**CNCDance - Studio Policies and Parent Agreement**

Welcome to CNCDance! It is our sincere desire to provide our students with the most modern facility, outstanding teachers and challenging dance routines, all within a professional environment. Our dedicated teachers have a genuine desire to encourage students of all ages to develop the discipline and skills that will lead to a healthier and happier future. This can be achieved through the power of Dance!

**The staff of CNCDance would like to ensure the safest and most positive dance experience for yourself or your child. Please read through the following policies carefully and thoroughly before initialling and signing. Thank you.**

**FACILITY POLICY**: Our dance classes will be held at unit 8, Hillcrest trading estate, Corngreaves Road, B647BT. We ask that you respect the property and stick to the rules set by CNCDance. When entering the building please head to the office where you will be signed in by a member of staff. This is where all students must take their shoes off before entering the studio. All belongings will go in the boxes, phones handed in to the office and drinks on the trolly. Students under the age of 10 must be accompanied by an adult to the entrance of the hall! To ensure our student’s safety, this will be strictly enforced at all times.  \_\_\_\_\_\_\_ **(Initial)**

**INSURANCE PURPOSES:** For insurance purposes, we cannot have parents stay in the building unless there is a medical or acceptable reason why. We allow parents to stay and watch for the first class due to it being something new for their children. However, we have found that a child is less proactive when their legal guardian is in the room, it is a distraction for other students, makes others feel uncomfortable, noise levels and space, and lastly this can be distracting for the teacher. This paperwork must be signed before the start of class. \_\_\_\_\_ **(Initial)**

**COMMUNICATION**: Please provide your current e-mail address on the last page. We ask that you PLEASE check your e-mail on a regular basis to keep informed on updated studio information. Please do not forget to update your pa with our office if you change e-mail or mailing addresses at any time. We also have Facebook groups and a WhatsApp group to which we put updates on too. \_\_\_\_\_\_ **(Initial)**

**PARENT’S RESPONSIBILITY**: It is the responsibility of CNCDance to notify all students of any schedule changes. It is the responsibility of the student/parent to notify CNCDance of any illness, vacation, financial problems, changes in schedule or any other factors interfering with the established and hereby agreed upon CNCDance policies. \_\_\_\_\_\_ **(Initial)**

**PAYMENT**: Payments are to be paid every week, one week in advance. To avoid any additional fees payments are expected before class starts. Late fees are £20 per week. If you have a scheduled holiday or event and have given us more than two weeks' notice for your absence or if you are ill with the following; Sickness and diarrhoea, Covid, or any other highly contagious illnesses, payment is not required and will be rolled over, all other absences will be expected. Please note if you are absent, we must be informed at your earliest convenience. We have limited spaces available therefore, if you miss two weeks in a row of classes you will lose your place and be put on the waiting list. For your convenience, we accept cash payments, cheques and bank transfers. To minimise the amount of cash handling we ask to bring the correct change for classes. If you are paying via bank transfer, please show the person on the desk the payment so they can mark you as paid. If payment is missed fees will be added and your child will not be able to return until payment is made. \_\_\_\_\_\_ **(Initial)**

**PRE-SCHEDULED HOLIDAYS & TUITION**: CNCDance's pre-scheduled holidays are all bank holidays, Six-week summer holiday, Christmas and New Year (3weeks). The studio will be open all other days of the year. Payment is not expected on these dates. If a class needs to be cancelled for any reason, you will be notified by our office. We do offer classes in the park during the 6 weeks holiday plus workshops and performance opportunities. \_\_\_\_\_\_ **(Initial)**

**CLASSES/DANCE DISCIPLINES**: Class size is limited, and we aim to keep up to date with any government guidelines in relation to Covid-19. We kindly ask that you please notify the office immediately if your child will be adding or dropping a class. Please note if you are adding a class a week in advance payment is expected after the first class. \_\_\_\_\_\_ **(Initial)**

**STUDENT & PARENT CODE OF CONDUCT**: Students are expected to act respectfully to their teachers, CNCDance Staff and their fellow students at all times while on studio premises. At no time are students allowed to touch or go through another student’s belongings. No foul language is allowed at any time. Mobile phones are NOT allowed to be used inside the studio classroom unless permission has been given by staff. No alcohol or weapons of any kind, (including pocket-knives,) are allowed on our premises. No chewing gum allowed during class! Lack of respect, by students or parents, in or out of the classroom will not be tolerated. Students who disrupt class will be asked to sit out and parent/carer will be notified and asked to collect them. Students caught stealing or students & parents not adhering to CNCDance's code of conduct policy, will be dismissed from our classes at the discretion of the Director. To respect everyone’s privacy, parents who need to speak to the Director or office staff regarding a personal issue, are asked to arrange a meeting. It is the responsibility of each parent to pick up their child immediately following their class. Absolutely no loud or disruptive behaviour will be tolerated! Children are not allowed to run or play inside or outside the studio for obvious safety reasons. Due to insurance purposes parents are not allowed to stay in the building while classes are on unless authorised by a member of staff. Thank you. \_\_\_\_\_\_ **(Initial)**

**EQUIPMENT USE:** All our equipment is checked before class to ensure it is safe for our students to use. Students will be given strict rules on how to use the equipment and what is expected of them before using. Under no circumstances are students to wear any jewellery or items of clothing that could potentially damage our equipment. Parents are liable for any damage done to the equipment that their child or children have done during class. Parents will be expected to pay for the equipment to be repaired or the cost of the item to be replaced. We take pride in making our classes safe for our student and this involves us purchasing high valued equipment. \_\_\_\_ **(Initial)**

**DRESS CODE**: CNCDance do have their own uniform which can be purchased. We advise everyone to purchase a T-shirt, mainly for when we go to competitions, have workshops and go on trips. However, we do allow loose fitting clothes to be worn as long as it is not offensive. No jeans or jean skirts are allowed. No jewellery is to be worn within classes. If you cannot remove they must be covered with plaster. We do not provide plasters for covering jewellery. No socks or grip sock to be worn unless there is a medical reason, and it has been discussed with Charlie-ann. The rules and regulations with the dance industry does not recommend socks been worn as it is a health and safe risk. Should you request that your child wears socks you will need to sign a waiver. All are expected to dress age appropriate, no low-cut tops or revealing clothing. \_\_\_\_ **(Initial)**

**APPROPRIATE FOOTWEAR** – Commercial heels class heels are optional. If wearing heels, please bring a pair suited to you and your comfortability. It is recommended that a shoe with a thicker heel is more practical. By signing this you are taking the responsibility for any injuries that may occur, we ensure that all our movement is appropriate to the dance style and that injury should be minimum to none. **\_\_\_\_\_(Initial) or circle (not applicable)**

**USE OF PHOTOGRAPHY**: It is understood that CNCDance reserves the right to use any photography and/or videotaping of student’s performances for purposes of advertising, publicising and promoting of the studio. All ownership (including copyright) as well as all other rights, title and interest in and to these photography/videotaping shall belong exclusively to CNCDance. By initialling here, you are agreeing and giving permission for us to use any photos / videos taken of your child for our social media accounts, whether this be for advertisement or appraisals. We will never put your child's full name next to their photos or tag you in any posts involving them. If you do not wish to have your child posted on our social media accounts, please let a member of staff know. \_\_\_\_\_\_ **(Initial)**

**ANNUAL DANCE SHOW**: Each year CNCDance presents a Professional show which enables our students to showcase their skills and perform dance routines they have practiced over the past year. This Dance show will be professional and will require students to purchase a costume for each class in which he/she is enrolled. For students to participate in our professional dance show, a non-refundable ticket fee and costume deposit is required. This fee will allow us to place an order for your child’s costume. Notification of any costume balance due will be handed out in memo form, approx. 2 months after ordering. Please know that participation in the Dance show is entirely optional, but we ask that each parent please notify their child’s teacher & the office as soon as possible if their child will not be participating in the show. Tickets will be sold in advance, on a first come first served basis. Approx. two months prior to the show. \_\_\_\_\_\_ **(Initial)**

**BULLYING POLICY** - At CNCDance we do not tolerate any form of bullying. We have very strict rules to maintain a happy environment at the studio. We expect all children to respect one another, this including personal belongings. Anyone who does not abide by these rules will be removed from classes. Any unattended classes after this will not be refunded. We will make the decision on whether the child will be allowed to come back to the studio. This depends on the circumstances and the degree of bullying. We will take all accusations of bullying seriously and take request statements from all those involved. We want all children to feel safe and secure at our studio. We also wish all children know that they can talk to us about any concerns they have and to report any bullying. We stand behind the Be Kind campaign, and together we can stop bullying. \_\_\_\_\_\_\_\_\_ **(Initial)**

**Please read carefully before signing**

I am aware and fully understand that there are risks and dangers associated with participation in dance classes and different dance movements of the varied dance disciplines. These movements and activities could result in bodily injury, partial or total disability or death. The social and economic losses/or damages which could result from these risks and dangers could be severe. I acknowledge that, it is standard teaching protocol that students may be physically touched by a CNCDance teacher during his/her instruction, and I will not hold CNCDance liable for such physical touching. I understand that these risks and dangers may be caused by the negligence of the participant or the negligence of others. There may be risks not known to us, or not foreseeable at this time.

I accept and assume all such risks and responsibilities for the lessees and/or damages following such injury and/or disability however caused or alleged to be caused in whole or in part by the negligence of CNCDance, its teachers, independent contractors, hosts, other participants/students, sponsors, advertisers, owners, officers and lessees of the premises used to conduct the event or activity and each of them, their officers, directors, agents and employees. I agree that this consent and assumption of risk statement covers each and every event or activity sponsored by CNCDance.

Consent for Emergency Treatment: In cases of emergency, CNCDance is authorised to arrange for medical services for the student, and I consent to appropriate medical and surgical service recommended by licensed medical professionals. I accept full responsibility for all costs of said medical care and any emergency treatments. CNCDance will not be responsible for the cost of any medical care or emergency treatments. I hereby waive all claims whatsoever in connection with such medical treatments. I agree that CNCDance will not be held liable for and agree to hold CNCDance harmless from any and all liabilities, losses, damages or expenses related to the student’s participation in any activities at CNCDance.

**I HAVE READ THE ABOVE WAIVER AND SIGN IT VOLUNTARILY. I HAVE READ THE STUDIO POLICIES AND UNDERSTAND THAT FAILURE TO ABIDE BY THESE POLICIES AND STANDARDS SET FORTH MAY REQUIRE DISMISSAL FROM THE STUDIO.**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent’s Name), hereby represent to CNCDance, that my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is of sound health and has no history of a medical or physical condition which could in any shape, manner or form place my child at risk because of said condition. I acknowledge that I have been informed by CNCDance of the nature of the instruction my child will receive and that such instruction involves physical exercise, exertion and stress, which could result in injury and /or disability.

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any medical conditions or allergies we should be aware of? No Yes – Please Explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Connection to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Connection to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Student Registration Form

**Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person responsible for paying fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lease and Policy Acceptance (please initial)**

\_\_\_ I/we understand the Studio Policies

\_\_\_ I/we understand my billing obligations

\_\_\_ I/we understand the risks related to dance

\_\_\_ I/we understand my responsibilities for my property

\_\_\_ I/we understand the dress code

\_\_\_ I/we understand the schedule

\_\_\_ I/we give media use rights permission

\_\_\_ I/we understand the attendance policy

\_\_\_ I/we understand the rules for Covid-19

\_\_\_ I/we understand the safeguarding risks

Do you or your child require any special medical attention during a normal class: (Please Circle) YES / NO

If yes – Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature / Responsible Party Date