

## ENROLMENT FORM

STUDENT'S NAME:

DATE OF BIRTH:

PARENT'S NAMES:

HOME PH:

CELL PH:

EMAIL:

PLEASE CROSS DESIRED DANCE GENRE:

BALLET

JAZZ

EMERGENCY CONTACT NAME AND NUMBER IF DIFFERENT:

HOW I HEARD ABOUT THE GARDEN CITY DANCE ACADEMY / SMART MOVES:

### TERMS AND CONDITIONS

I have read and agree to the Garden City Dance Academy the Terms and Conditions and Health and Safety Policy, including the extra Covid 19 action plan

### AUTHORITY TO PUBLISH

I give Garden City Dance Academy/Smart Moves Creative Dance authority to publish images or video footage of the student above for promotional and marketing purposes only.

### INJURY WAIVER

I voluntarily agree to assume all risks and responsibility for any injury or accident, which might occur to me or my child during any of the School classes, rehearsals, performances, or activities

SIGNATURE OF PARENT OR GUARDIAN:

## **GARDEN CITY DANCE ACADEMY TERMS AND CONDITIONS:**

### **Fees:**

Fees are strictly payable by the first day of each term.

Fees cover a school term with a minimum of eight lessons per term. Terms are usually 9 or 10 weeks long but the fee paid only guarantees eight lessons per term. This is to allow for public holidays and classes that need to be cancelled due to examinations, performances or teacher absences.

Fees are non-refundable when a child does not complete the full term.

Fees that are not paid before the commencement of the school term will incur a 10% late payment fee.

Failure to pay fees may result in students not being permitted to begin the new term.

Pro-rata discounts will be given to new students who join the school after the second week of the term.

A 10% family discount will be given to families with multiple students enrolled in the school

### **Payment options:**

Invoices will be emailed 2 weeks prior to the commencement of each term.

Payments are to be made by internet banking.

### **Refunds:**

Students will be given a refund only if they must withdraw from classes due to long-term ill-health. A medical certificate must be provided.

### **Notice of withdrawal from the programme:**

If a student wishes to withdraw from the programme this must be given in writing no later than 2 weeks before the commencement of the next term. Once the term has begun no refunds will be given.

### **Cancellations:**

Classes without sufficient enrolment will be cancelled and refunded.

### **Choreography:**

All choreography at GCDA is under copy right. Students are not permitted to use any choreography without first seeking permission. Students are not permitted to enter competitions under the GCDA name without permission.

### **Authority to Publish:**

Garden City Dance Academy would like to be able to use any photo and/or video footage taken in classes or performances for promotional and marketing purposes (for example, on the Garden City Dance Academy website or Facebook)

Garden City Dance Academy will not use any photo/video footage for any purpose other than the general promotion and marketing of the dance school.

### **Injury Waiver:**

Garden City Dance Academy will take all possible measures to ensure the safety of all students. However, because dance is a physical activity, it is important to acknowledge that in participating in GCDA dance lessons, rehearsals and/or performance there is a possibility of physical injury.

## GCDA HEALTH AND SAFETY POLICY

AIM: Ensure the safety of pupils, staff and caregivers whilst attending classes and representing the Garden City Dance Academy.

Through the enforcement of this Health and Safety Policy we will ensure:

- The safety of pupils, staff and caregivers
- The best performance from each pupil
- That both staff and pupils are following the precautions necessary to prevent physical injury during a class or performance.

Garden City Dance Academy is committed to providing a safe and healthy environment for everyone involved in the studio. Any potential safety hazards must be reported to the teachers.

As the studio occupies one space in a multi tenanted building, any risk found within the building will be reported directly to the building owner for rectification.

Within the studio itself, Garden City Dance Academy is responsible for the following:

- Checks on heating/cooling.
- Maintenance of toilets and hand washing facilities
- Maintenance of a separate changing area
- Maintenance of Sound system.
- Maintenance of leads from sound system and the fixing of these leads so that they do not cause a safety hazard.
- The safety of the fixed mirrors
- Cleaning of the dance floor, using products that will not cause undue slipping.

