



Welcome to ZC Dance

Hello and Welcome to ZC Dance! We can't wait to help your child to gain new skills, find focus, determination and passion all whilst having heaps of fun and making wonderful new friends!

Founder and Principal, Zoe Brockman (Miss Zoe), has undertaken years of professional dance training (NATD and UKA Dance Associate) and education (BA and MA Degrees) to ensure that ZC Dance provides aspiring dancers with a safe, uplifting environment where they are given the opportunity to grow and excel in their own dance training.

Our Mission:

- To provide up to date, high quality dance tuition across a range of dance genres.
- To create a friendly, nurturing environment, that allows the individuality of each student to be recognised and encouraged, therefore allowing him/her to reach his or her full dance potential.
- To employ high calibre team members that hold recognised dance qualifications, continue their professional development and are motivated in their chosen dance fields, with a thorough knowledge of not only their dance style but also the safest practice involved in this.
- To inspire the all dancers to be well rounded, prepared and confident individuals who believe in themselves.

To make your dance experience as enjoyable as possible, please take the time to read the following policies/terms and conditions. By enrolling your child in ZC Dance classes you agree to **ALL** of the policies/terms and conditions in this pack.

If you haven't already, please complete our enrolment form (last page or online form in welcome email) as soon as possible.

We are a compassionate school so please always feel free to approach a team member with any questions, requests or suggestions.

Thank you

Miss Zoe x

07881850356

zcdance@hotmail.com

General Terms and Conditions

- ZC Dance's Health and Safety policy and **all** other ZC Policies must be followed at all times.
- It is parent/guardian responsibility to notify ZC of any changes to their emergency contact details or child's medical information. Parents/guardians should inform ZC of any new health considerations or injuries before class.
- Students must be supervised by their parent/guardian on premises until the class is called in. If leaving the premises during class time please be advised that ZC Dance are not responsible for supervising dancers in between classes. Parents/guardians are asked to be back on premises at least 5 minutes before the end of their student's class ready for collection.
- ZC Dance are not under any circumstances be responsible for any lost, damaged or stolen property.
- ZC Dance will not publish or post any images (static or moving) of children across any of its online channels without prior parental consent. We ask that all parents, guardians and students follow the same guideline. Please report any concerns regarding this subject to Miss Zoe immediately.
- No smoking (including vaping) is permitted in and around the dance school building.
- Understand that due to the nature of dance practice, at times physical contact may be used to help students hold a position, correct alignment etc. Contact will always be kept to a minimum.

ZC Dance's Fees and Absence Policy

- All fees are required to be paid monthly/termly in advance upon receiving an invoice. (Invoices will be sent to the email address provided on enrolment form)
- All fees must be paid via BACS, cash or cheque. If paying cash or cheque this must be received by the last class of the previous month.
- Tuition fees cover only the time the students spend in the studio with a ZC Dance teacher. Fees do not cover uniform, shoes, costumes or any other extras.

Fees paid after the payment due date may incur a 10% charge.

- If your dancer is going to miss a class for any reason please let ZC Dance know ASAP.
- Missed classes, for any reason, will not be refunded or carried over to the next month/term. Missed classes, however, can be 'made up' during the dancer's first week back in classes after absence. Dancers can attend a class of any genre that is suitable for their age group. This needs to be prearranged with the ZC Dance teachers. 'Make up' classes can only be taken in the first week back in classes after absence, after this the 'make up' option is not available and the missed class will be lost. No refunds given.
- Prearranging absence - Providing a minimum of 2 weeks written notice including dates to be missed has been given to ZC Dance fees will be adjusted accordingly. If less or no notice is given fees cannot be carried over or refunded but a 'make up' class can be taken.
- In the event of serious or long term illness ZC Dance asks that a parent contacts us at their earliest convenience to agree the best suitable arrangement. This also applies in the event of broken/dislocated bones.
- Providing the individual is not contagious (or being sick) students are encouraged to attend classes even if they are not able to dance. Observation can be extremely useful for dancers and prevents them missing any important information.

