



Enrolment Form 2019

Student Information

CURRENT CDS STUDENT

NEW CDS STUDENT

Surname: _____

First Name: _____

Address: _____

Suburb: _____

Post Code: _____

STUDENT CONTACT NUMBER (if any): _____

STUDENT EMAIL (if any): _____

DOB: ____ / ____ / ____

Age as of February 4th, 2019 _____

Experience in Dance (Years & Type): _____

Do you as a dancer, have any relevant medical conditions/allergies/learning difficulties

Yes

No

Action Plan Required? Yes **No**

If yes, please list any allergies/on-going conditions or medications:

Please list the classes you would like to be enrolled in for 2018 – Please note class times may change:

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Class: _____

Would you like to do a class that we don't already offer? Please place suggestion below.

EMERGENCY CONTACTS

If the student enrolling in classes for 2019 is under the age of 18, a Parent/Guardian **MUST** fill in the required fields below. *Please state email addresses that you check **regularly** as you will receive the term newsletter, important updates and information regarding payments, classes, events etc.*

*If you are over 18 please state **TWO** emergency contacts – No email is required.*

CONTACT 1

Name: _____

Relationship: _____

Home Number: _____

Mobile Number: _____

Email: _____

Please inform reception should this information change

CONTACT 2

Name: _____

Relationship: _____

Home Number: _____

Mobile Number: _____

Email: _____

Please inform reception should this information change

TERMS & CONDITIONS

Please ensure that you have read and understood the relevant sections of the terms and conditions. We cannot be held responsible for any errors caused by failure to read or understand the terms and conditions in full.

TERM FEE POLICY

- Fees for dance lessons are charged at the beginning of each term. Payments required in **FULL** by the Saturday, week 2 of each term.
- Fees still outstanding on Monday of week 4 of the term will incur \$20 late fee
- Term fees that are carried over to the next term will incur \$40 late fee.
- **Invoices are only sent on request** (not automatically generated) as we like to confirm classes directly with patrons before they pay. Please email capitaldancestudios@bigpond.com to request an invoice.
- If you are unable to pay your fees by the specified due date please contact us to arrange alternative payment options. If you contact us after week 4, a late fee will be added to your account.
- No refunds are available for change of mind.
- Refunds are available to students who have obtained an injury which does not allow them to dance for the remainder of the paid term. In this case a medical certificate must be provided to CDS from their acting physician to receive a refund. If a student wishes to attend the class/be included in routines for concert we will not issue a refund of fees.
- CDS reserves the right to put classes on hold for any student who's account has not been paid by the due date.
- Pro-rata fees are not available for missed classes due to public holidays or personal reasons. Make up classes are available for students.
- Pro-rata fees will only be available to new students starting from week 4 of term.
- If a student with an unpaid account withdraws from a class before the end of term, payment will be required in FULL or (*at directors discretion*) prorated as classes attended with a 20% withdrawal fee.

Initial: _____

INJURY/MEDICAL CONDITION POLICY & CONSENT

- It is the students/parents responsibility to inform their teacher of any injuries/medical conditions prior to class commencing.
- If a student requires CDS staff to administer medication or specific treatment for any medical condition please contact reception to set up action plan.
- Basic first aid is available to every CDS student.
- In the event of an injury obtained on CDS premises a parent will be contacted. If CDS staff members are unable to speak to an emergency contact, I authorise CDS Directors to seek medical treatment for my child.
- Incident reports will be filled out in event of an injury.

I hereby acknowledge that with any physical activity there is a risk of personal injury involved. I understand that CDS staff members take the utmost care to provide a safe dance experience for my child and neither CDS nor its teachers are responsible or liable for any injury/accident that may occur.

Initial: _____

MEDIA CONSENT

At CDS we use social media to promote our school. Pictures/videos may be taken in class and at performances and posted to Instagram, Facebook and our own website. **Please note: Video and photography will be conducted at our end of year concert.**

Please indicate below if your child is allowed to participate.

I GIVE CONSENT

I DO NOT GIVE CONSENT

Initial: _____

CDS CODE OF CONDUCT

Failure to comply with code of conduct will be dealt with accordingly and as deemed appropriate by CDS Directors.

- Students/Patrons of CDS are expected to be respectful and cooperative at all times.
- CDS does not tolerate any bullying/harassment of any kind including slander on social media.
- Students/Patrons must communicate with the front office regarding any CDS activities/issues/class attendance/queries. Students/Patrons are not authorised to contact CDS staff via social media regarding CDS matters.
- Students are not authorised to go outside of CDS premises into the Christian Life Centre.
- Bathroom facilities are not available on CDS premises. Student's are able to use toilets located in the downstairs corridor at their convenience. Parents/guardians of babies/tiny students will be asked to assist with toilet breaks if multiple breaks are required and are causing interruption to class.
- CDS is not responsible for the damage or loss of property. At the end of each year the unclaimed items in lost property will be donated to the less fortunate.
- Students/Patrons of CDS are required to work with staff to keep a clean studio area.
- Any children brought along to wait in the foyer area of CDS MUST be supervised by a parent/guardian.
- CDS reserves the right to provide service to any patron who behaves in a manner deemed inappropriate/threatening/abusive.
- If a student comes home with a report of an issue/incident, parents/guardians are asked to PLEASE seek clarification of the issue/incident before placing blame on a teacher or another student.

Initial: _____

Thank you for enrolling in Capital Dance Studios! **Please sign below** to acknowledge that you have accepted the terms & conditions.

Our objective is to provide an experience where every student enjoys coming to class and every teacher is able to do their job properly. We thank you for your cooperation in advance and we are looking forward to great year of dancing at Capital Dance Studios.

Name: _____

Signature: _____

Date: _____

We welcome you to drop off your form in the enrolment form box at the studio or scan and email to capitaldancestudios@bigpond.com

CLASSES WILL BE SENT VIA EMAIL ONCE PLACEMENT HAS BEEN CONFIRMED