### Emergency Evacuation

- Emergency exits are clearly labeled and are identified to students at the commencement of each course. Pathways to them are kept clear at all times.
- Teachers conduct a check that nothing is obstructing the emergency exits at the commencement of every day and sign a register confirming that they have carried out this check.
- There are emergency evacuation instructions posted within the studio. All teachers working within the studio must make themselves aware of these instructions.
- In the event of an emergency, all occupants will evacuate the building by the nearest exit and assemble under the big tree outside the auto mechanics next door, providing it is safe to meet there. Teachers will notify parents immediately that it is safe to do so but no one should leave the area until all students have been accounted for.
- A register is taken at the start of each class to show who is present. The register will be used in the case of evacuation to confirm everyone is accounted for.
- Automatic smoke detectors and manual fire alarm buttons are installed within the building.
- There are fire extinguishers in both studios.

### Accidents and First Aid

- A basic First Aid kit is kept in the studio at all times.
- All injuries will be reported to the caregiver. Minor slips and bumps will be treated with an ice pack if appropriate and reported after class. If injuries are more serious then the caregiver will be notified immediately. It is then the caregiver's responsibility to decide whether their child needs medical attention. If the incident is very serious then an ambulance will be called immediately and the caregiver notified.
- Students must not attend class if they have any cold or flu symptoms. If a child becomes ill during a class the caregiver will be notified to collect the student.
- Caregiver's must inform the teacher prior to a class if a child is feeling unwell.
- If a caregiver is not going to be contactable during a lesson then they must provide an alternative number and contact for that day.

## **Individual Wellbeing**

- To avoid injury, classes will begin with appropriate warm ups and end with a cool down period. All participants are to take part in the warm up at the start of the session.
- Teachers will inform participants of suitable clothing/footwear in advance and will check on the day. Students should not be wearing any jewellery or watches that can scratch themselves or others. Students should wear their hair tied up so as to ensure freedom of movement.
- No chewing gum is permitted.
- Food must not be consumed on the dance floor.
- Safe teaching practices will be followed to ensure the safety of students. Teachers will strive to make every class of an appropriate level for the student's involved. Caregivers must respect teachers' decisions on appropriate class placements.
- Teachers will recognise students' physical limitations, faulty technique and muscle imbalances and strive to improve on these at every opportunity. Stretching will be instructed in a safe and developmentally appropriate manner.
- Students should remain hydrated during class through a short drink break. They should not leave class at other times to drink water.
- Teachers will look out for signs of eating disorders and discuss any concerns with caregivers.

## **Reduction of Hazards**

- Teachers will conduct a pre-class check for hazards. Obstacles will be cleared or moved towards the edge of the dance space.
- All bags, shoes, personal belongings etc are to be placed in the dressing room.
- There are to be no street shoes worn on the dance floor. Street shoes bring debris into the dancing area and can scratch the dancers' feet. Students must change into dance shoes in the changing room and parents and siblings should not enter the dance area in street shoes.
- Students will be made aware of any hazards and always reminded of the dangers associated with touching and banging into the mirrors and windows.
- All spills on the dance floor will be dealt with immediately.

## **Student Safety**

- All pupils attending a dance class are the responsibility of the parent/guardian outside of the exact class times.
- For all pupils under 10 years old a parent/guardian must collect them punctually from inside the studio at the end of the class. The teacher will remain on the premises until all of the pupils have left.
- The same expectations apply to external events for which pupils will be asked to arrive at a set time and all pupils will need to be collected punctually by a parent/guardian.
- Students must not leave the studio during a class except upon asking permission to go to the toilet. Caregivers should ensure that children have been to the toilet before the commencement of the class.
- No teacher will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.
- Teachers will avoid any unnecessary physical contact with pupils, however caregivers should understand that some aspects of teaching dance involve some contact. Where this is necessary teachers will use the utmost discretion.
- Parents must advise the studio if they do not wish their child to be photographed or videoed for promotional purposes.
- Any younger siblings must be well supervised by a caregiver and remain off the dance floor at all times.
- Teachers will encourage a positive class environment. There will be no tolerance for bullying.
- Teachers will seek to build confidence in students through positive and constructive criticism and praise for perseverance and achievement.

