

# **TAP SHOW COMPANY - School rules 2022/2023 - EN**

**This document has to be read, filled and signed by the student (or parents) and handed in at the reception when enrolling**

## **REGISTRATION**

- Students must be registered before joining a course.
- Registration takes effect upon reception of your complete contact informations + read and signed school rules document (this document).

## **PAYMENT PER AN INDIVIDUAL CLASS**

- Fees must be paid for all courses, even for «just a trial».
- Fees for single courses are paid at the reception desk prior to joining the course (Neither credit cards, nor bankcards can be used).
- When the reception desk is closed, the fee is paid directly to the teacher prior to joining the course.
- Courses can be paid individually throughout the year, at full price.
- Class packages are accessible and less expensive : annual (-15%) or trimestrial (-10%).

## **ANNUAL PACKAGE (-15% off the full price)**

- Annual packages are attractive: they involve less paperwork and enhance your motivation to attend classes regularly.
- A student may take the annual package after having paid 3 or 4 classes individually.
- These first classes 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 circumstances be refunded.
- Under annual package, missed classes can be made up during the current school year only.

## **TRIMESTRIAL PACKAGE (-10% off the full price)**

- Trimestrial package allows you to pay your year in 3 instalments (October, January and April).
- A student may take the trimestrial package after having paid 3 or 4 classes individually.
- These first classes will be deducted from the total amount of the first package.
- The amount of each trimester corresponds on the number of weeks (13, 10 & 11 weeks).
- Under trimestrial package, missed classes can be made up during the current trimester only.

## **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, time or date).
- It's the student's responsibility to ask his/her refund money at the end of June.
- However, school will not refund classes cancelled due to external circumstances such as terroris alerts or attacks, epidemics, extreme weather conditions or in the event of uncontrollable disasters.

## **STUDENT ABSENCES**

- You will make our work easier by informing us or your eventual absences.
- An absence, even notified, will not be refunded on the package.
- Under packages, student may make up missed classes in any level-appropriate class during the current school year (annual package) or the current trimester (trimestrial package).
- Under package, 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 management (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 sas going to 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. These are the only places where you can change.
- 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 (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 and 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 (personal ones, not rentals) in the hallway, respecting a fair passage for people to reach the office. Make sure you secure your vehicle to a fixed point. Tap Show Company will not be responsible for any stolen or damaged properties (even secured). This parking space is a service that can be cancelled at any time.

**SANITARY PROCEDURE**

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

**...AND LAST BUT NOT LEAST**

All these remarks arise from our year-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

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

**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 : .....