

MOSMAN DANCE ACADEMY

Enrolment Form



DANCERS DETAILS:

Dancer 1 First Name:	Surname:
Age this year:	DOB:
Previous dance school:	Primary/High School:
Dancer 2 First Name:	Surname:
Age this year:	DOB:
Previous dance school:	Primary/High School:
Dancer 3 First Name:	Surname:
Age this year:	DOB:
Previous dance school:	Primary/High School:

PARENT/GUARDIAN DETAILS:

PRIMARY CONTACT (all information via email & sms sent to this contact)

*First Name:	*Surname:
*Mobile:	*Phone (H):
*Email:	Phone (W):
*Home Address:	

I acknowledge that I have read, understood and agree to the following terms & conditions over leaf:

Signature:	Date:
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SECONDARY CONTACT

*First Name:	Surname:
*Mobile:	*Phone (H):
Email:	Phone (W):
Relationship to Dancer/s:	

HOW DID YOU HEAR ABOUT MDA?

If you were referred by an existing student of MDA, please write down their name.

First Name:	Surname:
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* Indicates mandatory field.

Your privacy is important to us. The information you provide on this form is for sole use of Mosman Dance Academy Pty Ltd and will NOT be passed on to any third party. We will use the information provided by you for the purposes of communication and providing our services to you.

MOSMAN DANCE ACADEMY

Enrolment Terms & Conditions



Uniform

All enrolled dancers are required to wear their specific class/style uniform to class and ballet girl's hair must be in a neat bun. MDA's dance shop stocks all uniform requirements.

Enrolment

At the start of each calendar year or when joining for the first time, an enrolment form must be completed to provide MDA with your contact details before starting classes. It is important you advise MDA of any changes to your details. An applicable enrolment fee per family is payable and added to each terms fees.

Mosman Dance Academy reserves the right to disallow or discontinue a dancer's enrolment due to misadventure or misconduct.

Payment

New students - term fees are payable when starting classes and can be pro-rated when starting during a term.

Existing students - an invoice will be issued for term fees at the end of each term for the following term. Term fees are payable one week prior to the commencement of term. If term fees have not been paid by this date a 5% administration charge will be added to your term fees and your class position may become available to those on a wait list. If term fees have not been paid by the end of the second week of term the dancer will not be permitted to attend classes. Term fees cannot be pro-rated for existing students.

Private Lessons - are strictly payable in advance.

Payment Methods

Cash, Cheque, EFTPOS, Visa, MasterCard, Amex (+1.5%), Direct Deposit to BSB: 062733 AC: 10038702 Reference: Invoice number OR Initial & Surname of Dancer

Refunds

Term Fees - refunds are not available for term fees.

Private Lessons - A full refund will be given for pre-paid lessons only when 24 hours notice has been given.

Shop Items - A full refund will be given for items purchased and returned within 7 days of purchase if the items are in their original condition and packaging. Due to health and safety we can only refund faulty tights that have not been worn.

Discounts

Special offers and promotions are available from time to time. Please present a valid promotion card to receive the stated discount.

Public Holidays

Classes missed due to public holidays must be made up from any timetabled class of the dancers level only during the same term and with prior notice.

Missing Classes

Missed classes can be made up from any of the timetabled classes of the dancers level only during the same term and with prior notice. No refunds can be given for missed classes.

Out of Bounds

Due to safety all studios are out of bounds prior to class. A dressing room and warm up area are provided to prepare for classes. The veranda on building 23 is out of bounds for all students under 9 years.

Personal Property

All property should be stored in spaces provided in the dressing and common area. Please note, while MDA will store lost property we take no responsibility for items left on the premises.

Watching Classes

Generally we do not allow parents to watch classes in order to preserve the experience for the individuals in the classroom. Exceptions can be made for some Pre-school classes. During the year MDA will hold watching days where parents and relatives are invited to watch their young dancers in class. Due to safety, bookings will be required to maintain a safe number of watchers and we ask that all watchers respect the students and not talk or cause distraction.

Contact us

Buildings 21 & 23 Best Avenue, Mosman 2088
P: 02 9968 1121
F: 02 9968 1121
E: dance@mosmandanceacademy.com.au

Choreography

All choreography for eisteddfods soloists, group dances, annual productions and alike taught by Mosman Dance Academy teachers and contract teachers remains the property of Mosman Dance Academy and/or its teachers and may not be used without the expressed written permission of Mosman Dance Academy.

Safety

Mosman Dance Academy is committed to providing a safe and healthy workplace for employees, contractors, dancers and visitors. We request all parents to observe their child's safety and communicate any information that would improve safety. The movement of children from parental supervision to MDA staff supervision is the most vulnerable and requires the utmost care by all parties. No child should be left without the parent being satisfied that their child is in class and under the care of MDA staff nor should any child be encouraged to leave care without supervision.

Mosman Dance Academy asks that you ensure the following responsibilities:

- Dancers are on time for class and brought into the building by a parent or guardian. Please contact MDA if your child not be attending class.

- Dancers are picked up on time by a parent or guardian at the end of their class/es by a parent or guardian. When dancers leave the building they are out of our care, no student should wait or be asked to wait outside the building to be collected.

- Dancers under the age of 5 years must have one parent on site during class time.

- Parents are responsible for maintaining up to date contact details.

- As Mosman Dance Academy is not a licensed child minding facility we are unable to 'mind' other children not attending or trialing our classes.

In the event of an evacuation, MDA staff have guidelines to follow to ensure the safety of dancers. Our main evacuation assembly area is the lower park in front of building 23. Here, children will be supervised and parents contacted to collect children.

MDA has a first aid kit on site however, in the event of a medical emergency, a dancers parent/s or guardian will be contacted for the child to be picked up or permission asked to take the child to the nearest medical centre. In the event of a serious emergency an ambulance will be called.

During busy periods, please ensure no fire exits are blocked. There is plenty of waiting area on the veranda.

Buildings 21, 22 & 23 are fully BCA compliant and are equipped with a fire hydrant, automatic evacuation system and emergency services notification.

We ask that you inform MDA staff of any medical or other conditions of the dancer/s that you feel are important for MDA staff to be aware of.

Dance Risk Assessment

MDA staff take the utmost care to provide a safe dance experience. Unfortunately hazards exist in all activities and parents should be aware of the hazards that exist. We have identified the following hazards associated with dance and our premises, and identified the following controls to minimise accidents. If you are concerned for the physical health of your child undertaking this activity please consult a sports therapy specialist and advise MDA staff.

Hazards: Personal injury, student-to-student contact, slipping and tripping.

Controls: Dance to take place only in studios, first aid kit on site, compulsory uniform to be worn including appropriate footwear, professional dance floor installed, class sizes kept to safe levels, studios cleaned weekly, shelving provided to store obstacles, studio floors kept free of obstacles, staff to undertake first aid course annually, warm up before class and stretching only after class, verbal warnings to be sensible and careful.

Please note: the nature of dance occasionally requires student-teacher contact for the purposes of placement and correction of technique.