

## MGDA Terms and Conditions

1. Fees are payable termly in advance and no later than the second class of each new term. If your child turns up to class without the fee having been paid after the first 3 weeks of term, and unless you have a prior written agreement with Miss Melanie as regards to fee payment, they will not be allowed to participate. Fees paid after the first 3 weeks will incur a 10% late charge.

2. Fees are based on a 10-13 week term as indicated on the newsletter at the start of each term via email.

3. The next term fees will be sent out in the newsletter via email. Please write students name on the back of cheques written out to MG Dance Academy. Use of Internet Banking is preferred and clearly state student name as the reference. Please let Miss Melanie know when you pay online so that she can log in and check (sometimes signal isn't that great when out and about).

Name: MG Dance Academy   Sort Code: 09-01-28   Account number: 94506038

4. Receipts will only be provided upon request. Fees are subject to change and Miss Melanie will notify you in advance of any increase in fees.

5. All students are required to practice at home if they want to improve. 'Practice like you've never won, perform like you've never lost' (Unknown).

6. If your child misses two or more weeks in a row without letting Miss Melanie know then they automatically lose their place in the class. If your child will miss class then Miss Melanie must be informed with at least one week's notice. The exception is illness or injury but Miss Melanie must still be informed at the soonest possible time.

7. Two weeks written notice to Miss Melanie is required for any pupil wishing to discontinue any class or leave the school. This can be by email or on paper. If the required notice is not received, the full payment of the pupil's fees for the remaining term will be due if not already paid.

8. Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given.

9. Prior permission must be sought from any pupil wishing to participate in any external vocational classes, amateur or professional productions and festivals and competitions.

10. Parents who book private lessons, whether for festivals, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons. Private lessons will be booked in advance and agreed by pupil, parents and Miss Melanie.

11. Pupils are required to attend class wearing the correct uniform as of *Uniform info*.

12. Please ensure that your child goes to the toilet before class and brings a bottle of water into the classroom.

13. MGDA do not accept any responsibility for any loss or damage to property left on the premises.

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14. The students will work towards AAD/Acrobatic Arts exams and medals. Pupils will only be entered when they have reached the required standard decided by Miss Melanie. Miss Melanie has the right to withdraw any pupil from an examination at any stage.
15. Fees and forms for exams and medals must be returned by the deadline. If handed in late then it will not be entered.
16. MGDA endeavour to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements, special medical needs etc.
17. Pupils will not be allowed to leave the dance areas until they are collected. Written permission is required should you wish your child to be allowed to leave unsupervised.
18. All students must be registered for the classes they attend. Unregistered children will not be allowed to participate in the class.
19. Please ensure that Miss Melanie receives any changes to pupil's contact details in writing. All details will be held in strict confidentiality (Data Protection Act 1998) and will not be passed on to outside parties except to the AAD/Acrobatics Arts for children doing dancing exams and medals.
20. Parents/guardians are invited to watch classes during watch week, which is generally held at the end of each term. MGDA reserves the right to cancel watch week. Filming and photography are not allowed except by permission and with the discretion of the teacher during watch week.
21. Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.
22. The school does not discriminate on background, race or religion and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development..
23. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist in movements. This includes physical contact between students ie. holding hands.
- 24. I understand and give consent to use of photographs and video recordings from time to time including MGDA website/internet/social media for press and promotional development of the school.**
25. MGDA is not registered as a body that offers childcare, therefore it is essential that a parent or carer/guardian remain on the premises or close by while a child is in the babes class.
- 26. By enrolling my son/daughter into the MG Dance Academy, I confirm that I accept the above terms and conditions.**

**Name of participant:** .....

**Signature of parent/guardian:** ..... **Date:** .....