

## TERMS AND CONDITIONS

**Enrolment:** By attending classes at Denise Walker Dance Academy (DWDA) you are accepting the following terms and conditions. Please take the time to familiarise yourself with our studio policies.

Enrolment is for the year and will automatically roll over each term – there is no requirement to re-enrol each term. Classes are not held on public holidays unless otherwise advised (in some cases an option may be given to attend another class of the same level if your class falls on a public holiday). The Academy would like to be advised if a student cannot attend class. Regular attendance at classes builds confidence and success for students. Term dates are based around the New Zealand school terms. A one off annual \$20 administration fee will be charged at the beginning of enrolment.

**Fees Policies & Procedures:** Term fees are based on a weekly class for a minimum 8 week term. Where a term is longer than 8 weeks no extra charge is made. This means most classes actually receive extra lessons in a 10 week term. Tuition fees are payable by invoice and to be paid by the second week of each term unless an instalment plan has been arranged and approved by DWDA.

No refunds for early withdrawal from a term will be provided. A missed class due to illness or being away can be made up at a similar class in the same term. A terms notice in writing is required for students leaving the Academy. Classes missed or canceled due to NZ Government mandates will not be refunded. All queries or concerns should be addressed to [denise.walker82@gmail.com](mailto:denise.walker82@gmail.com)

Late fees will incur a \$25 administration cost. Failure to pay your fees on time may result in the loss of the enrolment position. Fees left unpaid at the end of each term may be put in the hands of a third party e.g. debt collector and you will be liable for any additional costs associated with collection and recovery. If you have not received an invoice or your invoice is incorrect, it is your responsibility to let Denise Walker Dance Academy know at [denise.walker82@gmail.com](mailto:denise.walker82@gmail.com)

Exam practices, exam fees, costume hire, guest tutors and private lessons are charged separately. Where Covid19 effects the Dance Academy's ability to provide lessons in the studio, then lessons will become digital where possible. There will be no refund of fees where digital or extra classes are able to be provided.

All grades have a basic set fee which will not be pro-rated if a student cannot make the scheduled classes. We endeavour to alleviate this by offering a number of class times. The Academy reserves the right to cancel classes or provide a substitute teacher.

**Parents' Responsibility:** It is the responsibility of the parent/guardian or adult student to be aware of all DWDA school activities, such as rehearsals, replacement classes, and dates the school is open or closed. DWDA exam and term details are sent via facebook, email and/or paper notices. Please ensure that you provide your most convenient contact details and read all notifications. We also have a private facebook page called DWDA Dance Families available for the latest dance information and updates. Please make sure you have access to this page. It is the responsibility of parents to advise DWDA promptly of any changes in address, telephone and email addresses.

Students should arrive at the Academy with adequate time to dress or prepare properly. Students are asked to wait quietly until the commencement of their class when they will be called into the studio. It is the parents/guardian's responsibility to notify the Academy if a student cannot attend class. We cannot stress enough that regular attendance at classes builds confidence and success for students. All students must be appropriately dressed for class with the correct dance footwear. All students, except adults, must purchase and wear the correct DWDA regulation uniform for their grade and/or genre if required within the first term of starting classes. Hair should be neatly groomed and secured off the dancer's face. Any student inappropriately dressed or groomed will not be able to participate in class activities due to health and safety regulations.

All students should bring a water bottle and hand towel to each class. No food or drink may be brought into the studio, with the exception of water. Kitchen facilities are for DWDA staff only unless prior permission has been given.

**Care of Students:** The Dance Academy and Teachers are not responsible for providing before or after class care for students left for long periods of time. A parent/guardian of a student under the age of 5 are to remain at the class location. Please do not allow your children to play and run around outside in the carpark or inside the studio itself. All parents must take care driving slowly in, out and around the studio premises. We take the safety and health of our students seriously.

**Behavioural Expectations:** Any damage done to DWDA property will be the individual's financial responsibility. You will be required to pay for any repairs necessary as a result of the incident. Students must not run in the studio spaces or touch any stereo or class equipment without teachers' permission. Respect for DWDA premises/halls, for other students and DWDA staff is expected. No eating allowed in the students changing rooms. All students and parents/caregivers must show respect towards the teacher at all times during the class.

**Class Attendance Policy:** Regular class attendance is vital for students to develop and keep up with their syllabus work. If you are going to be late or not able to attend your class

a parent/caregiver please advise DWDA prior to class beginning whenever possible. If a class has started wait until music has stopped and knock on the door before entering.

