

# Academy Of Movement Terms and Conditions

This is part of your agreement when joining and/or enrolling your child(ren) to Academy Of Movement Membership is open to all subject to the following conditions:

- Academy Of Movement accepts no responsibility for loss or damage of personal belongings while on the premises.
- Academy Of Movement accepts no liability for any injuries sustained whilst participating in a class or on the premises.
- Academy Of Movement Staff must be notified of any changes to the information provided on the Booking Form.

Staff/teachers:

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced, insured and DBS checked. Volunteer class assistants and trainees on placements are all DBS checked. There is always a first aider on site.

Supervision while on site:

Students must ensure they always get full permission from staff prior to leaving class. Toilet breaks will be supervised by either a member of staff or class assistant and students will always be supervised whilst on site.

Behaviour:

Racist, sexist, bullying and other offensive language and behaviour is not tolerated, and we reserve the right to terminate membership without notice, the final decision being undertaken by the Owners. Behaviour of staff, parents and students must always follow our code-of-conduct.

Please note that under no circumstances are pets allowed in AOM class premises due to Health and Safety reasons.

Shows:

Parents/carers may have an opportunity to watch one class/ performance per term. Parents/carers are not permitted to watch

otherwise. (If a child is new or particularly unconfident, parents/ carers may be allowed to sit in during the first ten minutes of one class at the Owners discretion.)

Academy Of Movement provides costumes and props for shows where possible, but parents may be asked to provide basic accessories and basic costume if required. Academy Of Movement will endeavour to put on at least one show a year.

Emergency contact:

Academy Of Movement mobile phone is kept on Site. The number will be given out upon registration and must only be used if there are problems regarding the collection of children.

Food:

Chewing gum/ fizzy drinks are strictly forbidden on the premises. No food is to be eaten in the hall. Please always ensure your child has water to keep hydrated during class.

[IF APPLICABLE]: Please bring a quick, light snack and drink (not lunch) with you, unless asked to do so for specific workshops/ shows.

Appropriate Clothing:

This is basic but essential and gives the students a sense of belonging, a sense of ritual and a sense of dressing for something important – their class. Appropriate clothing as below is necessary for health and safety and child protection:

Students must not wear their school uniform to any class –

Academy Of Movement is not a school and wearing the correct Academy Of Movement clothing allows all to feel equal, healthy and safe.

- Top: Academy Of Movement t-shirts will be available to purchase.
- Alternatively please wear your own t-shirt - ensure these are not too baggy, no zips, buttons or anything sharp as this can cause damage to equipment and no hoods.
- Bottom: Tracksuit bottoms or leggings must be worn, and sports shorts can be worn in the summer. No jeans or trousers, skirts or dresses are to be worn to any class.

- Socks: When shoes are not worn in parts of our class (air track, hoop & trampette) please either have bare feet or AOM socks with grip on the bottom (trampoline socks). Academ Of Movement socks will be available to purchase.
- Shoes: When required to wear shoes for certain activities black soft plimsolls (like those worn for school gym lessons) or black jazz shoes or trainers are to be worn.

Strictly no crocs, sandals or any other footwear are allowed.

- Strictly no jewellery – no earrings (earrings are very unsafe during physical activity, newly pierced ears please tape)
- Hair must be tied back from the face for all classes.

Uniform:

As of January 2021 in Advanced or Invitation only classes

- Top: Academy Of Movement T-shirt must be worn by all students except with a valid reason.
- Socks: Academy Of Movement grip bottom socks must be worn by all students.

Uniform available to purchase:

- Leggings, crop tops, leotards, tracksuit bottoms, varsity jackets and shorts will be available as an option.
- Socks: Academy Of Movement rubber bottom socks
- All t-shirts, shoes and bags must be clearly labelled – lost property will be kept for a term, then donated.

Academy Of Movement Attendance:

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. Latecomers will have to wait outside until an appropriate time to join the class. Children arriving after 15 minutes may be refused admission, as this may disrupt the professional attitude to classes we aim to foster.

Where possible Academy of Movement will aim to let people know of any changes in venue or class time at least four weeks ahead of schedule.

Absence:

Any child missing for more than three classes per term without reason may not be able to join future courses. Class numbers are

limited, and many have long waiting lists, so good attendance and commitment to the course is essential.

Illness/Injury:

Parents are not to allow their child to attend Academy Of Movement if they are feeling unwell or have a known injury which would prevent a student from fully taking part.

This includes presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Common Cold, Flu and, as of March 2020, symptoms of COVID-19.

