



## **Policies**

# **Terms and Conditions**

**MUST BE ACCEPTED BY ALL STUDENTS AND PARENTS/CARERS**

- Please come to class in proper dance wear.. Dress code will be enforced.
- All hair must be pulled back in either a pony tail or bun and should be neatly groomed for class and all performances.
- If not properly dressed and hair not made pulled back you will NOT be allowed in class and will be marked as unauthorised absence.
- Label all shoes, dance bag etc with students name.
- Use the restroom before class.
- No jewellery allowed as it can be harmful to the student.
- No street shoes allowed on the dance floor.
- No gum or food in the studio.
- Water only allowed in dance area; water breaks will be given by the instructor.
- Please inform instructor of any previous dance injuries and take class at your own risk.
- Visible tattoos and body art will not be permitted.
- Amalia's Elite Dance Academy is not responsible for lost or stolen valuables.
- Children leaving with an adult other than a parent must inform the teacher at drop off.
- Siblings of dance students must be with parents at all times.
- Make sure your child is not left unattended in the waiting room for any reason.
- Do not drop your child off more than 10 minutes before the start of class.

- Pick up your child on time. There will be a £1 per minute fee applied to your account if your child is not picked up on time.
- Selected music for class and performance pieces will always be clean and age appropriate.
- Dance education is hands on and is learned by seeing and feeling the correct alignment by the instructors manipulation.
- Amalia's Elite Dance Academy has a zero tolerance bullying policy. Violation of this policy will result in withdrawal from classes.

All shoes and tights may be ordered through Amalia's Elite Dance Academy for our annual recital in June/July to ensure that everyone is in proper uniform.



## Tuition & Fees

### **FEE PAYMENTS**

1. Fees cover one full month . Discounts or refunds will not be given for classes missed by the pupil, unless explicitly arranged with the Principal.
2. Tuition is due on the 3rd of each month. We do allow a 3 day grace period for you to make your account current without any additional late fees.
3. Any unpaid tuition on the 6th of the month will be considered late, and your account will be subject to a £10 late fee to cover admin costs.

4. Should your tuition fall behind more than 2 months we reserve the right to suspend your participation in classes until the account is up to date.
5. If you do not receive an invoice, please advise the Principal.
6. New students who will join , will pay a registration and one-off insurance fee of £14 and returning students £10. An invoice will then be issued upon request.
7. The only method of payment is via online bank transfer /direct debit/ PayPal / BACS. An email with an invoice will be sent containing all payment details.
8. All fees are non-refundable. If a pupil has a long-term illness or injury, fees may be refunded at the Principal's discretion. This does not include minor illness or holidays taken during the term.
9. Tuition must be paid in advance
10. Tuition must be paid even if classes are missed due to illness or injury, studio need to close due to weather or health crisis.
11. All enrolled families are required to provide a credit card and/ or bank account information to be kept on file.
12. Holidays are already worked out in your class average of the year. We do not prorate for holidays or personal absences.
13. Some months may have 3 classes, and some may have 5. We do not charge less or more in those situations. The class averages out over time.
14. Remember, you are paying to hold the spot in the class, not the class itself.
15. All Tuition and fees paid to AMALIA'S ELITE DANCE ACADEMY are NON-REFUNDABLE and NON-TRANSFERABLE.

### **Transactions**

You do have the option to pay any fees by cash or check.

### **Cancellation Policy**

- We require a 30 day notice when stopping enrollment and billing. Your 30 day notice will begin when we receive your cancellation form. [CLICK HERE](#)
- All dancers still enrolled until end of June will be automatically dropped at the end of June as we enter our summer break. You will need to re-enroll when we announce registration has opened for the following season. New season's will typically start at mid September , with registration opening sometime beginning of September.

- **NOTE:** Informing your individual teachers that you are dropping is not considered a cancellation. Teachers have a lot of responsibilities during class and may not remember to tell the office. Please use the form .

### **Dress Codes**

- All dancers are expected to be in proper dress code each week. Teacher will give notes about dress code includes attire, hair, and footwear.
- Warning will be given for dancers that fail to comply. Multiple warnings may result in your dancer being asked to sit until dress code is correct.
- If you need help purchasing any dance gear, please inform us via email. We offer a shoe exchange program where parents can donate gently used shoes.
- Families may also borrow shoes as needed and if we have shoes that match the size you need.

### **Extended Absences**

- If you expect to be gone from class(es) for multiple weeks, please let us know via email at least 2 weeks in advance. If you intend to return and keep your spot, you do not need to do anything else. We will just see you when you return.
- If you wish to not be billed while you are away, you will need to submit a 30 day cancellation notice. Please make sure to submit this in time for your absence. Please understand that if your class has a wait list, your spot will be offered to the next family in line when your cancellation is complete.