**Examinations, Presentations and Awards:** Student participation in exams/awards/medals are highly recommended but not compulsory. All classes that are working to a syllabus are taught with the intention of students working towards sitting an examination during the course of the year. Students will be entered into examinations at the discretion of the teacher and in consultation with students and parents/caregivers. This gives each student a goal to work towards, confidence, a sense of achievement and the chance to have their skills formally recognised.

Examination fees and Exam Rehearsals are in addition to term fees. Exam fees are not refundable except in cases of injury, with a medical certificate and according to the Syllabus body's own terms and conditions.

**Dance Uniform:** All students should wear the correct DWDA uniform that is required for their jazz, ballet or contemporary classes. These can be purchased direct from the dance school or ordered from our website. Samples sizes are available to try on at our Waikanae studio before ordering. All shoes must be properly fitted by DWDA staff. Please contact us for an appointment if you require a fitting, we cannot run fittings during class time as this holds up class time. Hair must be tied back off the face at all times.

**Choreography:** Choreography for classes, performances and competitions remain the artistic and intellectual property of Denise Walker Dance Academy Teachers and/or the Syllabus providers. Choreography must not be copied or used without prior permission of DWDA. Students who leave the Academy are not permitted to perform any choreography that was developed specifically for them by Denise Walker Dance Academy teachers as a competition solo, part of a team/group or as a show piece without prior permission.

**Photography and Videoing Policies:** As a condition of enrolment your child may be videoed or photographed during classes by their teacher. This may be used in publicity for studio promotions or for students training purposes. However, if you don't want your child photographed please let us know.

No personal videos or photos are to be taken by parents/guardians of any student during their class or concerts unless approved by the Academy. This is for the safety and well-being of each individual student and to ensure DWDA comply with the Privacy Act 2020 regulations. All DWDA choreography is copyrighted and cannot be re-produced in any way.

**Private lessons:** If you cannot make a private lesson due to unforeseen circumstance, like sickness then a minimum of 3 hours notice is required otherwise it will be charged for. Every effort will be made to reschedule the class however this is not guaranteed. All other

circumstances require a minimum of a 1 day notice period to cancel a lesson otherwise it will be charged for.

**Lost property:** DWDA does not accept responsibility for loss or damage to personal property. Please make sure all uniform items are named. Any items found will be placed in lost property box in the foyer. Any items that are not claimed by the end of the term will be disposed of.

### **Concert & Costume Policies & Procedures.**

It is not compulsory for a student to be involved in our DWDA concert performances, however it is highly encouraged. Students participating in the concert are required to attend extra rehearsals, dress rehearsals and all performances however there is no extra costs for these classes unless advised by the tutor.

To help keep recital costs down to a minimum a small costume hire fee will be charged students well in advanced. Notice must be given at that time by a parent/guardian if no costume is required because of non-participation in the end of year show. Once committing to the show, no refunds for costume hire or term fees will be given.

Parent and caregivers are permitted backstage and in the changing room area if they are an allocated helper for that performance. Non-helpers are asked to leave due to the theatre safety regulations for maximum numbers allowed backstage. All children are supervised during concert rehearsals and performances and are required to sign in and sign out.

### **Health and Safety/Waiver Statement:**

DWDA will aim to provide a safe learning environment to reduce the risk of injury. It should be recognised by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.

DWDA will not be liable in any way for an injury sustained through participation in classes or related activities. Dance training may involve physical 'hands on' adjustment of the student's body by the tutor if a student's needs help correcting alignment and correcting positions to improve technique.

Unless notified to the contrary, it is understood that the parent/guardian grants permission for the tutor or staff of DWDA to authorise any emergency medical care deemed necessary whilst on site. It is the student, parent/caregiver's responsibility to notify the teacher before the class starts of any prior injury, medical condition or treatment which may prevent a student's full participation in class.

DWDA are proud to provide qualified experienced teachers who actively promote safe dance practices and teachers who continue on-going training in the latest developments of safer, more effective ways to train students.

Where Covid19 effects DWDA's ability to provide lessons in the studio, then lessons may become digital. There will be no refund in fees where digital or extra classes are able to be provided.

The Academy will follow government guidelines under the traffic light system and can offer online classes for those students that are not able to attend due to vaccination status under the Red and Amber traffic light system. No refunds will be available due to changing traffic lights.