



STUDENT ENROLMENT FORM 2018

STUDENT DETAILS

Surname: _____ First Name: _____

Home Phone: _____ Student Mobile Phone: _____

Age: _____ Date of Birth: _____

Medical Conditions that we need to be made aware of (e.g. asthma/allergies):

Parent/Guardian 1: _____ Parent/Guardian 2: _____

Parent Mobile Phone: _____

Parent Email Address: _____

Mailing Address: _____

City: _____ Post Code: _____

Bill Payers Name and address:
(if different from above) _____

How did you hear about LGS Dance?

DANCE BACKGROUND

List last exam sat and result:

Ballet: _____ NZAMD: _____ RAD: _____

Jazz: _____ NZAMD: _____

Contemporary: _____ NZAMD: _____

I _____ as parent/guardian of the above student agree to all the terms and conditions as stated by LGS Dance (see page over for policies and procedures)

Parent/Guardian: _____ Date: _____

LGS DANCE POLICIES AND PROCEDURES

FEE POLICIES AND PROCEDURES

- 1.1 Fees are strictly payable by the due date on the invoice unless prior arrangement has been made.
- 1.2 Fees that remain outstanding will incur a \$15 administration fee.
- 1.3 Failure to pay fees may result in loss of enrolment position.
- 1.4 All Statutory holidays are observed and fees have been calculated over the year. Where classes fall on public holidays no refunds or make up lessons are due. (Fees are based on an average of minimum eight lessons per term throughout the year.)

REFUND POLICIES AND PROCEDURES

- 2.1 After commencement of classes no refunds will be given.
- 2.2 In some cases of illness or injury refunds may be considered at the discretion of the director.

CLASS UNIFORM AND PROCEDURES

- 3.1 All Students must be appropriately dressed for class. Suitable dance clothing must be worn for all classes. No baggy tee shirts or non-stretch clothing to be worn for class. No excess jewellery.
- 3.2 All students (except Kinder Dance and Preschool) must purchase the LGS uniform for their exam. Uniforms must be worn to all classes when advised for lessons building up to exams – usually during term two. Hair is to be neat and tidy, and appropriately secured off the face. Buns for all ballet classes from Grade 2 upwards and for senior jazz syllabus classes.
- 3.3 Any student not appropriately dressed or groomed will not be able to participate in classes due to health and safety regulations.

NEWSLETTER POLICIES AND PROCEDURES

- 4.1 It is the responsibility of the parents/guardians to read the newsletter. These will be emailed and also posted on the LGS notice board and on the Facebook page.

HEALTH, SAFETY, INJURY and MEDICAL CONDITIONS POLICIES AND PROCEDURES

- 5.1 LGS Dance is not responsible for any personal injury sustained or any loss of damage of personal property whilst on the premises.
- 5.2 LGS Dance will aim to provide a safe learning environment to reduce the risk of injury. It should be recognised by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.
- 5.3 LGS Dance provides qualified and/or experienced dance teachers who actively promote safe dance practise. This being the case it should be realised that injuries do occur from time to time and students must accept this element of risk.
- 5.4 It is the students' parents/guardians responsibility to inform the teacher of any injuries being treated or of concern.
- 5.5 Prior to the commencement of class, it is the students' parents/guardians responsibility to inform the teacher of any injuries being treated or of concern.
- 5.6 A first aid kit is available to any student through their teacher. We do not provide anyone Panadol or equivalent or administer any other medications.
- 5.7 LGS Dance students are under supervision whilst in class at any time. While we endeavour to provide a safe environment, teachers and staff cannot be responsible for students outside their allocated class time. We ask that students stay within the building until their parents come to collect them.

CLASS POLICIES

- 6.1 Regular class attendance is vital for students to develop and keep abreast of their syllabus work. Students must be punctual to classes to ensure they are warmed up prior to class commencing.
- 6.2 Classes will have a minimum and maximum number requirement and this will depend on age, level and genre.
- 6.3 Teachers at LGS Dance offer equal opportunities to students in class.
- 6.4 LGS Dance maintains the right to dismiss any student who damages property, causes disruptions to any classes of a severe nature or disrespect to any of the teaching staff.

EXAMINATIONS, PRESENTATIONS AND TESTS

- 7.1 All Syllabus ballet, jazz, and contemporary classes are taught with the intention that students will work towards sitting examinations. Students will be entered into examinations at the discretion of the teacher, and discussion with the students and parents. The teacher will have the final say based on the student's suitability and readiness for the exam.
- 7.2 Examination fees are separate to term fees.

PHOTOGRAPHY AND VIDEOING OF STUDENTS

- 8.1 Photography or videoing of students in class may not be permitted without written permission from all parents/guardians and the teacher. This is for the safety and wellbeing of each individual student and to comply with the privacy act regulations. Should you wish to video the class work a private lesson can be arranged with the teacher and your child for you to film for your own practice. Videoing by the teacher is permitted where necessary.
- 8.2 Photos and video of students may be used by LGS Dance for publicity and promotion.

CHOREOGRAPHY

- 9.1 Unique choreography by a teacher for class, performance and competitions remains the artistic and intellectual property of LGS Dance. Choreography must not be copied or used without prior permission of LGS Dance.

PRIVACY ACT

- 10.1 This enrolment form collects personal information about you. Under the privacy Act 1993 you are entitled to have access to, and request correction of this information. It is held in the LGS office.

COMPLAINTS

- 11.1 Formal complaints should be made in writing to the Director of LGS Dance. The Director will contact the correspondant to verbally discuss the issue(s) and will also write a letter of reply making every effort to find a resolution.