### **Low Enrolment Classes**

When we launch a new class there may be a period when enrolment is low. In some cases, if enrolment is low for an extended period of time we may consider dropping the class entirely. Should this occur we will try to give the families 30 days notice so they can find another class on our schedule.

### **Spring Gala Rehearsals**

We take pride in preparing students for competitions or recitals to the best of their ability. Rehearsals officially begin in February. Some classes will be required to increase class time from one class per week to two classes per week. Parents and students will be given advance notice of this additional class.

### **In The Classroom**

Rules in the class will be enforced by all teachers and staff. All rules are in place for a reason. Some rules are for your dancer's safety, and other rules are for the class to function smoothly. Please respect the rules and the teacher's authority in enforcing rules. If you have questions or concerns, please direct them to the Principle.

- **Arrive on time.** Dancers that miss the warm up or are more than 15 minutes late will be asked to sit and watch for remainder of class. This is for your dancer's safety and to avoid injuries. Sitting and watching class is still beneficial and better than not attending class at all.
- **Attendance.** Regular attendance is key for all participants and is required in order to participate in shows and competitions. This is a team activity. Your class and instructor are counting on everyone to be in class and on the same page each week. Excessive absences may result in being removed from shows or competition
- Attendance is important in order to receive the best dance education possible.
- Please contact or inform your child's instructor or the office when a class will be missed.
- Students should arrive to class early in order to prepare for class physically and mentally. This also allows the instructor to start class on time.
- If a class is missed, a make-up can be scheduled in a different class. This must be done within 4 weeks of the missed class. Please speak with your child's instructor to decide which class would be best for your child and schedule the class with the office.
- Class cancellation due to weather or school's leisure centre closed days will not be made up by the instructor. If you would like to make up the class you can schedule a make up class during our regular weekly classes. Please check our website for updates on cancelled classes at least an hour before your child's class.
- **Dress code.** Be sure to read our dress code page. Dancers not in dress code will be given a warning. If dress code becomes a recurring issue we may ask your child to sit until their attire meets the dress code. Shoes, dancewear, footwear, and hair should all be correct. Dress codes are both for your dancer's safety, to help them be successful in a particular style, and for teachers to be able to see proper body alignment. Please check with our office staff if you are unclear about your requirements.
- **Water.** Please remember to bring your water bottles to class. Teacher will let dancers know when it's time for a water break.
- **Restroom Breaks.** Ideally, they should not be needed. Please have your dancer go to the restroom prior to class. Class is only 30-60 min long, if they have gone before class they should be able to wait to go again until after class is over.

## **Injuries**

- As with any physical activity, Injuries may occur from time to time during class. Our staff will do their best to keep all children safe. Should your child get injured during class we have first aid kits, and ice packs on hand to comfort them until they are ready to rejoin. If an injury is more serious we will contact parent/guardians and send dancers home to recover.
- We will tend to injuries in a serious and caring manner. You are not punished for being injured, only removed from things to ensure your quick and full recovery! Dancers suffering from injury are still required to attend all classes and rehearsals to observe and take notes.
- With guidance from your doctor, the school director will decide when the dancer can participate in physical activity. Full recovery is required for young dancers that cannot modify correctly. With the discretion of the director, our older dancers, depending on the severity of their injury, will be allowed to participate in physical activity IF compensation or lack of modification do not occur.

## **Non Compliance with Rules**

While we have never had to give out more than a verbal warning, please be assured that we do take excessive rule breaking seriously. Continual rule breaking will result in being sent home, or removed from the program entirely. Should we feel that any individual purposely put other dancers in harm's way in a serious manner, we may skip ahead to remove that individual from the program without a warning.

- First incident happening will result in a verbal warning.
- Second incident happening will result in a written incident report and a meeting with the family.
- Third incident will result in removal from the program.

## **Lobby Rules**

Our studio has a lobby area where families are welcome to sit and relax while they wait for their dancer to take class. Just like with classes, we have rules in place to keep everyone safe and comfortable while in the spaces. In general, we ask you be courteous to others. We love that families congregate and hang out in our lobby. It creates a great sense of community beyond our dance academy. Please observe the following rules to keep the space feeling comfortable and to not distract dancers who are in class

