

TERMS & CONDITIONS

Student & Carer Code of Conduct

- We will not tolerate bullying or harassment towards staff, students and parents/carers
- We expect respectful use of language and behaviour
- Parents/carers are not permitted to watch classes from the studio unless there is a special event
- Personal belongings are brought into the studio at your own risk and Empire Dance Scotland is not responsible for loss or damage of any items
- No Phones/iPods/iPads are permitted in class
- No food is permitted inside the class
- Parents/Carers & children must take their own rubbish home
- Students cannot leave the studio while in class without permission from the teacher
- All students, parents & carers must be respectful of the equipment inside the hall and of the hall itself
- Parents/Carers should take advice from the teacher regarding the level of class and skills
- Parents/Carers must ensure children arrive in good time before the class starts and are ready to dance in the appropriate attire
- Parents/Carers must not leave their child until the class has started
- Empire Dance Scotland is not responsible for any child outside of their class time.
- Parents/Carers must inform us if their child is going to be absent for more than 2 weeks

- Parents/Carers must advise us of any change in circumstances as soon as possible
- If you need to speak to the teacher, please do so at the END of the class
- Parents/Carers must have consent from other parents/carers before posting any photos or videos of children online
- We have made every effort to ensure children don't get injured in our classes, however, accidents do happen and a certain amount of risk is carried with any physical activity and students take part in our dance classes at their own risk
- Due to the nature of dance and for childrens' safety, it will be necessary at times for teachers to engage in physical contact with your little dancer. This will always be done in an appropriate manner.
- Students in Jelly Tots and above classes will need to be potty trained and able to inform the teacher when they need to use the bathroom or should come to class in a nappy/pull up that is durable for the duration of the class
- Students MUST go to the toilet BEFORE their class starts to avoid disruption to the rest of the class. If your child needs to go to the toilet during the class, a teacher or assistant will take them. Adults/ volunteers assisting children at the toilet will have a PVG check.
- While students have the opportunity to take exams, perform in shows and events, etc., this is not compulsory.
- Students must listen and follow instructions from the teacher, support and encourage classmate, and endeavour to have fun and come to class with a positive attitude

Uniform & Merchandise

- Any uniform ordered, must be paid for in advance of receiving
- Children must come to class in the appropriate attire (Empire Dance Scotland uniform or tight fitting clothing) and long hair must be tied back
- No hazardous jewellery

Trial Classes

- All trial classes are non refundable
- The price for a trial class will be deducted from your term fees if your child chooses to return

Cancelled Classes

- Wherever possible, we will attempt to carry out classes at the same day & time via Zoom
- If a class is cancelled due to staff absence, we will attempt to provide staff cover or reschedule
- If we cannot cover/reschedule and the class is cancelled, we can credit the amount to your next term fees, or if you prefer, we can provide a full refund of the class

Covid-19

- If a lockdown occurs, classes will be taken online via Zoom
- You will have the option to opt-out of Zoom but you must do so by the date provided
- If you wish to opt-out and have informed us by the deadline, you will receive a full refund for all online classes during the lockdown
- If we are contacted by Test & Trace, it is our responsibility to contact those necessary

Fees

- All fees are non refundable, excluding exceptional circumstances
- Invoices will be sent out 4 weeks before a new term starts
- Invoices are due on the first day of each new term.
- We allow for a 1 week grace period, but if by the second week of term we don't have your fees, your dancer will not be able to return until your balance is cleared

- Payment plans must be arranged in advance
- Students will not be able to enrol in a new term unless previous term has been fully paid for
- Once a term has commenced, if a student decides to leave, no refund will be given unless we have been given adequate notice or due to exceptional circumstances
- No refunds will be given for any classes missed except for exceptional circumstances
- Fees are charged per school term
- If your dancer attends three or more classes, you will receive a 5% discount on your term fees. Fees must be paid on time in order to receive the 5% discount
- All fees are payable by bank transfer or in cash

Logo & Brand

- Subject to copyright
- Please contact us if you would like to use our name or logo

Breach of Terms & Conditions

- Students/parents & carers will be asked to leave the premises and dance school without notice for any serious breach of these Terms & Conditions or for any other serious misconduct
- No refunds will be given if you are asked to leave

Date: 13/07/2023

Signed: Empire Dance Scotland