



PARENTS/STUDENTS HANDBOOK

SCHOOL POLICIES
SCHOOL RULES
TERMS & CONDITIONS

Active Dansa Ltd
hello@activedansa.com

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1. WELCOME

Active Dansa is a dance school established in September 2017. With the aim to provide excellence in dance teaching, we are fully committed to offer a dance education where students feel valued, safe and able to explore and develop their potential. From 30 months of age to adults, Active Dansa caters for everyone and upholds a no - discrimination ethos and a friendly and welcoming atmosphere.

In this document you will find all the information you need to know to start your dance journey at Active Dansa. **Our Parents Handbook includes school rules and T&C's which you agree on when signing up, please ensure you are familiar with our policies before signing up.**

If a parent has any difficulties for whatever reason in understanding our written policies, they are very welcome to speak to the Manager in person. Any information shared with us regarding a child or family will be treated in the strictest confidence at all times.

2. REGISTRATION

Active Dansa welcomes new students all year around, however it is highly recommended to join the school in September or January for a better chance of getting a space in the school. It is also recommended to join during these months to ensure your child builds enough confidence and training before taking part in our annual show case (Christmas and Spring). New students willing to enrol for syllabus/exam classes in the middle of the course will have to discuss with the school principle to assess suitability.

When joining Active Dansa:

- Contact us to check availability, our team will also be able to recommend the most suitable class for your child depending on style preferences, skills and age.
- Existing students and their siblings already in the school will take priority **during the first registration period in the summer**. New students' places will be booked on first come first serve basis and will be placed on a waiting list if classes are fully booked. If existing students miss the registration period and join the school later, their place will also be assigned on a first come first serve basis.
- To sign up to our school you simply have to email us at hello@activedansa.com and we will send you our registration pack containing links to our online customer portal.
- Make sure you read Active Dansa's rules as well as our child protection policy before signing up online.
- Once we receive your account in the system, we will send you a confirmation email as well as an invoice with the annual registration fee. The invoice needs to be paid within a week for your place to be booked.

TERMS

Our school provides 40 weeks of training from September to June, excluding the weeks when the school is closed during Christmas and Easter (some years we also close for halloween week). The school year is split into 10 terms of 4 weeks.

If the school decides to take bank holidays or close the school any days outside of the Christmas and Easter where you 4 weekly term will be affected, invoices will be adjusted to reflect the reduction.

Students enrolment is ongoing and automatic, you do not need to re-enrol your child every month. A student's place is kept until the end of June unless we receive a notification by email that a student wishes to stop their training. Before deactivating a student's account, all fees up to their last class must be settled.

During the summer months, the school will offer classes during the morning and a separate enrolment will take place to secure their place.

3. PAYMENTS

Active Dansa we believe our prices reflect the quality of our education. We understand how important for students with real passion for dance to train several hours a week. This is why our monthly instalments facilitate the cost of the multiple classes.

Parents/carers will receive an invoice by email every month which indicates the term dates and the due amount.

PAYMENTS T&C'S:

- All fees are payable strictly in advance and by the first **week of the month/term in full**. If you have any difficulties, please get in touch with Mariona or Krisztina.
- **No refunds are given for missed classes and fees cannot be carried over to the following term, however you can arrange to make up for a missed class.** For exceptional circumstances, please discuss with Mariona or Krisztina.
- Active Dansa has the right to terminate a student's involvement in classes if fees are not paid 2 weeks after the start of the month.
- Active Dansa has the right to modify the prices at any time. In this case, parents will be given enough notice.
- In the event of classes being cancelled by the school, appropriate arrangements will be made with the parents.

3.1. PAYMENT METHODS

A) AutoPay

AutoPay is the preferred method of payment and it allows **invoices to be automatically paid within 3 to 4 days before the invoice is due.**

How do I activate AutoPay?

- Log on to your portal
- You will be able to save and manage your default payment cards as well as the AutoPay settings under "Payment Settings" on your portal.
- Once you have enabled Autopay and have added one card, AutoPay will begin to check whether there are pending invoices with an amount due and will automatically pay them.
- After the process has finished you will receive a receipt (if configured on).
- If a payment is failed, you will also receive a notification

Can I turn off Autopay anytime?

Yes, of course. You can enable or disable it anytime.

Are my card details safe?

