

These terms and conditions have been produced to ensure that all children attending KaSo Dance Juniors (herein referred to as KSDJ), have a full understanding of what is expected. By attending dance classes provided by KSDJ you agree to adhere to the terms and conditions of school attendance.

This version of the Terms and Conditions came into effect on the 15th August 2018.

PAYMENT OF FEES

Fees for dance classes should be paid in advance of the start of each term or half term. Payment can be made most easily via *Pike13* - our online payment and registration system. **Please claim your account now if you have not already done so at www.kasostudios.pike13.com.** email nina@kasostudios.co.uk for help. An up-to-date email address must be given and updated as necessary.

Payment can also be made in cash or by cheque on Week 1 of term. Pupils owing more than one half-term dance fees will be refused tuition until these fees are settled. We thank you for support in these payment procedures. Less admin time for us means more planning time for the children.

EXAMINATIONS

Children may be entered in an examination or medal test at the discretion of the Principal. Fees for Dance Exams will be invoiced separately and are non-refundable unless - in the very unlikely circumstance - the Principal or teacher concerned feels that the child is not ready to take the examination once payment has been processed. Taking BATD exams and/or medal tests is ENTIRELY OPTIONAL.

Nominal Examination fees will be published, whenever possible and dependant on the examination board, 6 weeks before the exam is to take place. Children will be placed into class in accordance with the examination guidelines for minimum age, and with consideration of their prior experience and natural ability.

PLEASE NOTE A CHILD'S PLACEMENT IN CLASS IS NOT AGE DEPENDENT.

SHOWCASES AND PERFORMANCES

Shows are not compulsory but some of your child's class time will be working towards dances for the show. This is a great opportunity for the children to develop performance skills and grow in confidence. But should your child NOT wish to participate that is fine too. Please make this known to your child's teacher as soon as possible. Class time learning the routine is still extremely valuable and will build on their existing skills – especially if they are required to learn exam dances (our next showcase scheduled for June 2019 tbc).

Wherever possible, costumes are provided and we ask for a small contribution to the cost. As ever, KSDJ endeavour to keep all clients' costs to a minimum.

NON-ATTENDANCE

The school should be informed if a pupil is unable to attend. This can be done in the previous week's class, by telephone or email or ideally using the *Pike13* system. Fees are due if a pupil does not attend a dance class. Pupils are encouraged to attend every week in order to progress, and effectively prepare for forthcoming exams and show work. If a pupil does not attend for 3 consecutive weeks, their place will be offered to another child on our waiting list. Thank you for your efforts in getting them to us each week.

Payments are made half termly or termly and are non-refundable, whether children miss a class through holiday or sickness. Exceptional circumstances will be considered by the school Principal on an individual and personal basis.

At half terms, we are usually open one of the Saturdays and closed the other. Our full term dates for the current academic year are published on the website. Reminders are posted on our Facebook page. Each term is a slightly different length, and termly payments therefore differ to reflect the number of sessions.

CLASS CANCELLATIONS POLICY

In the highly unlikely event of classes being cancelled (due to bad weather, the venue becoming unavailable, staffing issues, health and safety reasons), KaSoDance will endeavour to find an alternative date in lieu of the cancellation. Refunds will only be issued if the cancellation is a result of a KaSo Studios operational issue and will be dealt with on an individual basis through enquiries@kasostudios.co.uk and once a replacement class option has been finalised. KaSo Studios reserves the right to retain monies if you are unable to attend the alternative date.

JUNIORS

For anyone wishing to leave us, we would really appreciate four weeks' notice, with a full explanation in writing via email or letter. This will help us improve our care. Text or Facebook messages are not acceptable. Fees will be due for the period of notice whether attendance is continued or not. In the event of more than 4 week's fees having been paid in advance, these can be refunded. The school reserves the right to recover any monies owed.

WAITING LIST

Class sizes are kept to a minimum where more KaSo staff are employed to maintain the high standards of individual *KaSo Care*. Where a class is at capacity, a waiting list is compiled and new entrants admitted on a first come first served basis. The school has the right to refuse admission.

DRESS CODE

KaSo Studios and KaSoDance is inclusive. We DO NOT insist on uniform to be worn for class, only for exams, though we encourage children to wear the lovely uniform where possible to help level the children. This uniform can be borrowed for the exam day, or bought by the individual to keep and use again. KS will always endeavour to keep your costs down by sourcing good quality, good value dance wear in line with the BATD exam board requirements. The uniform guidelines are on display at the front desk on a Saturday.

