**ROWAN ACADEMY OF DANCE**

**GENERAL INFORMATION**

**FEES**

• All classes are payable per MONTH in advance.

• Invoices unpaid by the due date will have a surcharge of 10% added after 7 days of the invoice due date

• As our costs are fixed, fees remain payable in cases of absence. There are no reductions for sickness or holidays

• A 48hr cancellation notice must be given for private coaching, otherwise fees will remain payable

• Children can only attend their booked class and not transfer from days unless arranged in advance with the principal

• Fees are non-refundable

**CODE OF CONDUCT**

• Students should arrive promptly. They need to be ready, coats off, correct shoes on, correctly dressed for their dance class and attend classes regularly

• During class, students are expected to listen and we discourage unnecessary talking. If a child is causing disruption, they will be asked to leave the lesson

• We do not tolerate bullying of any kind and students found to be causing distress or upset to another will be dealt with and possibly asked to leave the school

• Mobile phones are not to be used during classes and must be stored away on silent mode. At the instructor’s discretion mobile phones may be collected before the class commences

**HEALTH & SAFETY**

• Physical contact maybe necessary when helping to demonstrate or correct. Please see our physical contact policy

• Students will only be entered into examinations once the required standard is attained and at the discretion of their teacher

• Students under 12 years old are not allowed to leave the studio unless accompanied by an adult

• Please inform your instructor of any injuries before class commences

• It is vital to drink fluids at regular intervals during physical exercise, please always pack water for your child regardless of class duration

• RAD reserves the right to change the timetable without prior notice. All amendments will be communicated to parents and carers

• RAD does not accept the responsibility for items lost or stolen although anything we do find will be placed in lost property

**PARENTS**

• At RAD, we aim to foster and instil independence. For younger students, please where possible bring them underdressed (ie leotard under outer clothes) so they may enter and leave the studios independently. Please wait outside studios until you are called by the teacher. Do not escort your child in class.

• Parents are asked to please not enter the studios at any time with the exception of baby ballet.

• Class observations – Details for this will be given out with plenty of notice