

DES Terms & Conditions of Enrolment

Enrolment

For legal reasons and safety requirements, an enrolment form must be completed at the commencement of each new dance year by all students. It is the families' responsibility to inform the office immediately of any changes to personal contact or health details. All correspondence to parents/students is via email.

Class Placement

Placement of students into appropriate level classes is carefully considered due to its effect on the student's development, confidence and safety. Final placement is at the discretion of the Director.

Payment

Invoices are sent out at the beginning of each Term. Fees are to be paid in full by the allocated date via direct deposit. **A 10% late fee will apply to any invoice not paid by the allocated due date as stated on the invoice.** DES will not accept cash payments. Term fees are non-refundable. DES does not refund missed classes. Students may participate in a 'make up' lesson upon arrangement with the DES office within the same term as the missed class. Please contact DES if you have any enquiries regarding your account. If enrolling mid-way through the term the invoice will be calculated at a pro-rata rate. DES may cancel a class due to low numbers or alternatively if discussed with students/parents if they wish to continue, a higher fee or rate may be charged. **Upon receiving Active Kids and Creative Kids vouchers, DES will deduct the correct amount from your term invoice.**

Trial Lessons

DES offers trial lessons. If the student continues with classes and enrolls with DES, they are required to pay for the week of the trial lesson and all lessons following. If the student does not continue classes with DES the trial lesson is free.

Class Conduct

Students are expected to respect and consider teachers and other students. Appropriate language is to be used in class and no form of bullying, harassment or discrimination will be tolerated by DES. If an issue occurs, class teachers must be notified ASAP. Bottled water only in studios. Food should be eaten outside or in waiting areas. Due to safety and class disruption, friends and family members are asked to remain outside the dance classes

(except for students 2-6 years). Please ensure your child does not bring to class any valuables or electronics. Mobile phones are permitted, however they must be on silent and are not to be used during lessons.

Video and Photography

Photography and footage of students at DES may be required for activities, events and promotional purposes (website, social media, advertising material, newsletters). Neither you nor your child will be identified by full name or any personal information disclosed. Please inform the DES office if you do not wish your child to be photographed. If you do not want your child to be videoed or photographed, please ensure you indicate NO on the enrolment form.

First Aid

First aid will be administered when required. If you do not want your child to receive first aid in the case of an emergency, please ensure you indicate NO on the enrolment form.

Safety Procedures

The safety of DES students, before and after class, is the responsibility of their parents/guardians. A student must wait on the premises. DES will not be forthcoming in the responsibility for any student involved in any unsafe behaviour or practices, outside of class time. Please Note: DES is a NUT FREE ZONE (excluding our Wahroonga Adventist classes). DES is released from all liability in the event of an injury or loss pertaining to the unapproved use of studio property including furniture, decoration, fittings and property/equipment.

Social Media

Communication regarding enrolment, classes, complaints or other is not permitted via social media. All communication must be done via our office email or over the phone. Bullying or harassment of any kind (to our students or our staff) will not be tolerated by DES.

Uniform

Uniform **requirements** are available on our website. Uniform requirements are not suggestions but expectations of our company. Students are expected to wear appropriate footwear for the style of dance class. These can be purchased from Bloch or Dance Stuff. DES T-shirts and Jackets can be purchased by emailing us.