

# TAP SHOW COMPANY

EN

School Rules 2017/2018

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## REGISTRATION

- Students must be registered before joining a course.
- Registration takes effect when we have all your details and your membership fee has been paid. (€10 p.a.)
- We request your phone numbers so that we can contact you in the event of a class being cancelled.
- Your email address provides us with the most practical (and ecological!) way of sending you any useful information about courses etc...

## SCHOOL FEE

- The fee (10€ per student and per year) includes insurance and administration costs for the school year.
- The registration fee is obligatory except for over-65 students, as these can unfortunately not be insured.
- The registration fee cannot be refunded.

## HOW TO PAY

- Fees must be paid for all courses, even a trial.
- Fees for single courses are paid at the reception desk prior to joining the course (No Credit cards, nor bankcards).
- When the reception desk is closed, the fee is paid directly to the teacher, also prior to joining the course.
- Courses can be paid individually for the first 3 courses, then as a package for the whole year.
- Courses can be paid individually all year round but without the benefits of the package then (5<sup>th</sup> free course f.i.)

## ANNUAL PACKAGES

- Annual packages are attractive: they involve less paperwork and enhance your motivation to attend classes regularly.
- Annual packages are payable in advance and cannot be refunded (see « long term medical absences »).
- With the annual package you get 1 hour free lesson for 3 paid lessons.
- Courses cancelled by the school will obviously be refunded from your annual package, at the end of the school year.
- The first fees paid for single courses will be deducted from the annual package that covers September to June.

## ABSENCES

- Letting us know when you are not going to attend a class helps the course organisation; please phone or email us.
- An absence does not give a right to a refund from the annual package, even when we are notified.
- A missed class can be followed later, in an adapted level and during the same school year.
- Classes missed during a long absence (= at least 5 consecutive classes) due to medical reasons can be transferred to the following school year. Reimbursement is not possible.

## INSURANCE

- The school fee includes an obligatory personal insurance.
- This is because our insurance policy is not an individual but a collective contract.
- Should a (registered) course participant have a serious accident in class, he or she must get an accident form from the school authorities (02/424.10.77) within 24 hours. No file can be opened after this time limit.
- Note that only claims in excess of 25,00 € per accident are covered. This has been imposed by the insurance company following excessive claims for minor injuries; these can henceforth not be covered.
- The first 25 € will be paid by the participant and will be deducted directly from the reimbursement of his or her medical expenses.
- The claimant 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 in the studios or staircases, bumping into mirrors, leaving the school without telling the staff, etc.). **BE CAREFUL!!!**
- The accident claim is dealt directly with the insurance company (submitting the medical documents, questions, reimbursement of expenses ...).
- Parents are responsible for their children outside class times. They are expected to take them into the school and to look after them as soon as classes are over. The reception area is not meant to be a day-care centre.
- Over-65 students 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 on-going class. Both students and parents are kindly expected to do so silently and most discreetly.

- One parent only is allowed to accompany a child to the changing room and help them change clothes. They are then expected to go straight back to the reception area.
- Please remain quiet in corridors and changing rooms. Even the slightest noise carries, also during the tap-dance course!!!
- Please switch your mobile off before you walk through the dance studios.
- Smoking is strictly forbidden on the premises. Pets must not be taken into the school either.

#### CLASSES

- Students are expected to be ready (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 inappropriate or potentially dangerous clothing. The tap dance kids must be able to tie their shoes. No over-sized tap shoes allowed ! Make sure all screws are tight, a protruding screw will damage the floor!
- Classes always start with warm-up activities. Late-comers are therefore responsible for their insufficient preparation.
- Out of consideration for the teachers and the 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 stay off during class !
- The class will be maintained only if there are at least 8 students registered for the year.

#### TEACHER REPLACEMENT

- Tap Show Company reserves the right to appoint a substitute for an absent teacher, so that the course can take place. It is obviously not always possible to inform all the students in advance, and working with another teacher (they are all equally qualified) must be seen as a beneficial experience.

#### STUDIOS

- It is strictly forbidden to eat in the studios, the corridors and the changing rooms. The bar area is at your disposal for this.
- As our floorboards are untreated, drinks other than water are strictly prohibited in the changing rooms and the studios.

#### CHANGING ROOMS

- There are changing rooms on every floor. These are the only places where you can change.
- No-one is allowed to change in the bar area, not even « oh, just my shoes »... Smells, thank you no !
- Do not leave any valuables in the changing rooms.
- You should take your handbag, wallet, mobile (off!!!), watch, etc... with you into the dance studio .
- The school cannot accept liability for any loss or damage incurring to personal goods on the premises.

#### PARENTS

- Only students attend courses. No person accompanying a student is allowed to stay in the studios.
- The reception and bar area is the only place for parents to wait. Do not sit in the stairway.
- Parents waiting with other children are supposed to keep them adequately occupied for that « long » hour.
- Teachers reserve the right to close the studios blinds in order to safeguard a quality environment for the course.
- Beware of strict parking rules in the street. Pay zone or blue disc compulsory. The street is patrolled daily.
- We would appreciate not to use any noisy device such as electronic games f.i. unless you use headphones.

#### NEW

As it is the world we live in, the school will not refund the cancellation of courses due to anti-terrorist warnings and similar extreme situations (heavy snowfall etc.)

#### 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.

This document has to be signed by the student and handed in at the reception when enrolling.

Name, first name of the student..... Date of registration .....

Signature of the student (or parent of the minor) : Read and approved, .....