



# Code of Conduct- Rules and Regulations

For all students, parents/guardians at KD Dance Academy.

The aim of KD Dance Academy is to ensure that all students experience dance in a fun, friendly, positive and safe environment. Please take note of the following guidelines. These points are of great importance in assuring the wellbeing of all students at KD Dance.

## **Attendance**

Regular attendance is extremely important. If students do not attend on a regular basis, then the development of the class and the individual student will be affected. Exam students' attendance will be monitored as they prepare for their examinations and assessments and students who fail to attend classes and additional lessons may be withdrawn. In the event of classes being cancelled because of Covid 19 or any other reason, every attempt will be made to reschedule to make up for the lost hours or classes will continue via zoom.

## **Parent Observation**

Parents will be given the chance to observe their child's classes once a year. Dates of the observation days for both venues will be scheduled at a later stage.

## **Personal Property**

Children are responsible for their own private property. If items are left behind in the waiting room, they will be held in a lost property box where parents can collect them.

## **Fees**

- **Fees must be paid on the first day of each term.**
- **A late payment fee of £10 will be charged if payment is not made within 2 weeks.**
- If a student is absent from class, fees cannot be refunded or deducted.
- In the event of classes not being able to take place on a face to face basis because of Covid 19, all classes will be delivered via zoom. No refunds will be made if online classes cannot be attended.
- Fees are subject to change on a yearly basis.

## **Loss of Place**

- KD Dance reserves the right to withdraw a student's place in the event of unpaid fees, if staff or other students are treated in an unfair manner by a parent/guardian and if the student's behaviour is disruptive or harmful to others.