VALUABLES

KSDJ accepts no liability for any items lost or damaged during the course of a dance class/show/performance/exam session. We advise that all attendees use a bag to store their personal belongings. All mobile phones and other portable electronic devices such as IPod's and Games Consoles should be switched off during classes/performances and not brought into class.

GROOMING

Whether in exam uniform or more casual dance wear for class, PLEASE ensure long hair is tied up, and all hair is off the face, for health and safety reasons and to ensure the student is able to concentrate on learning – without fiddling!

For all KaSo Juniors in all classes:

Pupils are not permitted to wear jeans, skirts, shorts, cropped tops, jewellery or outdoor footwear. All pupils are expected to wear appropriate clothes or dancewear, as suggested below:

For Ballet (including Starlite): Leotard and ballet tights or socks, OR tight vest top and leggings. Younger children may wish to acquire a ballet dress/skirt for class. Bare feet is fine until soft ballet shoes are acquired.

For Tap or Modern: Leotard and leggings, or tight t-shirt/vest top and leggings (not baggy). No hoodies or cardigans. If trying tap for the first time, hard soled shoes like school shoes may be worn until the child is enrolled for that term. Then tap shoes must be bought. Bare feet or Jazz shoes for Modern (no Dance sneakers).

For Mini Movers: Wear any clothes the toddlers can move easily in. No frilly dresses please, and no tights. They will move in bare feet for safety.

Please report any foot injuries/infections to your child's KaSo teacher. Socks or jazz shoes may usually be worn in these circumstances. For convenience, all items can be purchased direct from KSDJ, or you can ask members of the team to direct you to local suppliers or websites if you prefer to browse.

DON'T FORGET TO KEEP AN EYE ON OUR SALE TABLE AT CLASS – we encourage clients to pass things on and make a little back on their purchases. KaSo Studios will not profit from any client-client sales.

DANCE CLASS PROTOCOL

To prevent disruption to classes, and maximise children's focus in class, all parents /carers are kindly asked to wait downstairs, where KSDJ will make every effort to provide a comfortable and social reception environment for you.

Children are to remain outside before their class commences, forming an orderly line downstairs and waiting to be admitted to the studio by a KaSo teacher or KaSo Apprentice only. This will ensure all pupils get maximum enjoyment from the classes and that classes run to time. Parents / Carers of new pupils are welcome to watch for the first session only (unless in highly exceptional circumstances as agreed by their KaSo teacher).

Please do not speak to teaching staff during class mornings. Please direct queries to any of the front of house team downstairs. We would kindly ask that more complex issues be addressed by phone or email wherever possible and to the MD Sophie Garland or Principal Kate Everitt.

Please check on a weekly basis the **KaSo Studios Facebook page** or website: www.kasostudios.co.uk for all topical information regarding classes, exams, shows, rehearsals, dates and space changes.

Chewing gum is completely banned in all classes.

Pupils **MUST** not dance with an injury or attend classes until the injury is fully healed. The school **MUST** be informed of any previous injuries or illness before commencement of classes.

Pupils are not permitted to bring friends to watch classes unless they are looking at starting classes and have a parent or carer in attendance. This observation counts as that child's free trial. *We would much rather they joined in and really experience the KaSo way!*

BEHAVIOUR

We are a school that will not tolerate any form of bullying, harassment or abusive behaviour towards pupils and members of staff. As part of our Child Protection Policy, we have a bullying policy, which is accessible to all via our website.

Any parent who has concerns about a pupil attending the school **MUST** contact the Principal, Kate Everitt, immediately. We expect pupils to look after the environment in which they dance and the property of others. **We are incredibly fortunate to be based in state of the art facilities, and have a good reputation for keeping these spaces litter free and toilet areas clean and tidy. Please help us to maintain this reputation and thank you for your efforts to date.** Any pupil caught deliberately damaging any equipment, buildings or the property of others will be expected to pay for any damage caused and will be dealt with by the school Principal.

AT THE AYLESBURY VALE ACADEMY

We expect pupils and guardians to look after the environment in which they dance and the property of others. Any pupil caught deliberately damaging any equipment, buildings or the property of others will be expected to pay for any damage caused and will be dealt with by the school Principal.

Please ensure fire exits and routes are kept clear at times (this includes the upstairs corridor). The team will be carrying out regular fire drills with the children and guardians are kindly asked to join in if on the premises, and familiarise themselves with the Emergency Procedure on the website.

Please use the car park provided and do not park at the front of the AVA on the street.