

ELS SCHOOL OF DANCE

SCHOOL POLICY

Please read our school policy carefully and if you have any questions or concerns please contact Emma directly on 0417127467 or emma@els-dance.com.

ELS School of Dance's Priority

At ELS School of Dance we are proud to have created our ELS family. It is our priority to continue to provide a welcoming, supportive and nurturing environment for all students and families. We ask that all parents and students help us to provide this environment by demonstrating respect to our studio, other students, parents and teachers at all times.

If you ever have any concerns please contact Emma directly so we can resolve any issues ASAP.

Terms & Conditions

Parents/Guardians, you are such an important part of the ELS community and we ask that you understand and cooperate with our terms and conditions below for both yourself and your child. Thank you for your cooperation, ongoing support and encouragement.

Parents & Guardians

- Try your best to bring your child to every class and remember to make contact if you child is going to miss a class (make up classes are available).
- If your child is not capable of going to the toilet by themselves please wait in the foyer while your child's class is running in case they need to go (all students should remember to go to the toilet prior to class).
- Remember the ELS policy and always show respect to our studio, teachers, parents and students.
- Keep up to date with all ELS emails, important information and events.
- Always come into the studio when dropping off and picking your child up, students should not go into the car park unaccompanied.
- Make contact with us if you have any concerns or questions.
- Most importantly, remember to encourage our students to always try their best!

Students

- Always arrive *on time* or *early* to class in full *uniform*, with your hair neat and tidy and with a full water bottle.
- Go to the toilet before class to avoid needing to go during class.
- Respect your classmates, teachers and dance studio.
- Remember to take all teacher's feedback and corrections with a positive approach and take responsibility to keep up to date with class work and routines.
- Strive to serve as a role model to younger students at all times and understand that inappropriate language, behaviour and bullying will *under no circumstances* be tolerated.
- Unless in case of emergency, we do not tolerate the use of mobile phones during class.

Students, we think you are all amazing and are always here to help. So remember to have fun, always try your best and ask for help when you need it!

Enrolment & Fees

Each family pays a \$25 "administration and insurance fee" once every year. All classes run in conjunction with the Victorian school term dates and once enrolled all classes are paid per term either prior to the term or after your child's first class. Please know that every week an invoice is overdue, unless discussed directly with Emma, you will receive a \$10 late fee. If an invoice is outstanding students may not be able to participate until their fees have been paid. All payment options including cash, card or bank transfer will be explained when you are emailed your invoice. All fees are nonrefundable unless discussed with Emma. Your cooperation is appreciated.

Please know that if your child misses a class or if a class clashes with a public holiday, concert rehearsals etc. you are welcome to bring them along to any other age appropriate class for a make up lesson (classes do not run on public holidays).

Extra fees apply if your child participates in our end of year concert. All concert information will be sent out separately.

Photography & Videography

Part of our school promotion is to share photos and videos of our beautiful students during class to show the public what our classes are all about (website, Facebook and Instagram). Teachers may also take videos to watch back and see what should be focused on during their next class. If you are uncomfortable with your child being shared on social media or on our website please let us know ASAP. If you choose to take photos or videos of your child in class please make sure you ask the parents of the other students in your child's class first.

Liability

ELS School of Dance operates under the child safety policies and practices and promises to maintain a safe and supportive environment for all students at all times. You can read more about our Child Safety Policy by [clicking here](#) or ask our staff for more information.

It is important to us that all staff are fully qualified and experienced teachers who are on board with all ELS policies and have a strong passion for teaching and working with children. All staff have an up to date Working With Children's Check, First Aid Certificate and CPR. ELS School of Dance is also fully insured with ambulance cover for each student.

In the unlikely event of an accident or injury, please note that though staff will do what they can to help and prevent any situation/injury, we are not to be held liable.

Agreement

Each parent / guardian will be required to sign a copy of the ELS School of Dance school policy to show their understanding of all ELS terms and conditions upon enrolment.

If any student or parent/guardian are found in breach of the terms and conditions above, or show any disrespectful, inappropriate or aggressive behavior they will be issued a formal written warning and / or may have their enrolment cancelled without refund.

Thank you for your understanding. If you have any questions please do not hesitate to ask a member of our friendly team at ELS School of Dance for more information. We are always happy to help!

Date: _____ Signed: _____

Name: _____