Our system Class Manager is tightly integrated with Stripe for all debit & credit card processing. The card information is not stored by Class Manager, but is stored with Stripe. Stripe has been audited by a PCI-certified auditor and is certified to PCI Service Provider Level 1. For more information on Stripe security please see here: <https://stripe.com/docs/security/stripe>

B) Other Payment Options

Active Dansa accepts other types of payment:

- Debit/Credit Card online: Pay your fees online by clicking on the link at the bottom of your invoice.
- Debit/Credit Card at reception.
- Cash at reception: the cash amount needs to be exact and in an envelope with the student's name and the amount enclosed inside written at the front.
- Bank Transfer (details in the invoice): please specify student's name and class when making the payment. When doing so, make sure you get a receipt from us within a week to confirm amount has been received.

4. SETTLING IN

We want children to feel safe, stimulated and happy in the school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing

and their role as active partners with the school. We aim to make the school a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

- Before a child starts to attend the school, we use a variety of ways to provide the parents / carers with information. These include written information (handbook and policies)
- Class viewing with both parent and child (under the age of 5)
- When a child starts to attend, we work with the parents/carers to decide on the best way to help the child settle into the school addressing individual needs
- We allow new students to try the first class for free and also allow them to try different other classes (after first payment has been made).
- School uniform can be bought after a student is fully settled.

5. COMMUNICATION

The support of the parents/carers is crucial for the school, therefore we will:

- Encourage open communication with parents to be informed about their child's progress
- Ensure that parents have opportunities to contribute to the school from their own skills, knowledge and interests
- Ensure that parents are fully informed about the dance school's intentions through email and newsletters
- Make known to all parents the procedure for complaints
- Provide opportunities for all parents to learn about the school's dance classes and different styles offered

Parents are encouraged to get in touch with the school principal to provide feedback as well as discuss goals and aims for their child's education. Whilst some students will take dance for recreational purposes, we also offer training at competitive level as well as preparing students to pursue careers in dance. **It is important that expectations are always discussed with us so we can ensure your child is receiving the training that best suits them.**

Students reports are available twice a year, (January and June) these can be in written form or via phone call or meeting. These reports are available by request only.

6. ATTENDANCE

1. Students are expected to attend their lessons punctually and regularly as it is vital for personal skill development and maintain consistent skill level within the class.
2. Tardiness is disruptive to the class and may be harmful to a dancer's health if proper stretching and warm-up is skipped. Full participation in class for tardy students will be at the discretion of the teacher.
3. Attendance is of utmost importance the month prior to performances/show cases and examinations

4. There are no refunds for classes missed, but dancers may make up missed classes, with prior approval. Dancers may take a make-up class in the same or lower level. In the case of planned absences, make-up classes may be taken prior to the absence.
5. All make up classes must be pre-authorized by the instructor before you can attend.

Private Lessons Cancellation Policy: 24hour notice is required when cancelling a private lesson, If appropriate notice has been given, we will reschedule your class to make up for your missed lesson. Classes cancelled before 24hours will not be reschedule and the fee will be lost. Exceptions and emergencies will be taken into consideration.

7. UNIFORMS AND HOW TO ORDER

Appropriate dance uniform/attire is required in all classes. A student's involvement in class could be compromised if teacher considers that the student is not dressed appropriately for the dance class.

Here are some of the benefits of wearing dance uniforms in class:

- We want to teach our students to 'respect the art'. Dress codes in dance look more professional and are part of the long history of dance.
- Dance is a discipline and begins with the way a student dresses for class. By 'dressing the part', a student looks like, behaves like, and 'becomes' a dancer.
- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher and the art of dance.
- Dance is an area in which practicality of clothing needs to be considered. Inappropriate clothes can cause distractions, discomfort and even injury.
- With Active Dansa branded uniform, students feel a sense of belonging to a group; much like sports teams wear uniforms. Many feel proud to wear their uniform and it helps promote class unity.
- Teachers must be able to see a dancer's alignment, lines and positioning to allow them to make proper corrections when needed. The teacher can gauge performance equally between individuals, helping them to recognise which students are doing well with a new move and which students require a bit more assistance.
- Uniforms are cost effective. Parents are only required to purchase one dance outfit and the black leotard is the same in all subjects. Not to mention it eliminates any fussing on which colour leotard or tutu to wear.
- We are very pleased with the Active Dansa uniforms. The students look professional and dance beautifully in them.

Baggy clothes in certain classes (Acrodance) can put students at risk when the teacher is spotting a skill. Uniforms are purposely chosen for specific dance styles to enhance and facilitate their dance as well as prevent injuries.

We require all students to follow our uniform guidelines and we encourage wearing the school uniform as it has been designed for dance purposes.

Our uniform guidelines include different options available when possible, to allow flexibility and promote inclusivity. This ensures everyone feels comfortable with their chosen dance wear. Please see instructions for uniforms for each class below. All dance wear can be bought directly from the school. Pricelist is available on the school website.

