

Registration Form



Pupil Name : _____ **Date Of Birth:** _____

Parent/Guardian Name: _____ **Home Tel:** _____
(Emergency Contact)

Address: _____

_____ **Post Code:** _____

Email 1 : _____ **Email 2 :** _____

Term dates/fees information, invoices and newsletters etc will be sent out via email, we can email to two email addresses.

Mobile 1: _____ **Mobile 2:** _____

Medical Information.

Does your child suffer from any medical conditions or allergies? **YES / NO** delete as applicable **If YES** please provide details:

Please advise Philippa McMeechan of any medical condition or allergy from which your child suffers that may need to be treated/dealt with in your absence or which may be aggravated by physical activity. Continue overleaf if necessary. All details given are kept strictly confidential.

We hold this data for the following reasons:-

Contact details: to contact you with updates and information related to our classes, events and in the case of an emergency.

Date of Birth of pupils: to ensure they are in a suitable class for their age and ability.

Medical Information: so we are aware of any condition that may affect a child during a class.

If we are not supplied with this Data pupils cannot be registered for classes with Buntingford School of Dance.

PHOTO/VIDEO CONSENT – please tick as appropriate below

- I consent to BSD using named photos/videos of my child for advertising/promotion including social media and printed press.
- I consent to BSD using unnamed photos/videos of my child for advertising/promotion including social media and printed press.
- I do not consent to the use of photos/videos of my child.

Please read our Terms & Conditions/ Fees Policy and Full Data Protection Policy – these are available on our website

Your signature below confirms your acceptance of our Terms & Conditions and Data Protection Policy:

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date _____

OFFICE USE ONLY

Class	Free Trial Date	Initial Fee Due	Invoice

Buntingford School of Dance Ltd – Terms and Conditions of Enrollment

1. A one off £5 non-refundable Registration Fee* is payable when first registering each pupil with Buntingford School of Dance. *This fee is also payable if a pupil returns to the School after a break of more than one year. (*If opting for Baby Boppers Pay As You Go Registration Fee is £10.)
2. All Pupils are automatically re-enrolled in classes each half term unless we receive notice in writing/email to stop.
3. Invoices are issued prior to the start of each half term to allow time to give notice if pupils wish to stop classes.
4. All fees should be paid on, or prior to, the first class of term/half term – details of how to make payment are given on the invoice.
5. Our class fees are held at a fixed rate per half term based on a 33 week academic year.
6. In the unlikely but unavoidable event that a class has to be cancelled an alternative will be offered. Only if an alternative class is not offered will a refund be given. (Please note it may not be possible to schedule the alternative class in the same day/time slot as the regular class)
7. Notice must be given, in writing/email, **prior to** the first day of a term/half term (dates as given on the website) if a pupil wishes to stop classes. If no notice is given by 3pm on the final day of the holiday, then fees will become due on the first day of the term/half term and must be paid, regardless of whether your child returns to classes.
8. If fees are not paid by the end of the second week of the term /half term, a £5 admin fee may be charged.
9. Refunds/Reductions will only be issued in exceptional circumstances, not for occasional illness, family holidays, school trips etc.
10. Philippa McMeechan, or teacher appointed by her, acts 'in loco parentis' if a parent is not contactable via the details given on the Registration Form, to administer basic first aid and/or call an ambulance if necessary.
11. During the course of dance tuition, it is sometimes necessary for the teacher to have physical contact with a pupil in order to correct faults in technique. For example, moving an arm or a leg into the right position, or holding a foot in the right place etc.
12. With consent (as given on our registration form) photographs and videos of occasional classes and performances of pupils may be used in press editorial pieces and other promotional material of the Buntingford School of Dance including the website, social media and printed press.
13. All pupils are entitled to a no obligation trial class before committing to classes. If your child does not wish to continue after the trial please inform us within 5 days or fees become payable.
14. We welcome parents to stay and watch for the trial class in Baby Ballet and Pre-Primary Ballet, following which we encourage you to leave your child with the teacher, for children under 7 years old please stay in the building in case they need you. For other classes we encourage children to go in unaccompanied.
15. Please ensure you bring the completed and signed Registration Form to your child's first class or return in advance so we have medical details and contact details.

**Enrolment for and attendance at classes indicates acceptance of our Terms & Conditions.
Please retain this page for information. T&Cs are also available to view on our website.**