

INFORMATION PACK



IDTA

Dear Parents/Guardians/Students

Please find enclosed your registration form and all the relevant information you need to know about Move It Dance classes.

Please read through all the documents thoroughly. Please ensure you bring the signed copy of the forms with you to the first class, along with the first payment for four classes. Regular payments should always be paid on 1st of each month.

If you are absent from more than four consecutive lessons without contacting our Studio Manager, Angela, your place could be lost as we have a waiting list.

A £20 membership fee will apply and the package options for each month are detailed below:

Package	Cost per month	Thats just..	average No of classes a week
Bronze:	£21	£5.72 Per Class	1
Silver:	£37	£5.00 Per Class	2
Gold	£48	£3.72 Per Class	Limited to 4 classes*

* Unlimited places must be signed up for in advance, a walk in week-to-week plan is not available. Does not include private classes but may be pre arranged to be included. (Conditions apply, See Angela for more details.) To adjust your lesson plan, you must give at least one month notice and speak to our Studio Manager, Angela.

Please do not hesitate to contact us if you have any queries or questions.

Let's Move It!

Kind regards,

The Move It Team



IDTA



RULES

- Make sure you attend class on time.
- Please make sure your payment is sent in on or before the first day of each month. Standing Orders must be set up within 4 weeks of joining. Cash and cheque payments will incur a £2.50 charge
- Classes may be cancelled due to extreme circumstances. Notification will be given as early as possible. No refund can be given, however, an additional extra class will be offered in the week.
- There will be no refund if a child misses class due to illness or holidays etc...
- If your child will be missing a class then please let us know via email or text message.
- Please don't hesitate to contact us with any questions or queries. Email is the best way to get in touch, but please feel free to call and leave a message if we are not available and we will get back to you.
- Please wear loose clothing, and comfy trainers. For information on the Move It uniform, please visit our website www.moveit.im.
- All bags and belongings are left at your own risk.
- You can take a break whenever you wish, but please be respectful of the rest of the class, and keep noise to a minimum.
- Injured pupils are encouraged to watch classes where possible as the visual training will help when the pupils are learning new work and dances.
- We do not take responsibility for any injury that may occur whilst in class, although you will never be asked to do anything dangerous or above your ability.
- Should you wish to do something more adventurous in class, again this is your own choice and we do not take responsibility for any injury that may occur to you or others.
- Anything that you do in class is to be done whilst a staff member is there, and with precaution. You must not do anything if you have been told not to (this is for the advanced class).



CHILD PROTECTION POLICY



1. It is the policy of Move It Dance to provide, up-to-date, enjoyable and safe instruction in dance to all students who enrol or join in the classes or activities.
2. The premises and equipment will be checked regularly for any defects or faults that exist or any have developed which might present hazards to any attending the studio.
3. The premises will be cleaned regularly to prevent any hazard to health from accumulated dirt or rubbish.
4. All instruction will be geared to the previous experience and abilities of the students and no person will be required to perform movements beyond their intrinsic capabilities. Staff will be sensitive to all students' religious beliefs and culture.
5. No energetic instruction will be given without students undergoing a "warm-up" session, and after an energetic session completing a "cool-down" session.
6. No smoking is permitted inside the studio.
7. A day book will be kept to allow records to be kept of any incident in the studio, injuries of any nature to staff or students and the dates when fire extinguishers, fire alarms and so on have been serviced.
8. No very young student will be allowed to leave the studio until collected by a parent, guardian or other adult authorised to do so by a parent or guardian. A member of staff will remain on the premises until all students have left.
9. No student under 16 will be driven home by a member of staff in his/her car without permission of a parent, guardian or other authorised adult or in the event of an emergency.
10. Normally no member of staff will be alone with a young student for any substantial period of time without consent of a parent, guardian or other authorised person.
11. If appropriate, changing facilities will be provided. Where possible parent, guardian or other authorised adult should supervise their own children in the changing area otherwise supervision will not be by a single adult.
12. No child may be photographed or videoed without consent of a parent, guardian or other authorised adult.
13. Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.
14. In the event of activities outside the studio the teachers will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guide lines as if the event was in their own studio.
15. Teachers will avoid any unnecessary physical contact with students. However, parent/guardian or other authorised adult should understand that some aspects of teaching involve some contact. Where it is necessary teachers will use utmost discretion and, in any event, not do so without another adult in the room.
16. The principals will ensure that they and the members of staff are properly covered against incidents involving public liability and professional negligence insurance.
17. The principals undertake not to involve in misleading or false advertising.
18. No form of discrimination, by religion, colour or the child's background and so on will be tolerated.
19. At all times, all staff will endeavour to keep the highest standards of instruction and behaviour. The principals retain the right to discharge from Move It Dance any student who persistently disrupts the lesson, uses offensive language, or other anti-social behaviour.
20. Criminal Record Checks will be made on all staff.



