



Cascade Dance Class Activity - Terms and Conditions

Updated 1st September 2021

1. Fees

1. Dance fees are payable no later than the deadline date. This deadline date can be found on Cascade's termly dance newsletter and is set at the beginning of each Autumn, Winter/Spring & Summer term.

2. Payments not received after 7 days from the deadline fee date will incur a £10.00 administration charge to their total fee amount. Notice will be given prior to this applied charge.

3. Students will be unable to attend Cascade's classes after the fee deadline date if payments have not been received. Notice will be given before this final stage, however we encourage parents/guardians to contact us to discuss this further.

4. Payment for fees are accepted via LoveAdmin and through online banking (BACS). We are currently not accepting cash or cheques.

5. Invoices are not issued for methods of payment as fee requests are sent out via LoveAdmin and also available on our website www.cascadedance.co.uk prior to the end of term.

6. In the event of a class being cancelled due to unforeseen circumstances, it is at Cascades digression to an additional replacement class or for the class to move online via the live streaming platform. Notice will be given to members before this takes place. Details of our Class Procedure Policy for COVID-19 can be accessed through Samantha Blackden sb@cascadedance.co.uk

7. Fees are non-refundable once payment had been received.



2. Giving Notice

1. We require parents to give half a terms notice to Cascade if their daughter/son is considering leaving their scheduled classes. (5 – 6 weeks' notice). **Failure to do so will result in a 50% cancellation fee of the full terms fees.**

2. If students choose to leave Cascade at the beginning of their autumn, Winter/Spring or summer term and do not attend their classes and do not inform Cascade **a 50% cancellation charge of the full terms fees is chargeable.**

3. Notice must be given in written form by an email or a phone call to an artistic director or administrator. **Failure to do this will result in a 50% cancellation fee of the full term's fees.**

4. Notice of up to 4 weeks can be given during the school summer holidays where no cancellation fee will be applied.

3. Fee Discounts

1. If dancers take part in two or more classes they will receive a 5% discount of the total fee amount. This is also applicable for family members of two siblings or more, however this fee discount can only be applied once.

2. This above discount is only applicable to those who settle their fees by the fee deadline date. Late payments may have their 5% discount withdrawn for future payments.

3. Fees received after the deadline date not receive this 5% discount and will occur the £10.00 administration fee in addition to their fees.

4. Scholarships are offered at the discretion of the company and are allocated at the start of every academic year. Scholarships are reviewed at the end of every term in line with the Scholarship requirements for each particular student and activity.

4. Student Absence

1. We require direct communication by email or phone call to Cascade's administrator or to a teacher if your child cannot attend their classes.
2. We require direct communication to a Cascade teacher at your earliest convenience if your child cannot attend a performance or event with at least 6 weeks' notice.
3. Parents and dancers must be aware that in student absence, alterations to choreography may be made and it is at the discretion of the teacher to include the student or change the current work.

5. Class Etiquette

1. Students are expected to arrive for their classes at least 10 minutes beforehand to prepare for their activity or arrive in a staggered time slot.
2. The correct dancewear must be worn to all classes as stated on our welcome letter located on our website. Items **strictly prohibited** in class include:
 - Belly tops or short crop tops where the stomach or chest area is exposed
 - Jewellery – earrings, rings, bracelets, watches, belly rings
 - Socks – to be taken off at the start of the class
 - Chewing gum or eating snacks in studio or whilst dancing
3. Cascade do not accept any responsibility for any loss or damage to property left on the premises, therefore all valuable items must be left at home or kept safely in the student's bag.
4. Please ensure that all early year and primary dance students have been to the toilet prior to the start of their class.
5. Outdoor shoes are not permitted in the studios. Students must remove before entering.



6. Spectators are not permitted in the studios for the safety of our students and to fall in line with our new Class Procedure Policy for COVID-19

6. Dance Exams

1. It is at Cascade's discretion to enter students into dance examinations. Students will only be entered when they have reached the required examination standard assessed by their teacher.

2. Cascade has the right to withdraw the student from the examination process at any stage.

3. All dance examination fees are payable within 30 days prior to the event and are non-refundable

7. Performances

1. Students are expected to take part in performances provided and organised by Cascade. When involved in a performance we ask that students arrive on time, bring food and drink to their activity and act appropriately throughout the event.

2. During both rehearsals and performances 90 % of student's time will be spent waiting for their dance to be performed on stage. We ask that students are patient and bring activities such as books, homework or crafts backstage to entertain themselves.

3. Notice regarding performances will normally be given via a newsletter at least 6 weeks prior to the performance. There will be times that we are invited to perform with short notice.

4. We require written consent from a parent / guardian to confirm their daughter or son's attendance or absence from the performance.

5. It is the responsibility (unless you have been told otherwise) of the student to travel to and from the venue on time. Travel arrangements for performances are not provided by Cascade Dance, however where possible we will endeavour to help those in need.

6. Attendance at technical and dress rehearsals for performances are compulsory.

8. Health and Safety & Safeguarding

1. Cascade endeavours to ensure that your child is dancing in a safe and comfortable environment at all times.

2. Parents and students are required to inform the class teacher of any medical conditions, injury or sensitive information that may affect the student's participation.

3. In case of an injury, Cascade will provide care where appropriate and arrange first aid treatment with a designated first aider. This will be documented via a first aid record sheet which is accessible to all.

4. All Cascade teachers are first aid trained and carry first aid with them. In the instant where a first aider is not present or resources are not accessible, we will draw upon our venue hirers to assist.

5. Cascade holds no responsibility for your child once the dance activity has finished and we ask all parents, guardians and carers to provide us with written details of drop off/pick up arrangements via the your registration form on LoveAdmin

6. All Cascade teachers have undergone an Enhanced Disclosure Barring Check and are conversant with our Health & Safety and Safeguarding policy as part of their commitment and involvement with Cascade.

7. Cascade will undertake a range of risk assessment prior to student's entering the space. Appropriate risk assessments have been carried out for all spaces and are in compliance with Cascades Health and Safety Policy.

8. Cascade does not discriminate on background, ethnicity or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

9. We expect parents to update any changes to student contact details in writing. All details will be held in strict confidentiality (GDPR) and will not be passed on to outside parties except to the NATD for dance examinations and Kent County Council for performance licensing. Additional consent will be sought from parents for their information to be used in these circumstances.

10. When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of Cascade Dance. Inappropriate use of social media in association with Cascade may jeopardise their place within the activity.

11. Cascade have a **zero bullying tolerance** across all their activities and will take appropriate action if required.

Please contact our safeguarding lead Samantha Blackden to access the full copy of Safeguarding in Dance policy or Health & Safety Policy. sb@cascadedance.co.uk

9. Competition Team

1. Please note that the Competition Team holds its own code of conduct for students taking part in our dance activities. Please contact Ricia Taylor for more information rt@cascadedance.co.uk