Should a student wish to stop attending classes we ask that parents let the school know. Fees already paid will not be refunded.

Health and Safety Policy

ZC Dance believes that the health and safety of children is of paramount importance. We strive to make our school a safe and healthy place for children, parents, staff and volunteers. To assist with this all pupils must complete an Enrolment Form when joining the school with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers and medical information will be stored on class registers (confidential, password protected device).

- A Health and safety policy is provided to parents of children in our school welcome pack.
- ZC Dance holds public liability insurance. The certificate for public liability insurance can be seen upon request.
- At least one member of staff with current first aid training is on the premises or on an outing at any one time.
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and is regularly checked by a designated member of staff and re-stocked as necessary.
- All accidents are to be reported to the Principal and recorded on an accident form.
- Parents understand that dance is an active activity, and whilst every effort is made to avoid them, injuries can happen. ZC Dance accept no responsibility for injuries sustained/further damaged.

Studio Safety

- Only water is permitted in the dance space.
- Eating/chewing gum whilst dancing is not permitted under any circumstance.
- It is extremely important that students come to classes dressed in full ZC Dance uniform in order to be able to work correctly and safely in class. This includes correct hair and shoes.
- Registers are taken at the beginning of each class. Teacher/Assistants are placed on each door at the end of class to ensure no child leaves without their appropriate adult.
- All surfaces, sockets, lighting are checked regularly to ensure they are clean and not uneven or damaged. Floors are swept and mopped to ensure safety.
- All ZC Dance electrical equipment conforms to safety requirements and is checked regularly.
- Anyone wishing to enter the premises must be escorted by a member of the team.
- Any unidentified person seen on the premises must be reported to the Principal/a team member immediately.

Outings and visits

At times there may be opportunities that require ZC Dance to leave our regular venue. The following procedures are in place for this.

- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is higher and all adults are DBS checked and supervised
- Registers are taken before leaving and upon arrival and return.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Fire safety

Meet Point: Winners Gym Carpark (if safe and appropriate) Fire Officer: Zoe Brockman

- Smoke detectors/alarms and fire fighting appliances are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer (carried out by venue owners, not ZC Dance).
- Our meeting point is Winners Gym Carpark (if safe and appropriate)
- In the event of discovery of a fire, activate the fire alarm. Keep calm. Try to keep others calm.
- Evacuate the building immediately on hearing the alarm by using the nearest fire exit.
- Assemble at the fire point and supervise an orderly and quiet line.
- The designated Health and Safety officer will take the register and wait for further instructions any absences or concerns should be reported immediately to the Health and safety Officer.
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer.

Personal Data Policy

Customers and their children of ZC Dance have the right to know what personal data of theirs and their children we collect or hold. They also hold the right to know why it is stored, how it is used, who it will be shared with and how long it will be stored. This policy provides that information.

In order for ZC Dance to carry out our work successfully, and to fulfil our legal and regulatory obligations, we collect a range of personal data from our clients. This information is that provided by yourself on the ZC enrolment form and includes:

- Names of both yourself and your child
- Your child's date of birth
- Your child's medical information
- Your contact details
- Permission to video/photograph your child and use this for marketing
- Permission to perform First Aid
- Permission to store and use your data

This data is accessible to ZC Dance employees only. At times this information may be shared with our examination boards - all of whom are bound by duties of confidentiality and parents will be informed when this information is being shared.

The data collected is stored electronically on password protected devices (only ZC Dance employees have access to these devices) and kept for the following purposes:

- Administration
- Emergency contact
- Marketing/Advertising ZC Dance Workshops, Shows and events
- To enter dancers into examinations

- And general contact such as keeping parents up to date with ZC Dance related information such as class day/time changes, extra rehearsals, student progress, uniform orders, exams and performances, invoicing, to advertise our additional workshops and events, for example parties, summer schools, performances, ticket sales for those performance.

