



PARENTS/STUDENTS HANDBOOK

SCHOOL POLICIES
SCHOOL RULES
TERMS & CONDITIONS

DANSA -The Studio Belfast Limited

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1. WELCOME

DTSB is a Modern Dance & Performing Arts Academy established in July 2021. Our aim is to provide high standards of dance and performing arts education in a safe and healthy environment.

In the aim to provide excellence in dance teaching, we are fully committed to offer a dance education where students feel valued, safe and able to explore and develop their potential. From 30 months of age to adults, DTSB caters for everyone and upholds a no - discrimination ethos and a friendly and welcoming atmosphere.

The support of the parents/carers is crucial for the school, therefore we will:

- Encourage open communication with parents to be informed about their child's progress
- Ensure that parents have opportunities to contribute to the school from their own skills, knowledge and interests
- Ensure that parents are fully informed about the dance school's intentions through email and newsletters
- Make known to all parents the procedure for complaints
- Provide opportunities for all parents to learn about the school's dance styles

If a parent has any difficulties for whatever reason in understanding our written policies they are very welcome to speak to the manager. Any information shared with us regarding a child or family will be treated in the strictest confidence at all times.

If your child has been unwell or had any accidents or upsets, please inform us so that we can show any appropriate sensitivity towards the child.

2. REGISTRATION

DTSB welcomes new students all year around, however it is highly recommended to join the school in September or January for a better chance of getting a space in the school. It is also recommended to join during September or January to ensure your child builds confidence and enough training to be part of our annual show cases (Dec and June). New students willing to enrol for syllabus/exam classes in the middle of the course will have to discuss with the school principle to assess suitability.

When joining DTSB:

- Contact us to check availability, our team will also be able to recommend the most suitable class for your child depending on style preferences, skills and age.
- Existing students and their siblings already in the school will take priority **during the first registration period**. New students will be on a first come first serve basis and placed on a

waiting list if classes are fully booked. If existing students miss the registration period and join the school later, they will also be on a first come first serve basis.

- Make sure you read DTSB rules as well as our child protection policy before signing your registration form
- Fill in our registration form with clear handwriting and filling all of the sections. Registration can also be filled online by accessing our portal on the website.
- Registration form has to be submitted on the first day of the class (if unable, we will request your contact details before the start of the class)
- First class can be tried for free and will only be charged as part of the term if you decide to enrol your child. If you decided not to register your child after the trial class no fee will be charged
- Wearing an appropriate uniform for class is required (see 'School Uniform' section)

3. PAYMENTS

DTSB believe our prices reflect the quality of our education. We understand how important for students with real passion for dance to train several hours a week. This is why our monthly instalments facilitate the cost of the multiple classes.

Every month parents receive an invoice by email which indicates the term dates (normally 4 weeks unless there is bank holidays in between) and the due amount. All fees are payable strictly in advance and by the first **week of the month/term in full**. If you have any difficulties, please discuss this with Miss Lauren Dick personally. **No refunds will be given for missed classes, however you can arrange to make up for a missed class .**

- Payments must be made in full on the first week of every month (4 weekly terms)
- DTSB has the right to terminate a student's involvement in classes if fees are not paid after 2 weeks of the starting of the month
- DTSB has the right to modify the prices at any time. In this case, parents will be given enough notice
- During the months of December and Easter when the school will be closed for bank holidays, payments still have to be made in full. We split the costs of our terms into monthly payments which means the fees are worked out to cover 10 terms of 4 weeks (From Sept to June). If you have any questions in regards to our term payments, please don't hesitate to contact us.
- In the event of classes being cancelled by the school, appropriate arrangements will be made with the parents.

3.1. PAYMENT METHODS

A) AutoPay

AutoPay is the preferred method of payment and it allows **invoices to be automatically paid within 3 to 4 days before the invoice is due.**

How do I activate AutoPay?

