



Terms and Conditions

Please read, sign, and date then return the terms and conditions to your academy representative prior to your first class. The terms and conditions are put in place to maximise the enjoyment and development during every class, event or production. If you have any questions relating to the terms and conditions, or indeed of aspect of The Knight's Academy of Dance, please contact Miss Stacey.

Bookings and Payments

Initial booking are made over the phone, by email or in person at the venue, we are unable to confirm a booking without payment. Once the booking has been made, your place is secure and you will be notified by The Knights Academy representative which class your payment relates to and the relevant course dates. No classes can be attended without prior payment being received. No amendments to the original booking can be made unless in writing and at our discretion.

Cancellation

The class fees are non-refundable unless authorisation has been given in which case a refund is at our discretion and each circumstance will be taken on its own merits. We would appreciate as much notice as possible if this should happen. In exceptional circumstances it may be necessary to cancel a class if this happens you will notified with as much notice as possible a full refund or credit will be given for cancellations by The Knights Academy.

Charges/Terms

We appreciate that some children do not always wish to take part on a particular day but we are unable to refund for any children who do not wish to participate. This is due to the fact that we have reserved the space for your child and the staff and venue have already been arranged. Please note that it is quite normal for children to be shy when they first attend and their confidence will grow in the weeks to come. Once a course or series of lessons has been paid for, you are not entitled to a refund if your child does not wish to attend.

Illness

A refund or credit for lessons missed due to illness will only be considered on production of a signed, valid and dated doctor's note.

Holidays

Holidays taken within course dates will not decrease the price of the course; full payment for the course must still be paid.

Disabilities

On booking please give full details of any child with any disabilities, it is the parents / guardians responsibility to notify us of this to ensure safe and effective teaching methods and standards are maintained.

Disruptive and Inappropriate Behaviour

Children and adults in attendance to The Knights Academy are asked to be courteous and civil to other members at all times. Should a child or adult become abusive, violent or disruptive it is at the discretion of the teacher to ask that that person will leave the room and if necessary to vacate the premises. You are asked to consider the development and enjoyment of others, if your child is uncontrollably upset or disruptive, please consider taking your child out the room for them to calm down.

Physical Contact

Parents should be aware that due to the nature of the classes, it is necessary for the teach to have physical contact with the children from time to time, if you would prefer to the teacher to have no physical contact with your child please notify The Knights Academy in writing before the class.

theknightsacademyofdance@yahoo.co.uk

07523 335 360

Food and Drink During Class

No food or drink must be taken into the classroom unless the teacher states otherwise. If a child does require food or drink during the class times, please take the child outside of the classroom. Specific refreshment breaks will be allowed during classes.

Specific Exercises

All the exercise used in the classes have been carefully designed to ensure safety and high standards in teaching and development. The term 'naughty toes' is not suggesting any inappropriate of a child of his/hers toes, it is used of imagery which helps a child relates to the exercise being performed.

Photography, Film and Press Releases

Pupils may on occasions be photographed or filmed during class, events and performances. By taking part in The Knights Academy activities you are agreeing to this happening unless a representative is informed. Press releases concerning pupils' achievements relating to The Knights Academy must be organised by your teacher. If you feel your child has a newsworthy achievement and we have not already done, please ask us to approach the local the press.

Lost Property

All property is the responsibility of the child and guardian attending class and the teacher cannot be liable for any loss or damaged belongings.

Client Information

All personal information held by The Knights Academy is treated with private and confidentiality and used solely by The Knights Academy and will not be disclosed or passed on under The Data Protection Act 1988, private customers have the right to see personal information held about them. If you wish to exercise this right, or have other related queries, please contact us.

Insurance and CRB Checks

We have public liability insurance to include accidental injury to any person or property cause in connection with the business. Copies of qualifications and CRB checks are available upon request.

Customer Service

It is our intention to provide you with a high level of customer service at all times, however, if you are dissatisfied with the level of service, please do not hesitate to contact Miss Stacey.

Signed by Parent/Carer.....Date.....