

# **TAP SHOW COMPANY**

## **Registration and School rules 2025/2026 - EN**

**This document needs to be read, filled and signed by the student (or parents, if under 18), then handed in at the reception, or returned by E-mail BEFORE the first class.**

### **REGISTRATION**

- All students must be registered before joining a course.
- Registration takes effect upon : 1/ Reading, filling and signing the school rules document (this document).  
2/ Paying the registration fee (20€ per student, for 2025/2026).  
>>> Bank account : Tap Show Company - BE94 7341 2341 3614

### **PAYMENT FOR SINGLE CLASS**

- Fees must be paid for all courses, even «just for a trial».
- Fees for single courses are paid at the reception desk, prior to joining the course, in cash or instant transfer.
- When the reception desk is closed, the fee is paid directly to the teacher prior to joining the course.
- Courses can be paid singularly throughout the year (at full price).
- Class paquages (cheaper !) are also accessible : annual (+/-10% discount) or trimestrial (+/-5% discount).

### **ANNUAL PACKAGE (+/-10% discount off the full price)**

- Annual packages are cheaper, because they involve less paperwork and enhance your motivation to attend classes regularly.
- A student may take the annual package after 3 trial classes (paid singularly).
- These first classes (paid singularly) will be deducted from the total amount of the package.
- The annual package must be paid in full all at once and will under no circonstances be refunded.
- Under annual package, missed classes can be caught up during the current school year only.

### **TRIMESTRIAL PACKAGE (+/-5% discount off the full price)**

- Trimestrial package allows you to pay your year in 3 instalments (in October, January and April).
- A student may join the trimestrial package after 3 trial classes (paid singularly).
- These first classes (paid singularly) will be deducted from the total amount of the first package.
- The amount of each trimester corresponds on the number of class weeks.
- Under trimestrial package, a missed class can be caught up during the trimester of that missed class.

### **CLASSES CANCELLED BY THE SCHOOL**

- Classes may exceptionally be cancelled by the school and will be refunded to your annual or trimestrial package, unless an alternative solution has been proposed (including possibly another teacher, schedule or date).
- However, the school will not refund classes cancelled due to external circumstances such as terrorist alerts or attacks, pandemics, extreme weather conditions or any uncontrollable disasters.

### **STUDENT ABSENCES**

- You will make our work easier by informing us of your eventual absences.
- An absence (even notified), will not be refunded on the package.
- Under packages, student may catch up missed classes in any level-appropriate class during the current school year (annual package) or current trimester of the missed class (trimestrial package).
- Under packages, classes missed in case of long absence (at least 5 consecutive weeks and only medical grounds), can be carried over to the following school year. No refund can be made. School must be informed immediatly and a medical confirmation of the injury must be transmitted to the office.

### **INSURANCE**

- School fees include a group insurance for all registred students up to age 65.
- Should a (registered) student have a serious accident in class, he or she must get an accident form from the school office (02/424.10.77 - claquettes@tapshowcompany.com) within 24 hours. After that, no file can be opened.
- Note that a deductible amount of 25€ per accident applies. It has been imposed by the insurance company following unjustified claims for minor injuries wich can no longer be accepted.
- The first 25 € shall be paid by the student and will be deducted directly from the reimbursement of their medical expenses.

- The person concerned must fill in the form and send it immediately to the insurance company.
- The insurance company **ALONE** deals with the claim and decides whether to accept it or not. Negligence is not included in the notion of «accident» ! (Insufficient warm-up, running around the studios or staircases, bumping into mirrors, leaving the school without telling the staff, etc...). **BE CAREFULL!!!**
- The accident claim is dealt directly between insurer and insured (submitting medical documents, questions, reimbursement of expenses...).
- Parents are responsible for their children outside class hours. They are expected to take them into the school and look after them once the class is over. The reception area is not meant to be a day-care centre.
- Students aged 65 and over are not covered by our insurance policy. They are therefore expected to take out their own insurance policy.

