



JA Performing Arts Terms and Conditions 2022 / 2023

Purchase Terms for Classes

We offer a wide range of in person dance classes. Please ensure that you attend to the class at least 5 minutes prior to the start of the class.

Anyone attending later than five minutes after the start time may not be permitted entry to the class for their own safety and for the safety of, and to preserve the enjoyment of, other attendees.

Before taking part in any of our classes you must ensure that you or your child is wearing suitable clothing including footwear. Details of our uniform can be found on our website www.japerform.com

Class terms

All our classes run in 10-week terms, these are payable monthly in advance. We are unable to refund for any missed classes.

Notice period

Please be aware should you wish to stop attending classes, we need a full 4 weeks' notice. Once notice is given, you are required to pay for the full 4 weeks. This notice period allows us to ensure that the classes are kept to the correct number to create the best experience for our students and to allow for us to ensure that appropriate teaching and teaching support is provided.

If you wish to stop a class, please contact JA via email admin@japerform.com to advise.

JA will confirm your last payment date, consider your notice period and advise the fees due.

Fees

All fees are payable in advance.

All invoices are deducted via direct debit on the 1st of the month.

If a student commences mid-month a pro-rata invoice will be raised to the end of the month. Payments will then continue the 1st of the month.

When a payment falls on a weekend or bank holiday, the payment will be taken on the next working day.

Fees are divided over 12 monthly payments, rather than the number of classes in a particular month. **This means fees will remain the same each month, including over half term holidays. This includes a payment in the month of August.**

Late Payments:

Late payments will incur a surcharge of £10 to cover admin costs. If fees remain unpaid, student will be unable to attend classes until the payments have been made.

Please contact us immediately, should your direct debit fail.



Medical

If you (for adult classes) or your child have any health conditions / concerns, injuries or longstanding medical conditions you must inform us via your enrolment form. If these occur once you have commenced classes, please email admin@japerorm.com and also update your medical notes on the Portal.

Please also notify the teacher at the beginning of the class and follow the modifications advised throughout the class.

Please ensure your (adult classes) / your child's medical information is **always** up to date on the Portal.

Uniform

All students must wear the correct JA uniform for class, this is all detailed in your Handbook.

All uniform must be purchased via our website www.japerorm.com to ensure all students have the same uniform. Uniform from other suppliers will not be accepted in class.

(An exception is made for our adult classes).

Uniform orders are processed at the beginning of every month, to be included in this order, please ensure payment has been made for your order. Orders will not be made until full payment is received.

No jewellery is to be worn to classes.

Hair must be neatly secured in a bun for ballet or a ponytail for other classes.

Class information

Parents are not permitted into the studio, unless you are watching the student's free trial class

Please wait outside at the end of classes, our teachers will see each child to their parent/guardian

Lost property

JA Performing Arts does not take any responsibility for items left at the studio. Please ensure all uniform is clearly labelled.

Communication

All communication from our office will be via email / text. Our teachers are always available at the end of classes, if you have a matter you wish to discuss. Alternatively, please contact us via email / phone call, we are always here to help.



Data Protection

Appropriate information contained on this form will be held on computer files and may be shared with other relevant organisations for the purpose of providing the appropriate service or meeting Legislative requirements i.e. the ISTD for exams etc. The database software we use is GDPR compliant.

Photos/videos

I give the authority for JA Performing Arts to use any images or video footage for promotional purposes. If you are not happy for pictures/videos of your child to be used for promotional purpose, please let us know immediately.

COVID-19

JA Performing Arts agrees to adhere to the UK government and the World Health Organisation (WHO) recommended ways to prevent the spread of infection.

During the pandemic JA Performing Arts has taken every precaution and is adhering to Government guidelines in order to protect the students and staff, should we go into localised lockdown or a teacher has to isolate, classes will go online with the current timetable. No refunds will be offered.

If the student has COVID we would appreciate them not attending classes, to avoid the spread of the virus. Please advise in advance (ideally 24-48 hours' notice) and we will set up Zoom classes, to ensure the student does not miss their lesson. This also applies to our adult classes.

The parent/legal guardian agrees that JA Performing Arts are not responsible for any spread of infection or contraction of Covid-19.

Online classes

Should we have to revert to online classes, please follow the below:

If the student is a child, they will not be left unsupervised at any point in the session.

You can provide a clear, flat floor space for the student's use. Where no furniture, slip and/or trip hazards can be found.

Ensure the student is wearing appropriate uniform and footwear for online classes.

You understand as JA Performing Arts are not providing these services in person, we are unable to provide any first aid or safeguarding services.

If the student has an injury, they will not participate.