CODE OF CONDUCT



Students:

1. Students are expected to demonstrate respect for all staff at all times.
2. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated.
3. Students are expected to clean up after themselves and any mess that they create while at the studio.
4. Students must treat the studio, the premises, and the possessions of all other students with respect, care, and consideration.
5. Students are expected to focus and pay attention to the teacher's instructions and keep talking to a minimum.
6. Students are encouraged to establish new friendships with students in their classes. We enforce teamwork and fairness and students are expected to treat each other with respect.
7. Students are expected to attend classes regularly. Students who miss classes are encouraged to attend make-up classes.
8. Students are expected to be punctual. Warm-up is conducted at the start of every class and it is imperative that all students participate in warm-up to ensure that their body is ready for physical activity.
9. Students observing a class for any reason are expected to be quiet and courteous to the students, teachers, and assistants and should not disrupt a class for any reason.
10. Students understand that there is a No Touching Policy. Students should not touch other students, or any members of Staff for any reason, unless necessary to perform teamwork-oriented choreography in a dance routine.

Parents/Guardians:

1. Parents/Guardians agree to abide and respect all policies and procedures set as outlined in the information pack including payment policies, and studio policies.
2. Parents/Guardians recognise that the classes operate in the safest manner by trained teachers and assistants.
3. Parents/Guardians agree that their child/children are in good physical condition to participate in classes and will disclose all pertinent medical information, allergies and/or injuries in a timely manner.
4. Parents/Guardians understand that students exhibiting inappropriate behaviour will be removed from the class. Parents/Guardians agree to partner with staff to resolve behavioural issues immediately so their child/children may return to class promptly.
5. Parents/Guardians will inform staff of any extended holidays or absences which will affect their child/children. If a student misses a class for any reason, they are encouraged to schedule private sessions; at additional cost.
6. Parents/Guardians are expected to respect all staff. Parents/Guardians will not interact with anyone any staff member in a manner that is intended to provoke hostility. All concerns should be voiced to the principals and they will respond appropriately.
7. Parents/Guardians must supervise their children while waiting at the studio to ensure that they do not disrupt classes, injure themselves or other students or cause additional mess. Parents/Guardians accept full responsibility for damages created by unsupervised children.
8. Parents/Guardians understand that it is their responsibility to locate lost items in the lost & found.
9. Parents/Guardians agree to stay up to date on studio happenings/performances and exams. The principals make every effort to see that you receive all the information. The principals put out a monthly newsletter as well as many notices throughout the year. Newsletters and notices are available in paper form at the studio and on our website.
10. Parents/Guardians agree to pick up their child/children in a timely fashion. Students who are left unattended after their class are not the responsibility of the principals. If you will be late arriving to the studio please be sure to call.



IDTA

REGISTRATION FORM



Full name.....

Date of birth

Address

.....

.....Postcode

Tel no. (h) Tel no. (m)

Email

School

Parent /guardian details (for pupils 18 or under)

Full name.....

Address (if different from above)

.....Postcode

Package	Cost per month	Thats just..	Average no. of classes a week	Please tick chosen package
Bronze:	£21	£5.72 Per Class	1	<input type="checkbox"/>
Silver:	£37	£5.00 Per Class	2	<input type="checkbox"/>
Gold:	£48	£3.72 Per Class	Limited to 4 classes*	<input type="checkbox"/>

I give permission for any photography and video to be taken of myself / daughter/son for promotional use.

I agree to all terms and conditions stated within the information pack and on our website.

Signature

Date

Name

* Unlimited places must be signed up for in advance, a walk in week-to-week plan is not available. Does not include private classes but may be pre arranged to be included. (Conditions apply, See Angela for more details.) To adjust your lesson plan, you must give at least one month notice and speak to our Studio Manager, Angela.

Conditions: Class price includes a two week holiday at Christmas, TT fortnight, the month of August and all bank holidays which gives the average price.



Medical FORM



Name:.....

Date of Birth

Medical information

Any specific medical conditions requiring medical treatment and/or medication Yes/No if yes, give details

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Any allergies, asthma etc Yes/No if yes, give details

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Any disabilities that could be impaired with our style of dance Yes/No if yes, give details

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Any regular medication taken Yes/No if yes, give details

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Any dietary requirements Yes/No if yes, give details

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Any other relevant information:

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Signature:

Date:.....

Name:.....



STANDING ORDER FORM



Account details:

Account name:

Sort Code:

Account Number:

Payee details:

Name of Business: Move It Dance Limited

Sort Code: 55-91-00

Account number: 12995096

Reference (Childs name):

First payment amount:

Date of first payment:

Regular payment amount:

Date of regular payment: 1st of every month

Frequency: Monthly

Expiry date: Until further notice

Confirmation:

Signature:

Date:

Name:

Please return to Move It Dance once completed.

