

THEATRE STREET



Enrolment Registration Form

Office: 266 Belmont Road, Bexleyheath, Kent DA8 1LG Tel: 01322 441 977 www.theatrestreet.com

Parent Name(s)		Address	
Telephone		Mobile	
Work Tel		Email address	

Child's Name		Age & Date of Birth	
	M / F		
Medical conditions, History & Allergies etc		Name of School child currently attends	
Name of family/friends who may wish to collect child from TSSPA		Please specify class(es) you are enrolling for (ie Stage School/Ballet etc)	

From time to time, the School will have photographs appear in local press stories and/or advertisements to help promote the School, and some performances will be recorded (for the benefit only of the families of those involved in the performance). No such recording will be available to the wider general public. If you prefer that your child be excluded from any such photographic/recorded archiving, publicity, local press & advertising, tick here () or inclusion on the website tick here ().

If for any reason, religious or otherwise, you as parent/guardian object to the administration of first aid in the event of an accident/emergency, tick here ().

I have read and I accept the attached terms and conditions of enrolment, admission and attendance and undertake to be bound by the same. This form incorporates the terms and conditions sent with it. Upon signing this form, parents/guardians are deemed to have read, understood and agreed the same.

Signed (parent/guardian):		Print name:		Date:	
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Theatre Street - Terms & Conditions of Enrolment, Admission & Attendance

1. The School shall have absolute discretion as to the Pupils to be admitted and their appropriate class(es).
 - 1.1 The length of term is twelve weeks. The School reserves the right to alter/amend term lengths/dates as necessary.
2. All fees are due according to the current scale of fees which will be subject to revision upon a termly basis. Fees cover the cost of tuition as specified by the current scale of fees. Dancewear, shoes, equipment and costumes etc provided by the School at the request of the Parent will be charged for accordingly.
 - 2.1 There is a £10.00 one-off enrolment fee upon joining the School for one child including any number of siblings. This is payable after the trial period upon registration.
 - 2.2 Trial fees are payable in accordance with the current scale of fees.
 - 2.3 Fees for midweek dance classes are payable per half term. Fees are due on week 1, and must be paid by week 2.
 - 2.4 Fees for Saturday Stage School are paid half termly or termly. Fees are due by the second week accordingly as per 2.3.
 - 2.5 Fees that are paid late (after week 2) are subject to a late payment administration charge of 5%, up to a maximum of £5 per student.
 - 2.6 Fees that remaining outstanding at Week 4 and require a reminder will incur a 5% surcharge to a £5 maximum, and for each subsequent reminder.
 - 2.7 Returned/bounced cheques will be subject to a £10.00 bank fee. Please supply guarantee card number on the reverse.
 - 2.8 The School reserves the right to refuse entry to any Pupil whose fees have not been paid in accordance with these conditions.
 - 2.9 Fees are not refundable in the event of absence due to illness or holidays etc, or unexplained absence.
 - 2.10 Any special circumstances or dispensation by the School of these terms shall not constitute an alteration to the terms and conditions or waive the right of the School to apply these terms.
3. The School timetable is subject to change from term to term. As much notice as possible will be given when this occurs.
 - 3.1 Discounts are applied at the discretion of the School and are subject to change from term to term. The School reserves the right to select which discount should apply and may limit discounts to one per pupil/family.
 - 3.2 It may be necessary to alter the venue of classes on occasion or permanently. As much notice as possible will be given when this occurs. The School can accept no liabilities occurring as a result of this.
4. Students at the School are expected to take part in our shows/performances and there may be expenses for costumes that parents contribute to. As much notice as possible will be given when this occurs, and we are always fundraising and seeking further funding to keep these costs as low as possible. If costume costs are not paid in accordance with this, fees will be adjusted accordingly.
5. These terms and conditions may be amended by the School and after reasonable notice to the parent shall apply as amended during the remaining period for the Pupil who attends the School.
6. Notice to leave the School: Parents are required to give one half term's notice (or fees in lieu of notice) of their intention to withdraw the Pupil from classes.
 - 6.1 The School reserves the right to remove and/or exclude any child who's behaviour is unruly, offensive or in any way contradicts the standards governing the conduct that can reasonably be expected at a Dance/Stage School.
7. Drinks, sweets, gum etc are not permitted during class times, except bottled water/still drinks. Refreshments are on sale before and after dance classes, and there is a tuck shop for refreshments and snacks at stage school.
 - 7.1 The School can accept no liability for lost, damaged or stolen items, please keep valuables safe at all times.
 - 7.2 Students who misbehave will be excluded from class at the teacher's discretion. Parents will be notified of significant misbehaviour.
 - 7.3 Students and parents are not permitted into the teaching studio until their class time.
 - 7.4 Lost property will be kept for a reasonable period of time and then disposed of appropriately.
8. Parents will keep contact details (address, phone, email) up to date with our office and notify us if the Pupil is to be picked up by individuals other than the parent or those listed on the enrolment form.
 - 8.1 Parents will keep the office advised of any medical or physical conditions that we should be aware of to safely conduct classes that feature levels of physical exertion that can reasonably be expected at a Dance/Stage School.
 - 8.2 Parents will advise the office of any exposure to infectious illness and the School reserves the right to refuse entry in this event.
9. In the event of an emergency, epidemic, extreme weather or natural disaster that results in or requires the School's temporary closure or cancellation of classes that is either beyond the control of the School or deemed necessary and precautionary by the School for the safety of its students and staff, no refund can be given. The School will endeavour (but cannot guarantee) to contact parents in advance in this event.
10. With the exception of trial classes, students are expected to wear the designated Theatre Street dance uniform for their class. Information on the correct attire can be obtained from the office.
 - 10.1 Dancewear and related goods purchased through the School will only be returnable at the discretion of the School and if in satisfactory condition. The School reserves the right to refuse to accept returned goods, in accordance with the agreement made at the time of order. No orders can be made until goods are paid for in full. Goods in stock remain the property of the School until paid in full.
 - 10.2 In the event of complaints or concerns from parents, these should be addressed in writing to the School Principal.