- **Distractions:** First and foremost we ask that you please not distract your dancer(s) while they are in class. Please do not open the classroom door to give your dancer a note, water, or other items. Let the teacher manage the classroom. No parents are allowed in the class unless invited in by the teachers. Please do not let siblings that may be watching to tap or bang on the door during class. NO one is to enter the classroom towards the beginning or end of class.
- **Noise Level:** Our lobbies are meant to be quiet spaces, but they do tend to get loud during our busiest times of the day. Please do your best to keep noise levels to a minimum. If you have to take a phone call, please step outside the building.
- **Running:** There is no running allowed in our lobby, or common areas of the building. Remember we are in a large building shared by other groups and the school.
- **Windows and Doors:** As stated above, please keep little ones from banging on viewing windows or opening doors during class.
- **Food and Drink:** Food and drinks are allowed in our lobby areas. Dancers who take multiple classes are welcome to bring their dinners and eat with their peers. We ask that everyone please clean up after themselves. Amalia's Elite Dance Academy is a nut-free space. Water is the only drink allowed. There should be no food in the dance studios.
- **Chairs:** Chairs will be set outside the classroom for you to sit and wait. If you need a chair let the teacher provide you with one. Please make sure to place it back at the end of lesson. Please do not allow younger siblings to climb furniture.
- **Viewing Windows:** Studios 1/2, 3, and 4 have large viewing windows. We ask that you please minimize the time in front of the viewing window so to give all parents a chance to watch their dancer. Please do not stand in front of viewing window while on your phone or having conversations with those in the surrounding area. It is a distraction to those taking class. Instructors reserve the right to close the viewing window, should the class need help focusing or working on choreography.
- **Hallways and Common Areas:**
  - No playing in the halls.
  - No running in the halls.
  - No screaming in the hallways.
  - No soccer in the hallways.
  - No dancing in the hallways.
  - Please use the halls to walk from one studio to the next if need be.
  - Dancers, students, siblings need to be at least 7 years old to move through the space unsupervised.
  - Any child 6 and under should be accompanied and supervised when moving through the building. This includes hallways, common space, bathrooms, the main lobby, studio m lobby, changing room, parking lots, and the stairwells.
- **Studios Not In Use:**

- Studios that are not in use are closed.
- No free play in studios during pre/ post class time or wait time.
- Children and students should not enter closed studios at any time for any reason.
- **Supervision:**
  - Children 7 and under should be supervised always when in lobby and or common space.
  - Children 8 and older can move through the space independently (for example drop off for classes or multiple classes in a row) but office and teacher should be notified ahead of time. Child should also be aware of policies and be able to follow the studio/building rules independently.
  - If a parent, nanny, family member, or friend is going to be unexpectedly late for pick up our staff should be notified as soon as possible. If this happens excessively, incident records will be initiated. Steps included are outlined in the incident record section of the policies found below.
  - Any adult bringing your child to and from class is also responsible for these policies.
  - Should one of our teachers or staff members witness a child under the age of 6 unsupervised the child will be returned to the main lobby and parents contacted if not found in the process. This incident will be documented, recorded, and become the start of incident records for the family/child.
- **Right to Refuse Service:** We always have the right to refuse service should you or any member of your family not follow these studio policies. Our policies are in place for the safety of all participants in our programs, their families, and individuals and businesses with whom we share the building and must be agreed to and followed at all times.

## Code of Conduct

### Class Conduct

- Students are asked to come prepared when they arrive for class.
- Students are to listen to the dance instructor and follow directions at all times.
- Students will learn to follow appropriate dance class etiquette. Failure to adhere to the class conduct will
- result in the student being asked to sit out a class. If a student sits out of more than 2 classes, the student will no longer be eligible to attend Amalia's Elite Dance Academy .

### Attendance

- Students are asked to arrive to class prepared and ready to learn.
- Students who miss a class or rehearsal prior to a performance may be ineligible to perform.

## Dress Code

Students are required to adhere to Amalia's Elite Dance Academy dress code.

Please see below dress code for each class:

For Ballet and Modern, students

MUST wear the following:



Minis 2-4 yrs



Pre-Preparatoire (5-7 yrs).





Preparatoire (7-10yrs)



Adults



Boys

- Depending on the level colour Leotard with skirt
- Pink Ballet Shoes
- Pink ballet tights

- Solid Black Shorts
- Cardigan according to class colour (optional)

For Cheer/Hip-Hop students

MUST wear:



- Solid Black or White T-Shirt
- Solid Black Shorts or joggers
- Sneakers (preferably black)

For Acrodance:



- AEDA leggings
- AEDA crop top/ vest
- Socks for warm up (optional)

Students who are not in dress code will not be allowed to attend class.

**CORRECTIONS**

1. Dancing is a physical skill and in order to help and facilitate the student's learning, the teacher may physically guide a movement by touch. This will be in a professional manner and the intention of the contact will be made clear. Please contact the Principal if you have any queries about this.