### **Smoking, Drugs & Alcohol**

- Garden City Dance Academy has a non-smoking policy and smoking is prohibited anywhere in the building.
- Garden City Dance Academy has a strict no drugs and alcohol policy. Any pupil or teacher found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Caregiver's will be advised if the pupil is less than 18 years of age.

### **Noise**

- Although music is played within the studio the volume is kept at a level where the teacher's voice can be heard.
- Parents and siblings dropping off and picking up children should refrain from talking whilst a class is in progress
- Students waiting for their class to begin should refrain from talking

### **Personal Information**

- A registration form should be completed for all pupils advising full name, email address, contact telephone number and any known medical conditions. Teachers will keep caregiver contact details on hand in case of emergency.

### **Use of other Premises**

- Garden City Dance Academy will follow the Emergency procedures of each of the other premises utilised.

### **Public Liability Insurance**

- Garden City Dance Academy has public liability insurance and the certificate is available on request.

## **Covid 19 Health and Safety policy**

According to the Covid Protection Framework (traffic light System), the studio is able remain open in all three of the possible settings (red, orange and green)

### **Vaccination Policy**

- Under the orange and red levels, we require all students over 12 years and 3 months to hold a vaccine pass in order to attend classes. Anyone entering the studio (visitors) over the age of 12 years and 3 months, will also be required to show a vaccine pass when entering the studio under the red and orange settings.
- All GCDA teachers are required to be fully vaccinated.

### **Mask wearing**

- Teachers, visitors (parents) and students over the age of 12 years, are required to wear a mask when entering the studio under red and orange settings.
- Teachers and students will be able to remove their mask once the lessons starts if the wish to do so.
- If younger children wish to wear a mask also they are of course welcome.

### **Basic hygiene**

- Students must come to dance if they have any type of illness, whether that be a runny nose, tiny cough, sore throat etc.

- If teachers are unwell they will also not be running classes and a substitute teacher or zoom class will be held if possible or class will be cancelled.
- If a student becomes unwell during a class a caregiver will be contacted and the student must be collected immediately.

### **Cleaning and sanitation**

- Students will be required to use hand sanitiser or wash hands before and after every class.
- Toilets, barres and door handles will be wiped down between classes.
- Floors will not be able to be cleaned between classes.

### **Reducing contact at pick up and drop off**

- There is to be no congregating and waiting in the waiting area under the red and orange settings. Under these settings, where vaccine passes are needed in order to enter the building, only parents of 5 year olds and under will be permitted to enter the building. These parents must show their pass on entry. All other students will be accompanied downstairs by the teacher and should be met by caregivers at the bottom of the stairs promptly after class.

### **Contact Tracing**

- All adults must sign in using the COVID app. We will take an attendance roll of students in the class so we can contact those students if necessary. We ask that you also keep a record of when your child has attended class so that you also remember to contact us in the event of a Covid case in your contact. Please ensure you keep us informed of any change in contact details.

### **Covid-19 at GCDA**

- Should an outbreak of Covid-19 involve any GCDA teacher or student and should the school need to close temporarily, or if a teacher needs to self isolate and a replacement can not be found, the classes will continue on Zoom. In order to accommodate all classes online, the timetable may need to change slightly. Details of Zoom times and meeting numbers will be emailed out to students in advance of the class. Credits for future terms will only be offered should this plan not be possible and 8 classes can not be offered.