

Cascade Dance Class Activity - Terms and Conditions 2019

1. Fees

1. Fees are payable no later than the fee deadline date per term. This deadline date can be found on Cascade's termly dance newsletter.
2. Payments not received after 10 days from the deadline date will incur a £10.00 administration charge to their total fee amount.
3. Dancers 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 if they would like to discuss this further.
4. Payment for fees will be accepted via our online payment system LoveAdmin, cash, cheque. Cash and Cheques will only be accepted in an envelope with your daughter/son's name clearly marked on the front.
5. Invoices are not issued for methods of payment as fee information is available on the termly newsletter received by the end of each academic term (autumn, Winter/Spring, summer)
6. A cheque that cannot be processed by the bank and is returned will incur an additional £10.00 administrative fee.
7. In the event of a class being cancelled due to unforeseen circumstances, it is at Cascade's digression to an additional replacement class.
8. Fees are non-refundable once payment had been received.

2. Fee Discount

1. If dancers take part in two or more classes they will receive a 10% discount of the total fee amount. This is also applicable for family members of 2 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.
3. Fees received after the deadline date not receive this 10% discount and will occur a 10% charge in addition to their fees.
4. Class 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.

3. Giving Notice

1. We require parents to give half a term (5 – 6 weeks) notice to Cascade if their daughter/son is leaving their activity. This must be in a written form via an email or letter, 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.
2. Notice up to 4 weeks can be given during the school summer holidays where no cancellation fee will be applied.

3. If dancers 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 term fee is payable.

4. If dancers choose to leave Cascade two weeks into the autumn, winter/spring or summer terms and attends up to two classes in this term, 50% of the term fees are due.

4. Student Absences

1. We require direct communication via email or phone call to Cascade's administrator or to a Cascade 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.

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.

2. The correct dancewear must be worn to all classes as stated on our welcome letter. 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

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.

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 5 weeks prior to the performance. However, there may be times that we are invited to take part 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 or injuries that may affect the student's participation.

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

4. 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 Cascade contact form via LoveAdmin

5. 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.

6. 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.

7. 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.

8. Please ensure that Cascade receives 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.

9. 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.

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