- Log on to your portal
- You will be able to save and manage your default payments cards as well as the AutoPay settings under "Payment Settings" on your portal.
- Once you have enabled Autopay and have added one card, AutoPay will begin to check whether there are pending invoices with an amount due and will automatically pay them.
- After the process has finished you will receive a receipts (if configured on).
- If a payment is failed, you will also received a notification

Can I turn off Autopay anytime?

Yes, of course. You can enable or disable it anytime.

Are my card details safe?

Our system Class Manager is tightly integrated with Stripe for all debit & credit card processing. The card information is not stored by Class Manager, but is stored with Stripe. Stripe has been audited by a PCI-certified auditor and is certified to PCI Service Provider Level 1. For more information on Stripe security please see here: <https://stripe.com/docs/security/stripe>

B) Other Payment Options

DTSB accepts other types of payment, however from Sept 2021 these will need to be discussed and approved in advanced by the school's director.

- Debit/Credit Card online: Pay your fees directly through the link in your online invoice by adding your card details.
- Cash at reception: the cash amount needs to be exact and in an envelope with the students name and the amount enclosed inside written at the front.
- Bank Transfer (details in the invoice): please specify your name and class when making the payment
- Standing Order: you can set up a standing order with the set amount to pay your fees every month.

4. SETTLING IN

We want children to feel safe, stimulated and happy in the school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the school. We aim to make the school a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

- Before a child starts to attend the school, we use a variety of ways to provide his/her parents with information. These include written information (handbook and policies)
- Class viewing with both parent and child (under the age of 5)
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the school addressing individual needs
- We allow new students to try the first class for free and also allow them to try different other classes (after first payment has been made). After the first 4 weeks, our teachers are able to recommend which class is more suitable for the students therefore whether or not buying a uniform is necessary.

5. ATTENDANCE

1. Students are expected to attend their lessons punctually and regularly as it is vital for personal skill development and maintain consistent skill level within the class.
2. Attendance is of utmost importance the month prior to performances/show cases and examinations
3. There are no refunds for classes missed, but dancers may make up missed classes, with prior approval. Dancers may take a make-up class in the same or lower level. In the case of planned absences, make-up classes may be taken prior to the absence.
4. All make up classes must be pre-authorised by the instructor before you can attend.
5. Tardiness is disruptive to the class and may be harmful to a dancer's health if proper stretching and warm-up is skipped. Please arrive at the studio with ample time to prepare for your class to begin! Full participation in class for tardy students will be at the discretion of the teacher.

Private Lessons Cancellation Policy: 24hour notice is required when cancelling a private lesson, If appropriate notice has been given, we will reschedule your class to make up for your missed lesson. Classes cancelled before 24hours will not be reschedule and the fee will be lost. Exceptions and emergencies will be taken into consideration.

6. UNIFORMS AND HOW TO ORDER

Appropriate dance uniform/attire is expected in all classes. A student's involvement in class could be compromised if teacher considers that the student is not dressed appropriately for the dance class.

Here are some of the benefits of wearing dance uniforms in class:

- We want to teach our students to 'respect the art'. Dress codes in dance look more professional and are part of the long history of dance.
- Dance is a discipline and begins with the way a student dresses for class. By 'dressing the part', a student looks like, behaves like, and 'becomes' a dancer.
- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher and the art of dance.
- Dance is an area in which practicality of clothing needs to be considered. Inappropriate clothes can cause distractions, discomfort and even injury.
- With DTSB branded uniform, students feel a sense of belonging to a group; much like sports teams wear uniforms. Many feel proud to wear their uniform and it helps promote class unity.
- Teachers must be able to see a dancer's alignment, lines and positioning to allow them to make proper corrections when needed. The teacher can gauge performance equally between individuals, helping them to recognise which students are doing well with a new move and which students require a bit more assistance.
- Uniforms are cost effective. Parents are only required to purchase one dance outfit and the black leotard is the same in all subjects. Not to mention it eliminates any fussing on which colour leotard or tutu to wear.