## GETTING AROUND THE SCHOOL

- Going to a classroom or a studio may imply walking through a room with an ongoing class. Both students and parents are kindly asked to do so silently and utmost discretion.
- One parent only is allowed to accompany a child to the changing room and help him/her change clothes, then let him/her with the teacher, before going straight back to the reception area.
- Please remain also quiet in corridors and changing rooms. Noises will disturb all courses, even tap classes !
- Please switch off your mobile before entering the dance studios.
- Smoking is strictly forbidden on the premises. Nor should pets be taken into the school.

## CLASSES

- Students are expected to be on time and ready, i.e. with appropriate clothes and shoes on 5 minutes before class starts.
- Appropriate clothing for the course is mandatory. Teachers may refuse access to students wearing clothing which is inappropriate or maybe a danger for themselves or the others. The tap dance kids must be able to tie their shoes tightly. No over-sized tap shoes allowed ! Make sure all screws are tight; a protruding screw will damage the floor!
- Classes always start with a warm-up. Late-comers are therefore responsible for their insufficient preparation.
- Out of consideration for the teachers and other participants, no-one is allowed into class later than 5 minutes after the course has started.
- Students waiting for the next class are kindly requested to keep silent till the end of the on-going class. Mobile phones must be switched off during class !

## TEACHER REPLACEMENT

- Tap Show Company reserves the right to appoint a substitute for an absent teacher without notice, so that the course can take place. It is obviously not always possible to inform all the students in advance. Working with another teacher (equally qualified !) is also an opportunity and always beneficial for the student.

## STUDIOS

- It is strictly forbidden to eat in the studios, the corridors and the changing rooms. The bar area is the place provided for such purpose.
- As our floorboards are untreated, drinks other than water are strictly prohibited in the changing rooms and studios.

## CHANGING ROOMS

- Changing rooms are available on each floor. The «tap dance» mixed room is on the main floor, where anyone can change shoes. Two other rooms are upstairs : Men/boys or women/girls.
- The biological sex criteria is applied to the choice of your changing rooms. People uncomfortable with this concept are invited to come to the class already changed, and may put their coat/bag in the mixed room.
- We trust you to observe the best behaviour and respect in these «sensitive» places, just like anywhere else in the school...
- No one is allowed to change in the bar area, not even « just my shoes »... (Hygiene !!! ).
- Do not leave valuables in the changing rooms.
- Take your handbag, wallet, mobile (turned off!!!), watch, etc... with you into the dance studio .
- The school is not liable for the loss, theft or damage to any personal property on the premises.

## PARENTS

- Only students attend courses. No person accompanying a student is allowed to stay in the studio.
- The reception/bar area is the only place for parents to wait. Do not stand or sit in the stairway or corridors.
- Teachers reserve the right to close the studio blinds to provide students with quality course.

## BICYCLE & SCOOTER

- It's allowed to park your bicycle or scooter (personnal ones, not rentals) in the hallway, respecting a fair passage for people to reach the office. Make sure to secure your vehicule to a fixed point. Tap Show Company will not be responsable for any stolen or damaged properties (even secured). This parking space is a service, not a transfert of responsibilities. This service can be cancelled at any time.

## SANITARY PROCEDURE

- The school will follow the rules imposed by the government regarding to sanitary recommandations.

## ...AND LAST BUT NOT LEAST

All these remarks arise from our years-long experience. Unfortunately, new restrictions have to be added to the list every year. Our aim is not policing for the sake of it, but to make the premises the best possible work and entertainment area. This is first and foremost a matter of mutual respect and civility.

Thank you for reading this text and understanding its aims.

The school direction.

## **Student's necessary informations for his/her registration :**

Student's last name : .....

Student's first name : .....

Date of birth : ..... / ..... / .....

Address (str./av./bld.) : ..... Nr : ..... Box :  
.....

Post code : ..... City : .....

Phone (home) : .....

Phone (mobile 1) : ..... Phone (mobile 2) : .....

E-mail (1) : .....

E-mail (2) : .....

Discipline(s) / Class(es) wanted : .....

**Signature of the student** (or parent of the minor) : For these 3 pages, read and approved,