

## **MAYS DANCE COMPANY TERMS AND CONDITIONS**

### **FEES**

- Fees are payable half termly and are due no later than your child's first class of each new half term. (Unless you have a prior written agreement with MDC)
- If fees are not paid on time a written reminder will be sent and you will incur a £5 administration charge. No further attendance to class will be permitted until the child's fees have been received.
- Fees are based on how many weeks in each half term, which can be found in your email.
- MDC will send out invoices within the last two weeks of the previous half term for the upcoming term. The preferred method of payment is by bank transfer using students last name and invoice number as reference.

**Sort Code: 40-35-09**

**Account number: 44315804**

**HSBC Bank.**

- Fees are subject to change and MDC will notify you in advance of any increase in fees.
- No refunds will be given if your child misses a company class.

### **LEAVING MDC**

- Half a term's written notice to Miss Harriet is required for any pupil wishing to discontinue Mays Dance Company. If the required notice is not received, the full payment of the pupil's fees for the following half term will be due. Verbal notice to the Principle or teacher will not be accepted.
- Should any pupil wish to discontinue, refunds for any unused classes will not be given.

### **COPYRIGHT**

- Prior permission must be sought from any pupil wishing to participate in any professional productions, festivals and competitions independent to MDC
- Pupils must not use any choreography learnt at MDC for any events outside MDC without written permission from Miss Harriet

## **UNIFORM**

- The full and correct uniform must be worn at all classes and rehearsals. Hair must be in the correct style, pupils may be refused entry to class if hair is not correctly styled and the correct uniform is not worn.
- Jewellery must not be worn during classes.
- Dance shoes must not be worn outside.
- Students are always representing MDC when they are in the uniform and must behave professionally.

## **BEHAVIOUR POLICY**

- MDC is a professional dance company.
- Students shall adhere to MDC's code of conduct, which includes respecting instructors, fellow students, and the studio premises.
- Any behaviour deemed inappropriate or disruptive by MDC may result in disciplinary action, up to and including expulsion from the program.
- Discipline in classes is required to help prevent injuries, stay focused, to learn safe technique and for children to reach their full potential.
- No Chewing Gum is allowed at MDC venues.
- No Smoking or vaping at any time or location in MDC clothing .
- When using social media all students are expected to act appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of MDC.
- Any disruptive behaviour, either in class or in the waiting areas will not be tolerated.

## **ATTENDANCE**

- Attendance at class is mandatory - all dancers should attend all their lessons. Poor attendance and continued lateness will not be accepted.
- Pupils are expected to arrive on time.
- Children should be ready to start class when entering the dance space.
- All rehearsals/extra lessons for performances must be attended for participation to be permitted. Students who miss rehearsals without prior agreement or informing the principle may lose their place in MDC. No refunds will be given.
- If you change your mind about performing in an event no refunds will be given and you may lose your space at MDC as team work is key.

## **GENERAL AND SAFETY**

- Please ensure that your child goes to the toilet before class and brings a bottle of water to EVERY class.
- MDC does not accept any responsibility for any loss or damage to property left on the premises.
- When arriving to MDC always ensure that a teacher is present in the studio
- Teachers are only responsible for a student once they are in their class room, teachers are not responsible for any students waiting outside of the class.
- No fizzy drinks are permitted.
- The school reserves the right to change timetables, staff, if it is felt necessary.

## **CODE OF CONDUCT AND SAFETY GUARDING**

- These policies are available on request.

## **CONTACT BETWEEN TEACHER AND STUDENT**

- Dance requires an element of touch for safe learning of technique and to prevent injury, this will always be carried out in a respectful, appropriate and professional manner. This includes holding hands and correcting body positions to ensure correct technique and prevent injury.
- In some classes there will be more lifting and physical contact, to enable the pupil's learning, the dance teacher will need to use a more hands on approach.

## **PHOTOS AND VIDEOS**

- MDC has permission to use photographs and video recordings from time to time for advertising and promotion. This includes MDC website and all social media. If you do not agree please email us in writing to let us know.

## **MEDICAL ISSUES**

- The parent or guardian is responsible for the regular updating of any medical change.
- Please inform the teacher of any injuries before class and MDC events.
- Any child that requires medication to be taken in to the dance class must have it clearly marked with the child's name and a parental contact details. Please hand the medication to the teacher in charge before the class or event.

- In the unlikely event of an emergency resulting in a student having to be taken into hospital, every effort will be made to contact the appropriate contact in order that the normal parental consent may be given for treatment. If parent/guardian cannot be contacted the teacher/chaperone responsible will sign any appropriate permission for medical treatment to be carried out. This applies to all MDC trips/showcases/performances as well as lesson time.

**MDC reserves the right to amend or alter these terms and conditions at any time.**

**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.**

**Please fill out the Terms and Conditions form to sign and agree.**

**Updated July 2023**