



St. Andrews Church Hall LFE
Knighton Victoria Bowls Club
Knighton Memorial Hall
Evington Village Hall
Tel: 07799136752
karenloomesdanceacademy@gmail.com

KLDA Terms & Conditions

Please find below our full terms and conditions. By completing and signing the Enrolment Form to register your child with the KLDA dance school, you are hereby agreeing to the terms and conditions detailed below. Any child currently enrolled with the school who has not signed our registration form is also bound to these terms and conditions by their continuing to attend classes. As a matter of courtesy please advise if your child takes additional dance classes. KLDA is not liable for any injury related to dance if classes are taken elsewhere.

1) PAYMENT

- a) Invoices for timetabled classes are sent via email through our online portal at the beginning of each month for the following month.
- b) Payments can be made either by 'pay now' link in email, cash, BACS or cheque.
- c) Any cheques returned unpaid will incur a £10.00 handling charge.
- d) KLDA reserves the right to refuse payment by cheque if this form of payment has been abused in the past.
- e) All Accounts must be settled by the last day of the month.
- f) Accounts unsettled by the last day of the month may have a 5% Surcharge added to them.
- g) We reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received.
- h) Statements are available at any time by contacting the Principal or by logging in to your online portal account.
- i) Statements on unsettled accounts are sent out via email during the month.
- j) Fees are not waived in respect of family holidays, school trips, school exams or short-term sickness or injury.
- k) Instances of long-term sickness or injury will be assessed on an individual basis.

2) UNIFORM

- a) Correct IDTA or KLDA regulation uniform must be worn for all classes. Uniform is available from the KLDA Online shop or recommended outfitters. No refunds are offered for children who decide not to continue with dance.
- b) A small stock of uniform may be brought to classes to try on, majority is ordered straight from our supplier. Invoices for uniform must be settled upon order submission.



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3) EXAMINATIONS

- a) Invoices for examinations are distributed when the occasion arises.
- b) All examination invoices must be settled within 14 days of the invoice date as entry fees will already have been paid by KLDA on the Parent/ Guardian's behalf.
- c) Invoices unsettled after 28 days may be re-issued with a 5% surcharge added to them.
- d) All examination fees must be paid before the date of the examination.

4) EXAM & SHOW PRACTICE

- a) Invoices for extra exam training classes are distributed on an ad hoc basis. All exam/show practice invoices must be settled within 14 days of the invoice date.
- b) Invoices unsettled after 28 days may be re-issued with a 5% surcharge added to them.

5) TERMINATION OF CLASSES

- a) If a pupil wishes to give up a class, KLDA must receive written notice 4 weeks prior to the commencement of the month for which notice is being given.
- b) Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.
- c) In the event of a pupil leaving KLDA with fees still outstanding KLDA reserve the right to pursue recovery of the debt by all legal means including court action.

6) CANCELLATION OF CLASSES

- a) Occasionally it may be necessary to temporarily change the venue of a class, or postpone it to a later date. Where this occurs KLDA will try to notify parents either by email, hall notice board, social media, text, phone, letter or word of mouth.
- b) We reserve the right to cancel any classes any time up to and including the date the class starts. Should this occur, we will endeavour to give you as much notice as possible either by email, hall notice board, social media, text, phone, letter or word of mouth.

7) MISCELLANEOUS

- a) All teachers are qualified, CRB checked and insured. However, due to the nature of teaching performing arts, sometimes it is necessary to correct positions physically. This is always conducted with care and professionalism.
- b) Any changes to these Terms and Conditions will be announced either by email, hall notice board, social media, text, phone, letter or word of mouth.



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8) KLDA LIABILITIES

- a) KLDA do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.
- b) KLDA do not accept liability for personal injury to any child attending class, except for such injury being caused by negligence or default of any member of our staff or any other default on our part.
- c) KLDA do not accept any responsibility for loss or damage to personal property.
- d) KLDA do not accept responsibility for any loss or expense due to circumstances beyond our control.
- e) KLDA is only responsible for pupils while they are in their class. Children cannot be supervised whilst they are outside class. Young children must be collected promptly at the end of their class.
- f) KLDA holds Public Liability Insurance.

9) RESPONSIBILITIES OF PARENT OR GUARDIAN

- a) These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.
- b) Attendance at class is deemed to be acceptance of the current Terms and Conditions.
- c) It is the responsibility of the Parent or Guardian to notify KLDA of any illness or injury that may affect the child's participation at class.
- d) It is the responsibility of the Parent or Guardian to ensure that we have the correct details for you and your child and keep us updated of any changes to health.
- e) It is the responsibility of the Parent or Guardian to regularly read emails/website/social media, the notice board, letters or word of mouth information in order to be fully aware of all upcoming events.
- f) In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within the school.
- g) Please retain all payment receipts as chequebook stubs are not proof of payment for classes. Where there is a dispute, if the Parent or Guardian cannot provide proof of payment, they must accept KLDA's records.
- h) KLDA hires halls for classes; therefore, all KLDA staff, parents and pupils must be respectful to our neighbours and arrive & leave responsibly.
- i) Photographs and video footage of pupils taken by KLDA may be used on our website/Facebook/Instagram page and for publicity purposes. If you do not wish your child's image to be used for these purposes you must inform us in writing.