Baggy clothes in certain classes (AcroDance) can put students at risk when the teacher is supporting them doing handstands or bridges as their bodies can slip out of our hands. Uniforms are purposely chosen for specific dance styles to enhance and facilitate their dance as well as prevent injuries. For example, incorrect footwear could also be a cause of injury or prevent some steps from being performed properly due to having insufficient or too much grip.

Even though it is not mandatory to wear DTSB branded uniform, we do encourage all students to acquire the school uniform as it has been designed for dance purposes. **Competition team are required to wear the school uniform at competitions and performances.**

Our uniform guidelines include different options available for some classes to allow flexibility and promote inclusivity. This ensures everyone feels comfortable with their chosen uniform. **If you don't have DTSB uniform, please wear similar items to class in BLACK colour.**

Please see following instructions for uniforms for each class. All dancewear can be bought directly from the school. Pricelist is available on the school website.

Where to order the uniforms?

- Non branded items (skirted leotards, ballet shoes, jazz shoes, black leotard, tights, ballet cardigans, exam uniforms etc). DTSB uniform/gear (crop tops, leggings, boys street dance etc): send an email to hello@activedansa.com with your order or order at the school.
- DTSB merchandising (bags, water bottles, hoodies, personalised t-shirts, zip up hoodies, coats, jackets etc)

Important notes:

- You can check our uniforms and merchandise pricelist on our website in the 'Join us' page.
- All uniforms need to be paid in advance, personalised items cannot be returned.
- Please bear in mind as these are bespoke items they can take from 2 to 10 weeks to arrive.

7. UNIFORM GUIDELINES

1) Uniform for Introduction to Dance Level 1, Introduction to Dance Level 2, Pre Primary and Primary Ballet

- Girls: Black skirted leotard, tights, ballet pumps and a white cardigan
- * Girls hair must be tied up at all times in a ponytail. It is required to wear the hair in a bun for Pre Primary and Primary Ballet.
- Boys: White/black t-shirt, shorts or long fitted leggings, white socks, black pumps

2) Classical Ballet (From Grade 1) - Juniors and Teenagers

- Girls: bbodance exams black leotard, white tights, full sole ballet pumps (black skirt/ black cardigan/warmups are optional).
- Boys: White t-shirt, shorts or long fitted leggings, white socks, black pumps.
- * Girls hair must be in a bun for Ballet classes.

3) Modern Jazz/Lyrical/Contemporary

- Girls: exams black leotard/DTSB crop top/DTSB tights + tights/ DTSB or Black leggings/ DTSB or Black shorts
- Girl's hair must be in a pony/low tail or low bun.
- Boys: DTSB fitted shorts/leggings and t-shirt

Modern Jazz: Jazz shoes

Lyrical: Foot gloves/ballet pumps/socks/jazz shoes

Contemporary: socks or bare feet

4) AcroDance

- Girls AcroDance: recommended leotard and tights. Leggings and crop top also an option. (NO loose t-shirts or tracksuit bottoms)
- Girls hair must be in a low bun
- Boys Contemporary: DTSB leggings/shorts and white t-shirt or DTSB T-Shirt

- * Bare feet or special AcroDance socks

5) Street: Commercial/Hip Hop/Street Dancing

- Girls: vest/crop top/DTSB or Black t-shirt and leggings or tracksuit bottoms.
- Boys: DTSB T-shirt and DTSB Urban Shorts or black tracksuit bottoms

Shoes: Trainers

- * Girls hair must be in a pony tail or plaits unless otherwise indicated by the teacher
- * Caps/hoodies/jackets are also allowed in these classes.

8. PHYSICAL CONTACT IN CLASS

There may be times when teachers in the school use physical intervention in respect of good teaching (adjusting arm lines, toes, hips or support a student during AcroDance classes). It must be understood by all parents and guardians of students that this is deemed necessary in the safe and effective teaching of dance technique.

