



## Kelly's Dance Academy Terms and Conditions

These terms and conditions form part of the enrolment process at Kelly's Dance Academy and are here to ensure everyone follows the same studio rules and class etiquette.

### Class Policy

Please ensure your child arrives on time for their class and is ready to dance for the start of their class time. Children can be prepared in the foyer area and get their shoes on ready.

If a class is taking place before your child's class, please ensure you wait for this to finish before entering the dance studio.

Parents must be at the venue for when the class finishes. Children are encouraged to wait inside the studio until their parent arrives, but it is the parent's responsibility to ensure they are collected on time.

Ensure your child has used the bathroom before coming into class.

Please bring your child's sticker card to each class. Unfortunately lost/damaged sticker cards cannot be replaced but they can be purchased for \$3 a card / \$5 for 2. A card should last a child one term (providing they attend each week) but can be carried over to the next term.

### Studio Etiquette

Food is strictly prohibited in the dance studio, by dancers and other family members.

Water is permitted and children should bring a bottle of water to class.

Please ensure your child and siblings come into the studio in a calm manner. Running around and excessive noise is very distracting for all and can unsettle young dancers.

Please ensure mobile phones and other devices are turned off / on silent when in the studio.

### Parent Viewing

\*Tiny Tots Classes\* - Parents are encouraged to stay for each class, if you are nipping out please let the teacher know and ensure your child has used the bathroom before class.

\*Prep Ballet and Little Groovers Classes\* - Parents are welcome to stay for these classes if they wish. Please ensure your child has used the bathroom or is comfortable going to the bathroom by themselves before you leave these classes.

During performance terms (Term 4) Prep Ballet & Little Groover parents are asked to leave after the first 2 weeks of the term so we can start preparing the dancers for our end of year concert and this also prepares them for moving up to the next level class.

All other classes - parents are asked to leave and return at the end of the class.

New parents are able to stay for 1-2 classes until children are settled. Please discuss with your teacher if you have a particularly shy child.

One week each term all parents are invited to observe their child's class during our parent viewing week.

If parents are watching a class they agree to be respectful of the class and teacher, by observing quietly and paying attention to their child and the class.

As much as we love siblings watching the classes, it can also be very distracting for our dancers. Therefore, siblings must be taken out of the studio if they need to move around or become restless. Please be aware that parents of the Tiny Tots Baby Ballet class may be required to participate, so having alternative care during this time may be preferred so you can be interact where / if required.

### **Payment and Missed Classes**

Term payments secure a place in the enrolled class for the duration on the term. The fee is not transferrable between different classes unless agreed by a teacher.

Term Payments must be provided before the start of term. If providing cash this must be in an envelope detailing your child's name, class and amount before the end of the last term.

Email confirmation outlining if your child will or will not be returning for next term is highly appreciated and helps plan for the following term.

No refunds are provided for missed classes or if your child decides to discontinue part way during a term. Although we are very flexible in offering an alternative class and we also offer a make-up class in one of our other classes if there is availability. This make-up class must be used within 14 days.

Please use the make- up class policy if your child is unwell, it is very much appreciated if unwell children miss dance class until they are feeling better.

Late payments with no explanation results in a child losing their place in the class. Please talk to Kelly regarding payment plans if you are unable to make payment.