect personal space, ethics, and integrity in the Academy.

Trials

We hope you enjoy your trial at 1st Academy of Dance. We believe the trial period will give you a chance to see what our classes involve, how we structure each planned lesson and if the class in question meets your expectations.

Once your trial is complete, you will automatically be registered as a permanent member of the Academy, unless we are informed that you do not wish to continue.

You will receive an email with relevant information regarding our payment plan, where you will find the link to set up your direct debit through 'Go Cardless'.

The direct debit is not a binding contract and can be cancelled at any time, but please be aware that we require one month's notice if you decide we are not the school for you.

Uniform

Once your trial period is complete, we encourage all students to wear the correct uniform for the class they will be attending. Uniform items can be purchased through the Academy and will require payment via bacs upon ordering; or you may purchase products yourself online through various dance wear sites.

Many students also share second hand items through our Facebook group...

Link: <https://www.facebook.com/groups/129257566333>

Academy orders are usually processed on a Friday (to guarantee a Monday delivery) and invoices will be issued to you via email accordingly.

Bank details...

Account Name: 1st Academy of Dance
Bank/ Branch: Barclays bank plc
Sort Code: 20.28.20.
Account No: 00625582



Imperial Society of
Teachers of Dancing



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ARTS
CREATING THE WORLD'S MOST
TRUSTED ACRO PROGRAMS

www.1stacademyofdance.co.uk – 07880 558031

Payment Policy

All classes are based upon a monthly direct debit system with Go Cardless, a software which is integrated with our enrolment and invoicing system, which allows our admin team to access information efficiently. The Academy classes take place throughout the academic year, which amalgamates to 40 weeks of classes within this period. The 40 weeks of classes are simply divided into 12 monthly instalments to spread the cost across the year. Our prices below include a monthly enrolment fee of £1.50, which is part of the yearly registration fee required for insurance and license agreements at 1st Academy of Dance.

<u>JUNIORS:</u>	<u>30-minute classes</u>	<u>INTER/ SENIORS:</u>	<u>45-minute classes</u>
1 st Class (£4.50)	Package 1 = £16.50	Package 1 = (£5.00)	£18.15
2 nd Class (£4.25)	Package 2 = £31.50	Package 2 = (£4.75)	£34.00
3 rd Class (£4.00)	Package 3 = £44.00	Package 3 = (£4.50)	£49.00
4 th Class		Package 4 = (£4.25)	£63.15
5 th Class		Package 5 = (£4.00)	£76.50
6 th Class		Package 6 = (£3.75)	£89.00

* Family discounts can apply to siblings who attend a package 2 or more each month. Please contact a member of staff for further detail.

Policies & Code of Conduct

The Academy prides itself with the highly qualified and experienced members of staff, who have trained and become fully affiliated members of associated organisations such as...

'The Imperial Society of Teacher of Dancing'
'Acrobatic Arts'
'Zumba Instructors Network'

– www.istd.org
– www.acrobaticarts.com
– www.zumba.com

Child Protection and Safeguarding policies are updated regularly and are available to hand, if you wish to read the actions that would take place in the case of a situation/ issue arising. it is vital that members of staff are informed if your child is being collected by another adult. We ask that all persons responsible for picking a child up, wait near the fire exit, so that a teacher can see their group of children leaving the building safely.

ACROBATIC ARTS...

The acrobatic arts are a fundamental program, designed as an addition to your regular Ballet or Modern classes, to compliment the vital skills of flexibility, body strength and core stability, alongside the development of tumbling and tricks. We have observed many students achieving a higher level of ability since attending these sessions and are very pleased with everyone's progress.



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Terms & Conditions / Rules & Regulations



LESSONS: It is essential that students are ready for their class at least 5 minutes prior to the start of lessons, warming up is a vital part of the class and should be taken carefully to ensure muscles are flexible and ready to begin a thorough exercise regime. No chewing gum or eating snacks during lessons in the hall/ studio. Mobile phones **MUST** be switched off or left on silent during your class; and can only be used in the event of an emergency.

CODE OF CONDUCT: Although we encourage the participation of Pantomimes and other theatrical events, it is unethical for a student to attend two dancing schools offering the same discipline of training unless permission by both principals have been granted. Differing schools have individual teaching methods which can cause confusion in a student's training. The principal may reserve the right to a student's attendance and cease enrolment with immediate if a conflict of interest has been brought their attention.

NO Jewellery: to be worn at any time during a class, it is vitally important for His/her safety. Small stud earrings are acceptable if you have just had your ears pierced. Watches, necklaces, and bracelets are forbidden and should not be brought into a studio. We are not liable for any loss of personal items.

GROOMING: Girls **must** have their hair pinned up in a bun for Ballet and a suitable style for all other classes, ensuring the hair does not have contact with eyes, and is away from the face when dancing.

REPRESENTATION: The school requests that all Students must wear an Academy 'T' Shirt or 'Sweatshirt' when at an event where you are representing the Dance School, these must also be worn whilst warming up and cooling down.

RESPECT: It is in our interest that all Students get the greatest experience whilst training at the Academy, everyone should be treated with mutual respect and etiquette. We do not condone any kind of bullying, racial remarks or aggressive behaviour toward our students or members of staff.

SPECTATING: New Members may spectate in class during their Childs trial period, after this time we kindly ask parents to leave their child in the classroom and wait outside so not to create unnecessary disruption. We regularly offer a watching week for all parents to see the improvements and fundamentals of the class structure.

In the case of an Academy event or show, photography can **only** take place with a Parent/ Guardians consent of the child in question, and we kindly ask that you are careful placing any photos on social media sites that may involve other children in the background.

SCHOOL FEES: Tuition fees **are** paid a month in advance via direct debit. With 'Go Cardless' Setting up of the D.D is instructed by the Academy easily applied by a link emailed to you on completion of your trial period. Students who decide to leave the academy, will be required to give a month's notice in writing and pay the full amount of the month in question. No refunds can be given to any Student for any direct debit that has been overpaid or inaccurate unless a member of staff has been inform of any changes made to your attendance. If a student is unable to attend a class for any reason, please inform The Principal. If a pupil is unable to attend classes for several weeks, due to a severe medical reason, you will only be required to pay 50% of the fee.

EXAMINATION FEES: must be paid in advance by the date specified at the time of booking, all parents/ guardians will need to give their consent of the examination taking place 4 weeks prior to the examination date. Examination fees cannot be refunded unless you have a doctor's certificate or valid reason why the child cannot take the exam. These fees are paid straight to Head Quarters (ISTD)

UNIFORM/ DANCE WEAR: Academy Uniforms and shoes can be purchased through **1st Academy of Dance**, all items **must** be paid in full on the specific date of ordering, so it can be processed correctly. Orders are usually completed every Friday. We value your custom and always try our best to ensure the product arrives as quick as possible, you will be notified straight away if a product is currently out of stock or discontinued.

MEMBERSHIPS: The membership fee can be paid as an additional £1.50 to your monthly standing order within the 1st month of joining the Academy or you can choose to pay this fee yearly, each January. The fee will cover Insurance regulations within any building/ facility the dance school resides at, covering PPL & PRS Licences too. We do not offer a refund of any sort if you decide to leave the academy during the academic year

NEWS/ INFO: We are turning environmentally friendly. To save paper, Academy information and Newsletters can now only be found at www.1stacademyofdance.co.uk. or our Facebook page & Group. If you do not have access to a computer, then please inform us if you require a hard copy. All documents on the website will be in PDF format to allow you to download at your request and save to your tablet or pc.

'Teaching the Stars of Tomorrow'