The teacher monitors the level of physical correction on a regular basis. If a student, parent/guardian is unhappy with this teaching technique, their concerns must be raised with Miss Lauren Dick immediately. We will make a record of the concerns and will ensure that appropriate action is taken where necessary.

9. SCHOOL RULES

- 1) Students are expected to attend their lessons punctually and regularly.
- 2) Students must attend class dressed and groomed appropriately wearing the correct uniform. (please read section 6 and 7 for more information).
- 3) DTSB does not accept responsibility for any damage or loss of property while on the premises.
- 4) DTSB does not accept responsibility for any accidents or injury that may incur during class. Supervision and matts will be used when practicing AcroDance where necessary.
- 5) It is the parent/guardian's responsibility to ensure that their child is supervised outside of the specified class times while onsite.
- 6) DTSB has the right to terminate a student's involvement in classes if their behaviour is deemed unacceptable.
- 7) It is the responsibility of the parent/guardian to notify the principal of any illness or injury that may affect their child's participation in class.
- 8) It is the responsibility of the parent/guardian to ensure that we have the correct details for you and the student, and keep us updated on any changes to contact details or health details.
- 9) It is the responsibility of the parents to keep up to date with the school communication such as reading emails, text messages and private Facebook page updates.

- 9) Lessons are timetabled on a termly basis. Parents/guardians are expected to check the timetable for any changes at the end of each term.
- 10) DTSB reserves the right to modify, amend or discontinue any class at any time
- 11) With the exception of new pupils enrolling during term time, no deductions can be made for missed classes (exceptions can be made at the principal's discretion should a student suffer a long-term illness).
- 12) DTSB will not pass on any personal details to a third party unless it is in students interest.
- 13) DTSB is a nuts-free space
- 14) Whenever possible the use of reusable water bottles is encouraged

10. HEALTH & SAFETY

DTSB believes that the health and safety of children is of vital importance. We make our school a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Children's safety & security

- We ensure all staff employed have been checked for criminal records with Access NI
- Children are supervised by adults whilst attending class
- Teachers will ensure no child leaves the premises without appropriate adult unless written consent from the parents
- CCTV cameras are placed outside to monitor our premises
- Dancers must inform an adult if leaving the premises to attend the local shops. This is only recommended from 11yrs upwards with parental consent.
- If a child is being collected by someone else (not a familiar face for our staff) please communicate this to the school in advance.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- We operate a strict no smoking policy in and around the dance school.
- We have a Fire Safety policy in place for all of our staff

First aid and medication

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
- Our first aid kit: complies with the Health and Safety (First Aid) Regulations 1981.
- At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- Administration of medication
- In the unlikely event of medicines needing to be administered. Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the school.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Disease and illness

(Please note: This policy excludes Covid 19 procedures, please read our Covid-19 policy separately for more information).

If your child is unwell s/he must be kept at home at least until such time is felt that s/he is able to cope with their dance classes. We are not in the position to give the care and attention your child needs and deserves at this time. We also need to take into account the wellbeing of everyone in the School.

An 'outbreak' of any communicable is not necessarily a reflection of infection spreading just within the School but also that of the Community as a whole and is therefore not that easy to prevent.

Some communicable disease can be passed on before a person becomes unwell. Others can be transmitted by apparently well carriers of a disease. For these reasons it is important that high standards of basic hygiene and cleanliness are maintained at all times. Immunisation protects children and adults against illnesses, which can be life threatening and it is recommended every child, should be fully immunised unless s/he has a genuine medical contraindication to a vaccination.

Please also read our:

- Child protection & Safeguarding policy

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- Covid-19 Policy
- Privacy Policy

This Parents Handbook was last reviewed on 02/07/2021

Name: Miss Lauren Robyn Dick

Job Title: School Director & Principal Dance Teacher