

# Beat Feet Academy of Dance

## Rules and Regulations

- 1) Inappropriate behaviour will not be tolerated as disruption of classes will hinder other's learning.
- 2) Every pupil is entitled to have their first 4 consecutive weeks at the Academy on a 'pay as you go' trial basis. After the first 4 weeks, fees will be required in advance for the half term ahead and missed classes are payable.
- 3) Fees must be paid in full via bank transfer within the first week of the half term. During your trial period, classes must be paid for in advance of your lessons each week. Cash payments have been temporarily suspended due to COVID-19.
- 4) Discounts applied on invoices are only available for fees paid by the deadline stated on the invoice. Late payments are not eligible for discounted rates.
- 5) Payments not received by the deadline date stated on your invoice will result in a further £5.00 charge being added to the amount due.
- 6) Invoices that remain unpaid 14 days after the deadline stated on the invoice will incur a further £5.00 late payment fee (£10.00 late payment fees in total).
- 7) Your place in a class is reserved for you/your child without the need to book it each half term. 3 weeks written notice must be sent to [julie@beatfeetdance.co.uk](mailto:julie@beatfeetdance.co.uk) if you no longer want to attend a class. Fees must be paid in full to the end of your notice period.
- 8) Once a pupil has completed their trial period at the Academy, they are required to wear the Beat Feet Academy of Dance uniform for all classes. This includes having hair styled in the correct manner.
- 9) Uniform is to be purchased from Beat Feet Academy of Dance. Items can be fitted correctly and checked for size prior to you taking them away.
- 10) Uniform must clearly have the pupil's name labelled inside so that the owner can be easily identified.
- 11) Jewellery is not to be worn for classes as this is a health and safety hazard. (Small studs may be worn in pierced ears).
- 12) Chewing gum is not allowed on the premises.
- 13) Beat Feet Academy of Dance is not responsible for personal possessions that are damaged or lost whilst on the premises.
- 14) Waiting areas must be left clean and tidy with chairs returned to their correct locations.

- 15) All nappies must be taken away with you as the school do not have the facilities to dispose of them.
- 16) Food and drink is not permitted in the carpeted areas of the building. This is a Murray Park School rule. Pupils are welcome to bring a drink (none fizzy) into the hall for their class.
- 17) Staff are only responsible for pupils during their class and in the hall which their class is being delivered. Parents or guardians should be ready to collect their child at the end of their class.
- 18) Trophies presented at the annual prize giving event remain property of Beat Feet Academy of Dance. They must be returned by the specified date prior to the next prize giving. If you have damaged or lost a trophy, you will be required to pay Beat Feet Academy of Dance for a replacement.
- 19) In extreme circumstances (e.g. weather, lockdown, staff required to isolate etc) if a class has to be cancelled, the lesson will be rearranged for another time either face to face or via the online Academy (using Zoom). Refunds will not be issued.
- 20) Rude or aggressive behaviour towards members of staff will not be tolerated. If your behaviour is deemed to be inappropriate, you will be asked to leave the Academy and no refund for paid fees will be issued.
- 21) Students must not attend another dance school whilst a student at Beat Feet Academy of Dance.
- 22) Anyone who has symptoms of COVID-19 or has tested positive for COVID-19 in the past 10 days, must **not** come to the Academy and must notify the Principal in case test and trace is required for people recently in contact with that person.

COVID-19 symptoms include but are not limited to:

- High temperature
- New & continuous cough
- Loss or change to your sense of taste or smell
- Diarrhoea
- Blocked/runny nose
- Aching muscles
- Long-lasting headache
- Vomiting
- Sore throat
- Feeling tired and unwell

It is the Guardian's responsibility to follow the latest Government and NHS guidelines with regards to COVID-19 symptoms. Missed classes will not be refunded but we will seek to find an alternative option where possible.

23) The Principal's decision is final.

***Failure to adhere to these rules & regulations may result in losing your place at the Academy.***