

NAME:.....
DATE:.....

Welcome to Reflections Dance Company!

Below is a list of policies we have as a school to maintain and secure professional dance etiquette, whilst providing a safe and fun, yet disciplined setting for your child. We aim to offer all students and their families an organised and friendly experience.

- There are no pro-rated fees for missed classes, holidays or illness. Reflections take into account when the studio is closed for bank holidays, summer and Christmas break. There will be NO REFUNDS or CREDITS for classes missed.
- Fees are paid upfront on a 6 weekly basis. Cheques should be made payable to Laura Holland or Lyndsey Bailey or cash is acceptable. (Should a cheque be returned unpaid you will be liable for the charges.)
- Fees must be PAID ON TIME. Any fees not paid by the 2nd week will result in your child being asked to sit out of classes. If not paid by the 3rd week a £15 late payment fee will incur.
- When paying fees, you must sign the fees list next to your child's name as proof of payment.
- If your child wishes to withdraw from any class or withdraw entirely, then Reflections should be notified. If your child leaves midway through a block of fees NO REFUNDS will be given and you will be liable to pay until the end of the block.
- It is important all children come to the studio looking and feeling like a dancer, therefore, correct uniform and footwear should be worn at all times in order for them to dance with confidence, poise and to achieve their full potential. (Please see uniform list.)NO SKIRTS, DRESSES, UGG BOOTS OR SANDALS.
- Hair must be tied up, neatly off the face.
- No jewellery or chewing gum is allowed in the studio.
- Reflections Dance Company holds no responsibility for your child, once they have left the building. Please come into the studio to collect them.
- Do not park in front of the grey shutters of ANVIL FOUNDATIONS (next door to studio) Please be considerate when parking.
- All staff are approachable and sensitive to any queries or problems that may arise. Please feel free to speak to any member of staff if you feel the need to.
- Respect for the teachers, casual staff, the studio and fellow students, is expected of all students, parents and siblings.
- In the rare event that a class should be cancelled, do not accept notification from anyone other than Laura Holland or Lyndsey Bailey. We will contact you personally by our usual contact numbers. Please ask if you do not have our contact details.

Providing you agree and have ticked all the above please sign below:

Signed Parent/Carer:.....

Date :