



Terms & Conditions

Covid-19 Addition – Effective from 1st January 2021

- If your child is unwell with any symptoms of Covid-19 (fever, dry cough, fatigue) we ask you **not send them to class** until fully recovered. This is to ensure the safety of all students and staff.
- If your child, or anyone in your family has come into contact with anyone with Covid-19, you must refrain from attending classes for 5 days unless you have been tested negative.
- All persons will be required to sanitize and/or wash hands if they cough, sneeze etc

Enrolment

- Enrolments are completed termly and secures places in class/classes for the full duration of the school term
- An enrolment **MUST** be completed for new and continuing students at the time of enrolment
- Any changes to enrolments and contact details must be communicated via email (not teachers).
- Enrolments for all students must be made each term (Terms 1-4)
- If a student is not returning for the next term, MDF must be notified in writing by the end of Week 1 of term, or they will forfeit the full term fees.
- MDF staff must be informed of any medical or other conditions of the dancer that the parent/guardian deems important for MDF staff to be aware of. This includes all allergies, physical conditions and mental conditions. Any medical conditions that require individual medical action plans must be submitted at the time of enrolment.



Fees (applicable to all)

- Fees are based on NSW school terms; however, MDF generally runs for approximately 9 weeks. Each term and fees may slightly differ.
- Fees are charged on a per term basis (quarterly).
- By default, fees must be paid in full, unless a payment plan has been agreed upon in writing by MDF.
- Term fees are due within 7 days of the commencement of each term, or within 14 days from the invoice date for new students or updated enrolments.
- Term fees that remain unpaid after 7 days of the commencement of each term, or after the due date will incur a \$5.00 weekly late fee without notice. Additional \$5.00 per week will be added to unpaid fees until paid.
- If after 28 days the term fees are not paid, MDF reserves the right to refuse participation for students until fees have been paid.
- If after 35 days the term fees are not paid, a letter of demand will be sent via email to recoup the fees and the full amount is payable within 7 days from the issue of the letter of demand.
- If after 42 days accounts remain unpaid, MDF reserves the right to take the matter to a solicitor/debt collector to recoup the fees. Any additional costs incurred from the solicitor/debt collector will be the responsibility of the persons who the invoice is made to.
- Payment Plans can be arranged and must be requested in writing prior to the commencement of term, and approved by the office staff of MDF. Accounts must be paid in full by the end of each term.
- Payment plans include paying on a weekly, fortnightly or monthly basis via bank transfer.
- To pay in installments (i.e., not a scheduled debit), this must be requested in writing.
- Payments to fees made in installments without a request in writing that has been approved by MDF are classed as overdue and late fees will be applied and payable until the installments have been arranged in writing.



- All fees must be paid in full before the commencement of the following term. Failure to settle fees before the commencement of the following term will result in participation in classes being restricted until the full amount is paid.
- MDF reserves the right to refuse entry or class participation to students with outstanding fees.
- Term fees do not include costs for costumes and accessories or annual performance fees. Also excluded are private lessons, exam coaching classes, holiday classes, exam and competition fees or any uniform items.
- Any additional costs (such as exams, costumes, competitions, etc.) will be charged separately from fees and are due by the due date on the invoice.
- Students with outstanding fees who have been absent for the first 4 weeks of term classes who have not communicated absences will have their enrolment force canceled, and steps will be taken to recover outstanding fees at the parent/guardians expense.
- Fees are strictly non-refundable, and discounted fees are not provided for public holidays, extended holidays or missed classes.
- Students may request a credit for any injury or illness resulting in four consecutive weeks of missed classes. Requests must be in writing with a medical certificate provided.
- If students will miss classes for a minimum of four weeks due to extended family holidays, credits or a pro rata will be provided if a request is made in writing at least 2 weeks prior to the departure date.
- Students commencing during or after Week 4 of each term will have a pro-rata applied to their fees.



Cancellations

- Changes or cancellations to enrolments will only be accepted in writing. Cancellations after a term has commenced still incur full term fees, including those opting to pay via direct debit, or in installments.
- Fees are strictly non-refundable.
- A credit note for cancellations in classes or full enrollment can be provided. Credit notes are transferable between students in the same family.
- Credit notes are valid for 12 months from the issue date.
- Request is made in writing at least 2 weeks prior to departure date.