COVID-19: Parents are expected to follow government advice in relation to when to self-isolate.

Refunds will only be given in the event of illness or injury preventing attendance at classes for a sustained period of time as the Owners discretion.

Child Collection:

Academy Of Movement TEACHER POLICY AND PROCEDURE FOR YOUR INFORMATION

Teachers must ensure that each child has left a session with an adult or older child (agreed in advance with parent). It is the parent/guardian's responsibility to ensure the child is collected punctually at the end of the class or session. Should a parent/guardian not turn up to collect a child on time – this is the procedure to follow:

- Inform Jamie or Ben who will contact the parent/guardian.
- If Jamie or Ben unavailable ask the child to contact the parent/guardian immediately.
- If the child cannot call the parent/guardian, contact the parent/guardian directly to arrange collection.
- If the parent/guardian is not reachable, and you must leave, the emergency procedure is as follows:
  - Leave a message with the parent and contact the entire Academy of Movement Management Team with all the information. Wait until another member of the team can arrive.
  - If the parent/guardian is not reachable and there is no adult available, the instructor must take the child to the nearest police station. This will be Bury St Edmunds Police Station Raingate St, Bury St Edmunds IP33 Telephone 101. Inform the police of all

contact details for the parent/guardian and notify the entire Academy Of Movement Management Team as above. Leave a message for the parent/guardian to say where the child will be.

## **Academy Of Movement Booking Policy**

AOM does not provide drop-in classes for children and young people in all term-time courses. All courses must be booked in advance through AOM before the beginning of term. New students may join courses during the term subject to availability and authorisation of the AOM team. If there are no spaces on a requested course when booking then AOM will aim to provide an alternative option where possible.

### Waiting List

Members on the waiting list will be contacted in order of the list. If members are unavailable no message will be left. The next member will be contacted and the first to make contact will receive the place.

### Enrolment:

**CURRENT STUDENTS:** Classes students attend will be ongoing unless otherwise stated by AOM, (moving up in a class, or invitation only class) Once enrolled the participant becomes an AOM member and continues to be a part of AOM until one half term notice is given (as stated in cancellation below) Invoices will be sent out 4 weeks before the first day of the new term and payment required a minimum of 14 days prior to the new term (as stated in payments below)

**NEW STUDENTS ONLY:** The first class is considered 'a trial' class, and will be offered at a discounted rate. Upon completion of first trial class the participant and parent/guardian will be required to give 5 days notice if they wish to continue. If for any reason the course is not suitable, please notify us. Enrolment information will then be emailed and payment due 48 hours before the next class begins.

Where possible AOM will aim to let people know of any changes in venue or class time at least 4 weeks ahead of schedule.

## Payments

Full payment must be received in advance to confirm a place. For all current students, courses must be registered in advance.

We only accept payments in the following formats through ClassForKids, BAC's, PayPal, and in rare circumstances cash, this can only be accepted when agreed prior with the AOM team. No cheques will be accepted at this time.

Payment can be made up until 14 days prior to the first day of the upcoming term to guarantee the place. AOM will send one reminder email with 7 days to pay, if payment for registered places is not received by this time and the AOM team hasn't been contacted in advance, then the place will be offered to another student on the waiting list

## Non-payments

Failure to make payment before term starts may result in no place being available. If this happens AOM will make every attempt to offer an alternative course or arrangement. If this is not possible then your name will be added to a waiting list.

AOM may share data with debt collection agencies in order to recoup monies owed.

## Cancellation

If a booking is cancelled, a minimum of one Half term notice should be given. Customers must pay this last block of fees.

Occasionally some courses may be cancelled due to circumstances beyond Academy Of Movements control. The Owners will endeavour to contact paid customers and will either offer an exchange for the course or, in rare cases of a cancellation, a full refund will be given.

Academy Of Movement reserves the right to cancel a course if there are fewer than 4 participants on a course and the above efforts will be made to place a student in an alternative course or offer a pro-rata refund where appropriate.

If a single class does not take place due to circumstances beyond our control, AOM will view this class as postponed and will reschedule.

## LOCALISED LOCKDOWNS and PANDEMICS:

If Academy Of Movement cannot deliver classes due to force major or government directive, we shall implement online classes via

video conferencing software as a replacement. No refunds will be offered.

#### Refunds

AOM cannot offer a refund if you do not attend courses.

Pre paid classes are non refundable. A full refund will be given if the chosen workshop date/course is fully booked on receipt of payment. No refund will be given on any holiday programme that AOM delivers.