

**DanSci Dance Studio: Student Guidelines**

We welcome everyone to DanSci Dance Studio to learn to dance with us, whether baby or retired, amateur to professional. We believe everyone should be given the opportunity to reach their full potential. We do not discriminate against Race or Religion. DanSci Dance Studio assumes that by attending class you agree to the points laid out in the following policy.

**Agreement for participation.**

By attending classes at Dan Sci Dance Studio participantsunderstand that all of the activities of the dance class involve some degree of risk from strain or bodily injury. It is the responsibility of the participant to inform the teacher/instructor of any illness/injury or disability prior to the start of class and that it is the discretion of the teacher as to whether you may participate. Dan Sci LTD is not liable for any injury which may occur during class.

**Child Protection Policy**

The Staff at Dan Sci Dance Studio are committed to the well-being of all users. We aim to create an environment that enables children and young people to learn and develop in a safe, understanding and encouraging environment. All Teachers have been DBS checked and are experienced in the subjects they teach. You can request to see a full copy of our Child Protection Policy.

**Parental Supervision.** We ask that all parents/guardians supervise their children at all times. Children under the age of 3 must be supervised by a guardian at all times and within all areas of DanSci Dance Studio premises. Children over the age of 3 may be left in the studio under the supervision of the teacher but will not be permitted to leave the main studio without a parent/guardian to pass over to at the studio door. Parents/guardians of children under 11 years must not leave DanSci Dance Studio premises during class. If a child is to be collected by somebody else, please inform the teacher before class. We cannot be held responsible for children outside the studio. Children over the age of 11 may leave the studio premises unaccompanied as long as the parent/guardian has given the Dansci Management written authorisation and emergency contact details.

**Physical Contact**

Due to the nature of dance as a physical skill and art form, it is necessary for the teacher to have appropriate contact with a student from time to time, to correct class participants. By attending classes at Dan Sci Dance Studio, participants are accepting that 'hands on' physical corrections may be given.

Physically guiding or correcting body movements is an invaluable teaching tool, which helps facilitate students’ learning. However, if you would prefer a teacher not to have any physical contact with you or your child please notify the teacher and Dan Sci LTD in writing prior to your first class.

**Photography, Film and Press Releases**

Participants may on occasions be photographed or filmed during class, events and performances. By taking part in DanSci LTD activities you are agreeing to this happening unless you have otherwise informed Dan Sci LTD in writing. Personal videos and photographs are not permitted unless permission has been obtained first.

**Payment Polices / Refunds**

• Classes on the DanSci Dance Studio timetable are of a ‘drop in’ nature. Dance cards offering a discount for multiple classes can be purchased through the office or at reception. Dance cards have a three month validity period and are non-transferable and non-refundable. Refunds cannot be given for absences, including illness or holidays.

• Dan Sci Dance Studio also hires its facilities to instructors. Classes booked on these courses will have their own individual pricing policy. Participants are advised to contact the instructor/teacher directly.

• We reserve the right to cancel a class at short notice. In the instance of us having to cancel a class, (due to unforeseen circumstances) participants will be informed via email or on their member’s page.

• We reserve the right to change the advertised Teacher of a class.

**Property.**

Belongings can be stored in the changing room. Bags and clothing are not to be left in the studio or on the barres. All property is the responsibility of the participant or guardian attending class. Dan Sci LTD cannot be liable for any lost or damaged belongings.

**Client Information**

Dan Sci LTD is registered with the Information Commissioners Office (ICO). All personal information held by Dan Sci Ltd. is treated as private and confidential and used solely by Dan Sci LTD, Trading as DanSci Dance Studio, 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, First Aid and DBS Checks**

Dan Sci Dance Studio holds Public Liability Insurance to include accidental injury to any person or property caused in connection with the Business. At least one member of staff will have attended a First Aid Awareness Course or have a First Aid qualification. Copies of qualifications and DBS 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 contact us or if you have a complaint please see our Complaints procedure. We welcome your comments.

**Studio Etiquette**

* NO food or drink, except bottled water is allowed in the dance studio.
* Please remove all outdoor footwear before stepping inside the Dance Studio.
* Please do not wear dance shoes outdoors. (they bring dirt and grit into the studio and damage the dance floor.)
* Please ensure children take the opportunity to use the toilet and wash their hands before class commences.
* Tie up long hair and remove loose jewellery before coming into the studio.
* Follow advertised studio rules, including fire safety notices.

**Courtesy**

* Please ensure you arrive on time for class. Preferably 10 minutes early to get changed and prepared. Late arrivals are very distracting and disturb the other participants. The teacher has the right to refuse entry to class if they feel you will not be sufficiently warmed up to participate safely.
* Please switch mobile phones onto silent within the studio.
* All those attending Dan Sci Dance Studio are respectively asked to be civil and courteous to others at all times. You are asked to consider the development and enjoyment of others. Persons displaying disruptive, violent or abusive behaviour will be asked to vacate the premises.
* We ask that everyone attending our studio treats the communal areas with respect.