



REGISTRATION and CONSENT FORM 2017

Please read **both** sides of this form very carefully before completing and return asap to secure your place

A separate form is required for each child you are enrolling

Childs Name: _____

Date of birth: _____ Male/Female: _____

Class and Venue you wish to join: _____

Nursery/School and School Year attended: _____

Contact Name* _____

*(*this should be a parent/guardian with whom the child lives and who is willing to claim responsibility for matters relating to KtS Dance and such communications which may need to take place.)*

Address: _____

Tel (Home): _____

Tel (Mobile): _____

Email: _____

Emergency Contact: (Name, Telephone Number and Relationship to child):

Childs Medical Details, Allergies and Injuries:

Please write your email address clearly:

Email address for invoice: _____

Previous Dance Experience/Grades Taken: _____

Where did you hear about us? _____

All information will be treated in the strictest confidence. Please update us of any changes.

Please read the terms and conditions overleaf

1. Fees are to be paid upfront in full on a half-termly/termly basis **by the invoice deadline date**, regardless of attendance. Late fees will incur a £5.00 surcharge. Classes cancelled by KtS Dance will be made up or credited in the next invoice. Refunds are only given at the discretion of the Principal. Siblings qualify for a 10% discount on the younger sibling's fees (when paid on time). Payment plans available.

2. PLEASE INFORM US IMMEDIATELY IF YOUR CHILD WISHES TO LEAVE CLASSES. Fees will not be refunded when leaving part way through a term. **We reserve the right to invoice for a new term where notification was not given prior to the payment due date.**

3. Please ensure that all children are collected at the end of their class/es by a parent or guardian. Please notify the teacher at the start of the class if someone else will be collecting your child. KtS Dance is only responsible for your child whilst they are in the studio.

4. Students are expected to wear the correct uniform to class, alternative versions will not be accepted after the settling in period. Hair must be tied back neatly off the face. Jewellery and watches should not be worn in class. **Dance footwear must not be worn outdoors.** Items deemed unsafe will be removed.

5. KtS Dance accepts no responsibility for loss or damage to personal belongings whilst on the premises.

6. Where appropriate, teaching staff at KtS Dance may use physical contact to support verbal instruction and corrections. All staff are fully DBS checked.

7. Teaching staff at KtS Dance will administer basic first aid and seek further medical treatment if necessary. Parents must make teachers aware of any medical conditions or injury that the pupil may have and keep us informed of any changes to these conditions.

8. If a student is required to take medication whilst participating in KtS Dance activities, parents/guardians should take full responsibility and ensure teaching staff are properly informed and any medicines correctly labeled. No form of medication will be administered without written consent from a parent or legal guardian, which should be renewed regularly.

9. Pupils that require the toilet during class will be escorted by a DBS checked staff member only but they will remain outside at all times. If your child requires further assistance a parent/guardian must remain in the vicinity at all times during class.

10. As an enrolled pupil at KtS Dance your child/ren **may** be included in photography/video taken during classes, rehearsals or performances with KtS Dance, for use in advertising and marketing, leaflets/posters, website and social media promotion of KtS Dance.

(If you agree to images being taken but would prefer your child not to be included in those used on Facebook and Twitter etc. please tick the box)

If you do not wish your child/ren to be included in photos and video images please attach a signed and dated letter pertaining to what is and is not acceptable in this matter.

Parent/Guardian Signature: _____

Date: _____

By signing this form you agree to be bound by the terms and conditions as set out above and the current school procedures as set on the Information page at www.ktsdance.com