Safety & Physical Contact

- Students participate in classes at their own risk. MDF accepts no liability for any injury that may be incurred while participating in class or present at MDF premises.
- MDF reserves the right to arrange medical transportation, at the student's expense, in the event of an emergency.
- The nature of dance classes requires physical student-teacher contact for the purposes of placement and correction of technique and will always be appropriate. All teachers at MDF have NSW Working With Children's clearance.
- Children are not to exit MDF premises unless accompanied by an adult. Parents must ensure children understand this vital regulation.
- Should students be collected from MDF by anyone other than a parent/guardian, MDF should be notified.
- The movement of children from parental supervision to MDF staff supervision requires the utmost care by all parties. No child should be left without the parent being satisfied that their child is in class and/or under the care of the MDF staff. Nor should any child be encouraged to leave care without supervision.



- When students leave MDF school premises, they are no longer under the care of MDF.
- In the event of an evacuation, MDF staff will follow set guidelines to ensure the safety of all students. Students will be supervised and parents/guardians will be contacted to collect students

Communication

- Email is the primary form of communication at MDF.
- Important information and updates are sent regularly via email and often via SMS to parents.
- It is recommended you add info@motiondanceandfitness.com.au to your email contacts.
- Should you not be receiving emails from info@motiondanceandfitness.com.au, Junk/Spam email should be checked as email hosting providers will filter emails differently.
- All emails must be sent to info@motiondanceandfitness.com.au
- One parent/guardian will be the primary contact for each student for all administrative purposes (emails, fees, etc.). Should other family members wish to receive newsletter updates, their email will need to be provided along with the student name. It cannot be guaranteed that they will receive emails.
- Facebook, Instagram and any other forms of social media are not accepted as a valid method of communication for any administrative purposes (including upcoming absences, general queries, etc.). These should be communicated via email or phone.
- Phone calls before or after office hours may not be answered; however, staff will endeavor to return calls within 24 hours.
- Emails will be answered during the week and office hours.
- If for any reason parents have personal contact numbers for MDF staff, please refrain from texting or calling unless in an emergency. Appropriate communication within regular business hours is appreciated; however, parents are encouraged to speak to the office staff directly before contacting teachers.



Classes

- Students who are ill or injured may be isolated and/or sent home from class.
- MDF will make every effort to ensure consistent teachers; however, occasionally classes may need to be taken by a substitute teacher.
- Students are expected to arrive on time for class regularly.
- MDF reserves the right to amend or cancel classes whenever necessary.
- All classes at MDF are closed (only the teachers and students may be in the studio during classes, excluding Parent & Me Classes). Exceptions can be made for Preschool students for their first class or two, as we understand students need to settle into their new class and environment.
- Students must bring a water bottle to class.
- No classes or teachers are to be disturbed unless in case of emergency. Parents are not to approach teachers or students during class. If messages or food/drink/medication needs to be passed to a student, it must be done through a staff member.
- Students are not to take mobile phones or other electronic devices into class.

Watching Classes

- In order to maintain students' concentration and focus, in general, parents are not able to watch classes at MDF. Communication platforms are created to keep families and parents connected to the child's learning and end of year showings and informal sharing moments are organised.
- If you wish to take a photo, please ensure that you adhere to our Code of Conduct—and Social Media Policy.
- Finally, enjoy your child for what he or she has achieved. Do not compare—we don't. Every child is an individual and works at their own pace.



Choreography

- All choreography and class work taught in class by MDF staff or guest teachers remains the property of MDF and may not be used without permission from the director.

Personal Property

- All personal items should be clearly labeled with the students name.
- All property should be sorted in the spaces provided in the dressing and warm up area.
- Items of value (Fitbits etc) will be kept at school reception..
- Lost property will be stored until the end of each term. At the end of term, all uncollected items will be donated to charities and any dance wear will be added to our second hand store.
- MDF is not responsible for loss of personal property and will not email or SMS parents of classes in regards to any lost property items.
- MDF accepts no responsibility for the loss of or damage to personal property of any kind.

Video & Photography

- MDF reserves the right to photograph or video students participating in dance class or performances at any time for promotional purposes.
- Any and all footage supplied to students (e.g.to assist with practice at home) remains the property of MDF and is not to be shared with external parties without prior consent.

Social Media



Please see Social Media Policy available on the website. All students, parents and guardians must adhere to the policy guidelines at all times. No exceptions.

Agreeing To MDF Terms & Conditions

- All Terms & Conditions are agreed to at the time of enrolment.
 - All online enrolments will not be able to be submitted without the Terms & Conditions being accepted
- Enrolments **will not** be processed without the Terms & Conditions being agreed to. No exceptions.
- It is the duty of parents and guardians to read the Terms & Conditions thoroughly before enrolling.
- MDF reserves the right to update Terms & Conditions at any time.