## **PHOTOGRAPHY**

1. The School may wish to take occasional photographs or videos of our students for advertisement of the School. The use of these can include our website, social media and printed material. Please see our GDPR consent form for more information.
2. Parents are permitted to take photos on watching day unless another parent in the class objects on the day. The teachers will always ask everyone's permission before the demonstration class begins. We ask parents to refrain from recording/videoing the class for child protection and copyright reasons.

## **DATA PROTECTION**

1. All invoices and other materials will be presented via email. Parents/Carers must provide a valid email address for this purpose and ensure that such email from Amalia's Elite Dance Academy is not considered SPAM.
2. When you give us your details we promise to keep them secure and not share them with a third party.
3. We may use your data to contact you in relation to;
  - News updates about the school
  - Information relating to lessons/exams/show details
  - Invoicing
  - Emergency notifications (such as changes to planned lessons, cancellations etc.)
  - Records of invoices paid and outstanding (and any agreed payment terms)
  - Any other information relevant to the school and your/ your child's lessons and progress.

In addition, we will use any data relating to medical conditions to ensure that we are able to provide a safe environment for you/your child.

By ticking the 'School Information and Marketing' on the GDPR Consent form you agree to:

1. · Amalia's Elite Dance Academy sending information that is relevant to you/your child's dance education by phone, email, text and written communication.
2. · Amalia's Elite Dance Academy holding and processing data in relation to your/your child's medical condition.
3. Please note that you may withdraw this consent at any time by notifying us at our main business address.

The Principal should be notified of any change in contact details and/or health issues.

## **MISCELLANEOUS**

1. The school timetable may be subject to change. Parents/carers will be notified of any changes.
2. Dancing is a physical activity and contains a certain amount of risk. Students taking part in any of our classes or events run by Amalia's Elite Dance Academy do so at their own risk.
3. If students and/or parents break the terms and conditions, they may be asked to leave by the Principal and no refund given.
4. Any queries and complaints should be addressed to the Principal only.
5. Our Safeguarding and Child Protection Policy and Coronavirus Risk Assessment is available on request. Please contact the Principal for more information.

**The school rules are designed to enhance your children's learning and enjoyment of the dance experience and help maximise their full potential.**

**If you have any queries regarding our policies, please contact the principal, Ms Amalia.**



# Cancellation Form

- We require 30 days notice when stopping enrolment and billing.
- Should your 30 day notice end in the middle of a month, we will prorate your final month's tuition.
- Completing this form, or speaking to our office directly are the only ways to cancel.
- Telling your weekly dance teacher about a withdrawal is not sufficient.
- We enforce this policy consistently with each dancer without exception.
- Out of fairness to all our participants this notice will not be waived for any reason.

\* Indicates required question

Parent/ Guardian Account Name\*

Your answer

Email \*

Your answer

Phone\*

Your answer

Student's Name\*

Your answer

Date of Final Class ( Date must be at least 30 days out from today's date. It's okay to enter a date that is MORE than 30 days out.)\*

Date

Classes to Drop\*

Your answer

Reason for Cancellation\*

- Trying of Activities
- Don't offer style/ level needed
- Unhappy with class
- Schedule conflict
- Other (please leave comment below)

Let us know why you are stopping\*

Your answer

[Submit](#)

[Clear form](#)



## ***2023/2024 Registration NOW OPEN***

Amalia's Elite Dance Academy offers a variety of ways to enjoy dance. Our curriculum varies from what is needed for the casual lover of dance to those that want more intensive instruction.

The 2023/2024 season will provide training in Ballet, Modern, Contemporary, Tap, Jazz, Hip Hop, Creative Movement, Acrodance, Tumbling, Adult Dance Program.

Amalia's Elite Dance Academy Strives to provide quality training at all levels. We believe that dance provides a foundation for success in life. The skills learned in the dance classroom transfer to other areas of a student's life. Dance classes increase the child's well-being by improving his/her physical development and intellectual skills and by increasing self-discipline. The Studio subscribes to teaching through positive reinforcement and nurturing in order to produce a life-long respect and love for dance, as well as very happy and well-trained young dancers. It encourages the stimulation and cultivation of the creative nature of the student through dance education. Our students learn in a pleasant environment with small classes favourable to their dance education. It has a high standard of class instruction, workshops, master classes, and special guest instructors.

Amalia's Elite Dance Academy promotes an atmosphere of excitement and fun while never drifting from the true professionalism and discipline required to becoming proficient in the art of dance. Its students are given an opportunity to discover their own potential, not only as dancers, but as choreographers and teachers.