*****Competition team are required to wear the school uniform at competitions and performances.**

8. UNIFORM GUIDELINES

- Our approved uniform in Ballet classes is compulsory in all grades.
- If a student doesn't have branded Active Dansa uniform or other classes, similar items can be worn IN BLACK.
- Branded items can take up to 10 weeks to arrive, please make sure you order them within our deadlines when we place bulk orders.
- All uniforms need to be paid in advance, personalised items cannot be returned.

ACTIVE DANSA UNIFORM GUIDELINES					
CLASS	GIRLS	BOYS	FOOTWEAR	HAIR	WHERE TO ORDER
Introduction to Dance Level 1 and 2	Blue skirted leotard Tights (or ballet socks) White cardigan	White T-shirt or Boys Active Dansa fitted t-shirt Shorts or long fitted leggings White socks	Ballet shoes	Tied up in a pony tail or bun	online shop https://adz.mydancerstore.co.uk
Pre Primary and Primary Ballet	Blue skirted leotard Tights (or ballet socks) White cardigan	White T-shirt or Boys Active Dansa fitted t-shirt Shorts or long fitted leggings White socks	Ballet shoes Back pumps (boys)	Tied up in a bun	online shop https://adz.mydancerstore.co.uk
Classical Ballet (Grade 1 +)	Black leotard (see website for designs for each grade) White tights (Optional) Black cardigan, skirt and leg warmers	White T-shirt or Boys Active Dansa fitted t-shirt Shorts or long fitted leggings White socks	Full sole Ballet shoes (Grade 1-3) Split sole Ballet shoes (Grade 4+) Back/white pumps (boys)	Tied up in a bun	online shop https://adz.mydancerstore.co.uk

Modern (Syllabus exam class)	<p>Exam: Black leotard</p> <p>Active Dansa leggings</p> <p>In class: Black leotard, crop top, AD vest, AD t-shirt</p> <p>Active Dansa Leggings</p>	<p>Black t-shirt</p> <p>Black leggings</p>	<p>Exam: black Jazz shoes</p> <p>In class: socks or jazz shoes</p>	Tied up in a pony tail	<p>online shop (none branded) https://adz.mydancerstore.co.uk</p> <p>Portal (AD branded): https://www.rddancecostumes.co.uk/collections/active-dansa</p>
/Jazz/ Contemporary/Lyrical	<p>Black leotard, crop top, AD vest, AD t-shirt</p> <p>Active Dansa leggings or shorts</p>	<p>Black t-shirt</p> <p>Black leggings</p>	<p>Socks, jazz shoes, ballet shoes or foot gloves</p>	Tied up in a pony tail	<p>online shop (none branded) https://adz.mydancerstore.co.uk</p> <p>Portal (AD branded): https://www.rddancecostumes.co.uk/collections/active-dansa</p>
Acrodance (Including Mini tumblers)	<p>Black leotard or crop top</p> <p>Active Dansa Leggings or shorts</p> <p>Convertible tights (recommended for those students taking a Ballet class after their Acrodance class)</p>	<p>Black t-shirt</p> <p>Black leggings or shorts</p>	<p>Bare feet</p> <p>Non-slip grip socks</p>	IMPORTANT: Hair in a low bun	<p>online shop (none branded) https://adz.mydancerstore.co.uk</p> <p>Portal (AD branded): https://www.rddancecostumes.co.uk/collections/active-dansa</p>
Street: Commercial/ Hip Hop	<p>AD vest AD crop top AD t-shirt</p> <p>AD Leggings or tracksuit bottoms</p>	<p>AD T-shirt</p> <p>AD Urban Shorts or black tracksuit bottoms</p>	Trainers	Hair can be down unless otherwise indicated by the teacher	<p>online shop (none branded) https://adz.mydancerstore.co.uk</p> <p>Portal (AD branded): https://www.rddancecostumes.co.uk/collections/active-dansa</p>
Song & Dance	<p>AD T-shirt</p> <p>AD leggings</p>		Trainers, socks or jazz shoes as indicated by the teacher		<p>Portal (AD branded): https://www.rddancecostumes.co.uk/collections/active-dansa</p>

Where to order the uniforms?

- Non branded items (skirted leotards, ballet shoes, jazz shoes, black leotard, tights, ballet cardigans, exam uniforms etc). These can be ordered directly from our online shop <https://adz.mydancestore.co.uk>
- Active Dansa branded uniforms and merchandise: Razzle Dazzle online portal —> <https://www.rddancecostumes.co.uk/collections/active-dansa> - Password: **AC4597** (case sensitive)

9. PHYSICAL CONTACT IN CLASS

There may be times when teachers in the school use physical intervention in respect of good teaching (adjusting arm lines, toes, hips or support a student during Acrodance classes). It must be understood by all parents and guardians of students that this is deemed necessary in the safe and effective teaching of dance technique.

