



Cascade Dance Class Terms and Conditions

Updated September 2023

1. Dance Fees

1. Fees are payable no later than **two weeks** before the Autumn, Winter/Spring & Summer term starts. Fee deadline dates can be found on Cascade's termly timetable/ newsletter or on invoices.

1a. The cost of classes and dance fee information can be found on our termly timetable and via our website www.cascadedance.co.uk

2. Invoices for dance fees are sent via Membermeister to all parent/guardian emails prior to classes taking place. Payment can be taken via Stripe, GoCardless, Apple & Google Pay. We do not accept cash or cheques. There is a 2-week payment terms, unless stated otherwise.

2a. We do offer payment via online banking; however, details are upon request only. When paying via BACS we require an email from parents to confirm this payment has been made, with the reference of the class details and/or child's name. Please note it may take up to 7 working days to reconcile BACS payments.

3. **There is a one-off registration fee of £25.00 when joining Cascade** which includes our administration costs and provides dancers with a Cascade t shirt. (Sizes can be selected during class time or via email). This fee is added to the first set of dance fees and is a one-off payment.

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

5. Payments not received after 14 days from the deadline date (or the invoice payment terms) will incur a **£10.00** administration charge to their total fee amount. Notice will be given prior to this applied charge.

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



7. **Students are automatically enrolled** onto the next set of terms classes, unless parents/guardians give ample notice, as below in point 3.

7. In the event of a class being cancelled due to unforeseen circumstances, it is at Cascade's discretion to apply an additional replacement class. Notice will be given to members before this takes place.

2. Fee Discounts

1. If dancers take part in two or more classes, they will receive a 5% discount off 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.

1a. The Competition Team is exempt from the 5% multi class / sibling discount.

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 will not receive this 5% discount and will incur 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 student and activity. It is at the director's discretion to offer a scholarship place.

3. Giving Notice

1. We require parents/guardians to give half a terms notice to Cascade if their daughter/son is considering leaving their 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.

Note to parents/guardians:

We kindly ask that parents/guardians consider the administration of our classes and inform us their child leaving Cascade in good time, so we can ensure each class is financially viable.

We understand that plans change for many of us, however we do request that parents/guardians communicate with us and discuss their options with us before leaving with ample notice.

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.

1a. We require direct communication if parents/guardians are running late to collect their child from their community centre or class venue. We ask that children stay with Cascade in the studio until they are collected.

1b. Children dancing in School venues – we ask that parents collect promptly and inform us of any changes, or if the child is able to walk home on their own.

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 4 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 and uniform must be worn to all classes as stated on our welcome letter, which is sent to all new students. 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 unless attending a Minis class (ages 3 – 6 years)

7. We ask that mobile phones are used sparingly in class time, so not to distract others and the class dynamic.

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. Fees cannot not be carried over into future examinations.

7. Performances



1. Students are expected to take part in performances provided by and organised by Cascade throughout the academic term. This can range from 1 – 3 performances per year.

1a. There is a administration charge to every dancer for all external performances. This can **range from £10.00 - £20.00 depending on the event**. This fee provides a Licensed Chaperone and supports the administration for the performance and may include costumes.

1b. There may be additional charges for taking part in Cascade's in-house performances. Fees contributes towards the administration of the performance and provides costumes. Fees range from **£10 - £20 per event**.

2. Depending on the nature of the performance, costumes are sourced by Cascade and additional hire fees (between £10 - £20) are charged to support this. In some instances, parents/guardians are asked to source costumes themselves.

3. Notice for performances will normally be given with at least 6 weeks prior to the performance. However, 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. During both rehearsals and performances 90 % of dancers time will be spent waiting for their dance to be performed on stage. We ask that dancers are patient and bring activities such as books, homework or crafts backstage to entertain themselves. When involved in a performance we ask that students arrive on time, bring food to their activity and act appropriately throughout the event.

6. It is the responsibility of the student to travel to and from the venue on time. Travel arrangements for performances are not provided by Cascade, however where possible we will endeavour to help those in need.

7. Attendance at technical and dress rehearsals for performances are **compulsory**. This is part of our health and safety policy. Dancers who do not attend the final rehearsal prior to their show, may not be able to attend the performance.



8. Health and Safety & Safeguarding

1. Cascade will 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.

2a. In some cases, we may ask for a doctor's note or evidence that said child is fit to dance.

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. Parents/guardians will be notified.

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 your registration form.

5a. Our classes take place in public areas and we will ensure that all children dancing with us are safeguarded in these areas. We do ask however, that you collect your children promptly from ALL classes. Once said class has finished we cannot provide care for your child, as teachers are then engaged for the next session. Please contact us if you are running late.

6. All Cascade teachers have undergone an Enhanced Disclosure Barring Check and are conversant with our 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, gender, 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. The Competition Team holds its own code of conduct for students taking part in our dance activities. This is a strict code of conduct where a high level of commitment and dedication is required. Please contact Ricia Taylor for more information rt@cascadedance.co.uk