We are aware that the demands of the dance art form ensure that not all students will succeed in attaining a professional career, yet the quality of our instruction at all levels meets a high standard.

If you would like to become a member of our family register below. By registering today you are merely reserving your spot in our school. In order to select classes, you will need to log in to our portal. Once classes are available, we will contact you directly to begin class selection.

There is a non-refundable registration fee per new student in order to have access to complete your enrolment.

**Classes are scheduled to begin Thursday, 21 September**

# ENROLL NOW



## Registration

**[Already a customer? Click here to login.](#)**

Online Registration requires a credit card and email address. Charges will be posted to your card after your registration has been reviewed and discounts applied if applicable. If you cannot supply this information or, have questions before registering, send an email with questions to [hello@aedacademy.co.uk](mailto:hello@aedacademy.co.uk)

**\* denotes required fields**

### REFERRAL INFORMATION

*How did you hear about us?\**

- Coupon
- Exhibition
- Facebook
- Other Parent

- Magazine
- Performance
- Referral
- Telephone Book
- Walk-in
- Website

*Referral Name* :

FAMILY INFORMATION

*Family Last Name*\*

WHERE DO YOU LIVE?

Home Address\*

City\*

Post code\*

Primary Phone\*

Contact #1 First Name\*

Last Name\*

Relationship\*

HOW CAN WE CONTACT YOU? \*

- Home Phone
- Work
- Cell

Email\*(*Emails are kept confidential*)

Confirm Email\*

Student's First Name\*

Last Name\*

Student Gender\*

Female

Male

Birth Date\* (format=mm/dd/yyyy)

ADDITIONAL INFO

T-Shirt Size\*

Adult Large

Adult Medium

Adult Small

Adult X-Large

Child Large

Child Medium

Child Small

Child X-Large

Child X-Small

School\*

Class level \*

Disabilities (Leave blank if NONE)

Special Needs (Leave blank if NONE)

Allergies (Leave blank if NONE)

Medications\*

ENROLL IN CLASSES

**2023 -2024 New Student Registration**

ADD ANOTHER STUDENT

Student's First Name\*

Last Name\*

Student Gender\*

- Female
- Male

Birth Date\* (format=mm/dd/yyyy)

ADDITIONAL INFO

T-Shirt Size\*

- Adult Large
- Adult Medium
- Adult Small
- Adult X-Large
- Child Large
- Child Medium
- Child Small
- Child X-Large
- Child X-Small

School\*

Class level \*

Disabilities (Leave blank if NONE)

Special Needs (Leave blank if NONE)

Allergies (Leave blank if NONE)

Medications\*

Agreement to our policies is not required to submit this form, however, policy agreement may be required with class enrolment

## Questions or Concerns

*Comments*

## PAYMENT INFORMATION

Please fill out CREDIT CARD Payment Method

### CREDIT CARD

Card Number\*

Exp Month\*

Exp Year\*

Card Nickname

Name as it appears on card\*

Address Line 1\*

Address Line 2

City\*

Post Code\*

### ECHECK/BANK DRAFT

Bank Name

Account Type

Your Account Name(*Your name on your bank statement*)

Sort Code

Account Number

**SUBMIT REGISTRATION**



*2023-2024 Class Schedule & School Calendar*

- **Classes begin Thursday, September 21st.**

- There is a minimum of 6 students required for the class to remain on the schedule. Should a class not reach 6 enrolled students, a class may be combined with another or removed entirely off the schedule
- Age ranges for classes are guidelines and are based on students having completed all prior levels. Our teachers will be able to advise which level is appropriate for your student and will decide the best placement. Students do NOT move themselves up to the next level without teacher approval, regardless of age. Placement is subject to change after 1st week of class if the instructor feels the child has been placed incorrectly.
- Amalia's Elite Dance Academy aims to provide your dancer with the proper training to become proficient in dance specifically Ballet/Contemporary/Modern. It is important that whether your dancers is dancing recreationally/ hobby or want to pursue a career in dance we do everything we can to develop a well-rounded dancer. Below are recommendations of Ballet/ Contemporary/ Modern classes per week for your dancers based on our programs, their ages, and levels. Please note that Tap, Hip Hop, Jazz, Acrodance and Tumbling are all meant to be recreational classes for dancers to explore the movement of their bodies, but we are first and foremost a Ballet / Modern/ Contemporary school. Those who wish to take our recreational classes and only recreational classes can enroll in those classes.
  - Petite Ballet / Pre-Ballet meets 1 time a week
  - Pre- Preparatoire is recommended to attend Ballet 2 times a week but 1 time a week is acceptable

- Preparatoire - Elementary is encouraged to attend Ballet 2 times a week & Improv/Contemporary 1 a week