The teacher monitors the level of physical correction on a regular basis. If a student, parent/guardian is unhappy with this teaching technique, their concerns must be raised with Mrs Mariona Hawkins immediately. We will make a record of the concerns and will ensure that appropriate action is taken where necessary.

10. SCHOOL RULES

1. Students are expected to attend their lessons punctually and regularly.
2. To minimise traffic at reception and waiting area, please do not come to the studio any earlier than 5 minutes before your class starts.
3. Students are allowed to enjoy waiting areas and changing rooms in between classes.
4. Students must attend classes dressed and groomed appropriately wearing the correct uniform. (please read section 6 and 7 for more information).
5. Active Dansa does not accept responsibility for any damage or loss of property while on the premises.
6. Active Dansa does not accept responsibility for any accidents or injury that may incur during class. Supervision and matts will be used when practicing Acrodance where necessary.
7. It is the parent/guardian's responsibility to ensure that their child is supervised outside of the specified class times while onsite.
8. A child cannot leave the premises on their own unless previous consent has been given to us by the parents.
9. Active Dansa has the right to terminate a student's involvement in classes if their behaviour is deemed unacceptable.
10. It is the responsibility of the parent/guardian to notify the principal of any illness or injury that may affect their child's participation in class.
11. It is the responsibility of the parent/guardian to ensure that we have the correct details for you and the student, and keep us updated on any changes to contact details or health details.

12. It is the responsibility of the parents to keep up to date with the school communication such as reading emails, text messages and private Facebook page updates.
13. It is the responsibility of the parents to notify the principal the termination of a student in the school so we can update our records and stop the automatic invoicing.
14. Timetable is always kept up to date on the website, it is the parent responsibility to ensure they are aware of times and days the classes take on.
15. Active Dansa reserves the right to modify, amend or discontinue any class at any time
16. With the exception of new pupils enrolling during term time, no deductions can be made for missed classes (exceptions can be made at the principal's discretion should a student suffer a long-term illness).
17. Active Dansa will not pass on any personal details to a third party unless it is in students interest.
18. Active Dansa is a nuts-free space
19. Whenever possible the use of reusable water bottles is encouraged
20. The use of mobiles in class is forbidden and devices should be left in the changing rooms only with teachers permission students are allowed to use their phones.
21. No chewing and food is allowed into the dance studios
22. Street shoes are not allowed in the dance studio unless it is a street dance class. Appropriate dance wear should be worn when stepping on the dance vinyl.

11. HEALTH & SAFETY

Active Dansa believes that the health and safety of children is of vital importance. We make our school a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Children's safety & security

- We ensure all staff employed have been checked for criminal records with Access NI
- Children are supervised by adults whilst attending class
- Teachers will ensure no child leaves the premises without appropriate adult unless written consent from the parents
- Dancers must inform an adult if leaving the premises to attend the local shops. This is only recommended from 11yrs upwards with parental consent.

- If a child is being collected by someone else (not a familiar face for our staff) please communicate this to the school in advance.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- We operate a strict no smoking policy in and around the dance school.
- We have a Fire Safety policy in place for all of our staff

First aid and medication

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
- Our first aid kit: complies with the Health and Safety (First Aid) Regulations 1981.
- At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Administration of medication

- In the unlikely event of medicines needing to be administered, a parent/carer will be responsible for administering the medication during the dance class is on.
- Staff and teachers will only administer medication for life threatening events.

Disease and illness

If your child is unwell s/he must be kept at home at least until such time is felt that s/he is able to cope with their dance classes. We are not in the position to give the care and attention your child needs and deserves at this time. We also need to take into account the wellbeing of everyone in the School.

An 'outbreak' of any communicable is not necessarily a reflection of infection spreading just within the School but also that of the Community as a whole and is therefore not that easy to prevent.

Some communicable disease can be passed on before a person becomes unwell. Others can be transmitted by apparently well carriers of a disease. For these reasons it is important that high standards of basic hygiene and cleanliness are maintained at all times. Immunisation protects children and adults against illnesses, which can be life threatening and it is recommended every child, should be fully immunised unless s/he has a genuine medical contraindication to a vaccination.

Please also read our:

- Child protection & Safeguarding policy
- Privacy Policy

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Name: Mrs Mariona Hawkins

Job Title: School Director & Principal