The retention and processing of the data collected is based on your consent (given by you when completing your enrolment form), on fulfilling our obligations to you and on fulfilling our legal obligations. In keeping with this ZC Dance only store the information of students currently enrolled in classes, should you leave ZC Dance your information will be removed after 3 months.

Team members at ZC Dance are not at liberty to enter into conversation with or disclose any information to parents relating to other ZC students. You have the right to check what personal data we hold for you. If you have any questions or concerns about our retention or use of your personal data, please contact Zoe.

Safeguarding Policy

ZC Dance has a 'duty of care' to provide a safe environment, conducive to advocating the health and well-being of all students attending classes with them. The aim of this policy is to ensure that all children/youth attending ZC Dance are well protected and that there are systems in place to protect their welfare.

The key purposes of this policy are:

1. To provide protection for children during classes at ZC Dance
2. To facilitate employees with procedures to follow should they suspect a child may be at risk of/experiencing abuse.

How ZC Dance will safeguard children

- By valuing, listening to and respecting them
- Sharing our safeguarding/child protection policy with children, parents and all employees.
- Contacting the appropriate agencies if/when necessary and supporting any student who may have been subject to abuse in accordance with the agreed procedure.
- Practising safe recruitment at all times by checking the suitability of ALL staff and volunteers that will be working with children attending the school. This includes DBS checking were eligible and providing in house training.
- Providing a designated safeguarding/child protection officer who will receive appropriate training.
- Building a nurturing, safe environment in which children attending the school can learn, develop and grow.
- All adults not eligible for DBS checking will be supervised at all times by a DBS checked ZC Dance team member.
- Respecting personal privacy and providing changing area
- Keeping any physical contact with a child to a minimum and avoided unless necessary.
- Delivering feedback in a positive manner.
- Private contact with a child will be kept to a minimum and parental consent must be given were necessary. e.g 1:1 dance sessions.
- Only children with written parental consent will be filmed or photographed. All videos and images must focus on the activity/dance and be appropriate.
- No ZC team member will be friends with current students on any form of social media unless a student is part of a teaching assistant role and requires access to ZC Dance via social media. Parental consent must be given for this if under 18.
- The use of mobile phones/cameras by any one other than a ZC Dance team member is prohibited in the dance space without consent.

It is not the responsibility of anyone working at ZC Dance, paid or voluntary, to decide whether a child is being abused or not. It is their responsibility to act on their concern in an appropriate manner by contacting ZC Dance's safeguarding/child protection officer and/or the appropriate agencies. It is the responsibility of the appropriate authority to investigate the incident/allegation.

Thank you for taking the time to read through this pack. By enrolling your child into the school and bringing them to classes you automatically agree to the terms and polices stated above.

We look forward to dancing with you!
The ZC Team x

ZC Dance
Enrolment Form

You are required to complete this enrolment form to take part in classes with ZC Dance. By doing so, you are agreeing to comply with all ZC terms, conditions and policies which can be found on our website and in our Information Pack. All information is held in confidence and the responsibility lies with the parent/ guardian to keep the school updated (in writing) with any vital information regarding their child's medical information, injuries, emergency contact details etc.

Dancer Name:

Dancer Date of Birth:

Medical Information:

Emergency Contact Name/s:

Contact Number:

Email Address:

Permission

Do you give consent for your child to be videoed/photographed during ZC Dance classes/performance? And for these videos/ photographs to be used on social media sites, the ZC Dance website and other marketing materials?

YES NO

Do you give permission for a First Aider on site to perform First Aid on your child if necessary and for your child to be taken to the nearest Accident and Emergency unit on the understanding that you will be contacted immediately?

YES NO

ZC Dance store dancer and parent information on a secure, confidential hard drive. We will use the contact details provided to contact you regarding only dance related information, including to advertise/market any dance related events/items. Information is also used to enter children into examinations. Do you agree to your information being used in this manner? And to being contacted both via email and phone?

YES NO

I agree that my child and myself will follow all of the ZC Dance terms, conditions and policies.

Sign:

Date: