

# Terms and Conditions

**The “school” or “CDC” refers to Carshalton Dance Centre, which includes ‘Genesis’**

Tuition fees are due BEFORE the start of each term. Invoices are sent out a few weeks before the start of term.

One dance discipline - FULL TERM'S FEES are due before the start of term.

Two or more dance disciplines (e.g. ballet & tap), can be paid either in full or in two half termly instalments.

Fees are not discounted or refunded for missed lessons. Refunds cannot be given for cancellation of classes for matters which are out of our control, such as weather, natural disasters, pandemics or having to cease classes based on national government advice. We have the right to move classes online via Zoom should we have to cancel live classes due to unforeseen circumstances.

The school cannot be held liable for any loss or damage to pupil's belongings.

Half a term's notice is required in writing if a student is to be withdrawn from the school. Failure to do so will result in a further half term's fees being issued.

The school is only responsible for students while in class. You (the parent/guardian) are responsible for your child's drop off and collection from classes or giving them permission to leave on their own.

Outside of the teaching classroom, CDC staff are not responsible for any unsupervised children in the foyer, waiting areas or outside. Parents are expected to supervise their own children and siblings (or any child in their care) in the waiting areas/outside the school teaching rooms. All children are expected to conduct themselves in an orderly manner, and respect the premises we hire, especially toilet areas.

All parents / guardians must complete the online registration form (over the age of 18 years).

Parents \ Guardians and students must be aware that due to the nature of dance it is necessary for the teacher to use appropriate physical contact when training dancers to aid in their placement.

The correct uniform is expected to be worn for each class this includes no jewellery, and please ensure all hair is tied back off the face.

Pupils may be photographed or filmed during school activities which the school may use for publicity and our own social media purposes. Consent is given by completing the registration form. If you do NOT want your child to be photographed or filmed, please let us know in writing or email (which will be confirmed by return email from CDC).

The school must be informed before a student takes part in any external dance classes or performances.

Examinations: Pupils will receive information when they are considered ready to be entered for an examination. The correct entry fee and form must be returned before the closing date or the student will not be entered for that examination.

Shows: Shows are optional but we do encourage all pupils to take part as performing is integral to their training.

We will contact you regarding Dance School information that you will need or may be of interest to you.

All day to day information is posted on our Facebook pages and our website. Information such as cancelled classes as well as news will be posted there - e.g. adverse weather conditions / dates for your diary etc.