

policies and procedures

LGS DANCE
JAMES LANE, NEW PLYMOUTH

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 by the due date will incur a \$20 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, however if the term runs for 9 or 10 weeks no extra fee is charged.
- 1.5 Should it be necessary to move classes to online Zoom lessons during Covid 19 restrictions LGS Dance will do their best to offer as many classes as possible during lockdown via Zoom. Classes not offered will be credited on the invoice for the following term. No refunds will be given for classes offered on Zoom.

refund policies and procedures

- 2.1 Once a term has commenced there will be no refunds if a term is not completed.
- 2.2 In some cases of illness or injury refunds may be considered at the discretion of the Director.

class uniform and procedures

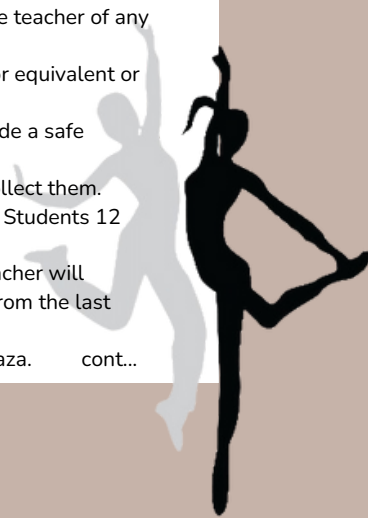
- 3.1 All students must be appropriately dressed for class. Suitable dance clothing must be worn for all classes. No baggy tee shirts or non-stretch clothing to be worn for class. No excess jewellery.
- 3.2 All students (except Kinder Dance and Pre School) must purchase the LGS uniform for their exam. Uniforms must be worn to all examination classes when advised for lessons building up to exams – usually during term two.
- 3.3 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.
- 3.4 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 keep up to date with all studio information emailed and also posted on the LGS private Facebook page (LGS Studio).

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 All dancers are advised to warm up before entering their class as in some cases time of lesson does not permit this.
- 5.3 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.
- 5.4 LGS Dance provides qualified and/or experienced dance teachers who actively promote safe dance practice. This being the case it should be realised that injuries occur from time to time and students must accept this element of risk.
- 5.5 It is the students' parents/guardians responsibility to inform the teacher of any injuries being treated or of concern.
- 5.6 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.
- 5.7 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.
- 5.8 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.
- 5.9 We ask that students 12 and under stay within the building until their parent/caregiver arrives to collect them. Other arrangements made with parent/caregivers and their child is not the responsibility of LGS Dance. Students 12 and over may leave the building if they have the permission of the parent/caregiver.
- 5.10 Parent/caregivers should be available to collect dancers punctually at the end of the class. The teacher will remain on the premises until all of the pupils have left the dance building. Parent/Caregiver collecting from the last class of the day must be on time for collection.
- 5.11 In case of evacuation, the assembly point for will be beside the MacPac store adjoining Huatoki Plaza. cont...



policies and procedures

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class policies and cellphones

- 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.
- 6.5 All mobile phones are to be turned off while attending or viewing classes.
- 6.6 No filming or posting of any classes on social media is to take place without the permission of the teacher or Director.
- 6.7 Students are permitted to use mobile phones for necessary messaging or calls.
- 6.8 Phones being used for social media purposes is not permitted while at the LGS Dance unless for training purposes.
- 6.9 Filming of private tuition is permitted, however this is not to take place until the teacher advises you to do so.

examinations, presentation 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 invitation 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. Regular attendance is necessary for all dances intending to sit examinations.
- 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 the teacher. This is for the safety and wellbeing of each individual student and to comply with the privacy act regulations. 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. Please advise the Director Sam Gates-Forrester if you do not wish your child to be filmed for promotional purposes.

choreography

- 9.1 Unique choreography by a teacher for class, performance and competitions remain 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 correspondent to verbally discuss the issue(s) and will also write a letter of reply making every effort to find a resolution.

