

Enrolment Form

| | | |
|--|---|-------------------|
| Name of Student | | |
| Home Address | | |
| Pupil's DOB | | |
| Name of Parent/Guardian | | |
| Home Telephone No. (only used in an emergency – required) | | Email: (required) |
| Mobile/Emergency contact (required) | | |
| Medical | Allergies, medicines required, etc. List any medicines your child will carry with them please! eg Epipen, inhaler | |
| Where did you hear about us? | | |

By signing below I declare that the information given is correct and agree to inform the academy in writing should any of the information given changes. **I also agree to the Terms and Conditions of Ripon Dance Academy**, shown on the reverse of this form and can also be viewed on the website www.ripondance@live.co.uk.

Signed: _____ Date: _____

TERMS AND CONDITIONS OF RIPON DANCE ACADEMY

- The following terms and conditions apply to all parents/guardians and students of the school and do so unless notified in writing otherwise.
- The school runs a 'pay for your place' policy. Any lessons missed by the student are non-refundable.
- All lessons cancelled by the school will be credited.
- Fees should be paid in advance by the date indicated on the fees invoice. Any late payments will attract a £5 late charge.
- Fees are non-refundable and not transferable to another student but may be transferred if your child wishes to change to a different dance class within the academy.
- The school normally closes for 4-6 weeks in the summer, 2 weeks for Christmas and 2 weeks at Easter. Fees are not charged for these holiday periods. The school runs through bank holidays that fall within term dates. Check term dates on the website; www.ripondance@live.co.uk or contact Miss Carole.
- **Half a terms notice** must be given **in writing** (please keep a copy) no later than two weeks after the beginning of that half term, if you wish to discontinue lessons at the end of that half term. If the school does not receive this in writing, fees will be applicable. Notice period is not applicable in the first half term of attendance or for preschool class.
- Any child needing to leave the classroom during their lesson time is the sole responsibility of the parent/guardian. Therefore it is at the discretion of the parent/guardian whether they leave the premises during their child's lesson time.
- Students must be picked up from class at the end of their lesson by a parent/guardian, as the school accepts no responsibility for pupils after their class has finished.
- Students must behave in an appropriate way during class. Any unacceptable behaviour will be reported to the parent/carer who will be invited to comment and work with the school to rectify such behaviour.
- The school accepts no responsibility for pupils' personal belongings including loss of belongings. Belongings must be clearly named and are the sole responsibility of the student/parent/guardian.
- The timetable/day/ teacher may be subject to alterations at short notice.
- Your personal data will only be used for the school's business purposes and will not be passed to a third party without your permission.
- Students may be occasionally photographed/ filmed and images may be kept and used for the schools purposes. If you wish your child not to be photographed/ filmed this must be put in writing (please keep a copy) to the school's principal: Carole Riley, 1 Wheatley Lane, Ilkley LS29 8BW.
- Any further questions arising that are not answered in these terms and conditions will be answered by the Principal: Carole Riley, which will be binding on all parties. The terms and conditions can also be found on the school notice board at the Hugh Ripley Hall, Ripon and on the website: www.ripondance@live.co.uk.

Supplementary Terms & Conditions - Effective from Summer 2020 – Covid19 Compliance

The following terms and conditions and new rules apply to all students and parents. These terms do not supersede those provided on enrolment but are an addition. It is your responsibility to ensure both you and your child(ren) are aware of what they may and may not do during this unprecedented time. We must comply with all requirements as advised by the government and Ripon City Council and any breach of the rules may result in temporary closure of Ripon Dance Academy.

- Ripon Dance Academy (RDA) continues to run a 'pay for your place' policy. Any lessons missed by the student are non-refundable.
 - In the event of a second 'lock-down' nationally or locally, classes will continue to be provided via Zoom and no refund of fees will be due.
 - In the event a student/parent/teacher tests positive for Covid19, parents of the student 'bubble(s)' this affects will be notified by email and those classes will be provided on Zoom for 14 days as a minimum.
 - Any lessons cancelled by RDA will be credited.
- Fees should be paid in advance by the date indicated on the fees invoice. **Cash payment cannot currently be accepted.** Fees should be paid by bank transfer, BACS or by monthly standing order (by arrangement).
- On arrival at Hugh Ripley Hall or any venue from which RDA provides classes, pupils will be required to queue outside, 2 metres apart. Parents may wait with their child(ren) but will not be admitted to the hall.
- On arrival AND departure all pupils will:
 - enter and exit one at a time
 - follow the one-way system in place and stand where directed by the teacher
 - be required to wear a mask (not compulsory for under 11's)
 - be required to use hand sanitizer
 - be required to spray outdoor shoes with sanitizer
 - should arrive and leave in dancewear (with RDA jacket, hoodie or outdoor coat as appropriate) as no changing facilities will be available until further notice
- Regular handwashing or using hand sanitizer is required in between classes or at other times, such as after eating a snack
- Bags and personal items should be kept to an absolute minimum – ideally just dance shoes and a named drinks bottle
- Where possible, children should use the toilet before coming to class to minimise the risk of needing to use the facilities at the venue. One toilet for student use will be provided. Younger children must be able to take themselves to the toilet as teachers will not be allowed to assist.
- The kitchen will be out of bounds for all pupils until further notice.

- Pupils are not allowed to bring chewing gum, small sweets or nuts to class – all of these may be a choke or health hazard.
- Any snack wrappers and drinks bottles must be taken home after class. Any drinks bottles left at the hall will be thrown away at the end of each session.
- Until further notice, music will be played at a lower level than normal.
 - pupils must avoid shouting in class
- Dance shoes, appropriate for the class being taken, must be worn at all times, except for acro' classes (dancers must remain on mats)
- Fire drills will be discussed at the beginning of term with the pupils and the nearest exit point identified
- We are required to comply with 'Track and Trace'. The RDA class registers will fulfil this requirement. It is a parent's responsibility to update address, mobile telephone number and email address when necessary. Please contact Carole Riley to update your records.
- Parents should inform Carole Riley if their child has any medical condition not previously disclosed.
- Parents should inform Carole Riley if their child carries an inhaler, EpiPen or any other medicines and ensure the device is in their child's bag at all times.