



## *Terms and Conditions*

These Terms & Conditions apply to all clubs, classes, workshops, events, and sessions provided by **Sunflower Dance**. By booking with us, you agree to these terms on behalf of yourself and your child(ren).

### **1. Booking & Payment**

#### **After-School Clubs**

- Operates on a **monthly subscription** based on 37 weeks of the academic year, divided into **12 equal instalments**.
- Payment must be made via the payment platform (Class4kids). If payment fails, you have **three attempts** to rectify before the child's place is withdrawn.
- A **one-month notice period** is required to cancel a subscription.
- A **two-session paid trial** is available before committing to ongoing sessions.

#### **Mini Sunflowers (Pre-School & Early Years)**

- Booked **half-termly in advance**.
- No refunds or transfers unless under the cancellation policy outlined below.

#### **Sibling Discount**

- A **10% sibling discount** applies to all bookings where more than one child from the same family is enrolled.

#### **School Holiday Dance Days**

- Must be **booked and paid in advance** to reserve a place.
- Minimum participant numbers apply; parents will be informed if a session cannot go ahead.

#### **Adult Dance Fitness**

- £5 per session, **drop-in basis** by cash or bank transfer.
- A minimum number of participants is required; sessions may be cancelled if this is not met.

#### **School & Event Bookings**

- School sessions can be booked on a **per-session or half-term basis**, with **10% off** regular half-term bookings.
- Events are priced and arranged **individually**. Please contact us directly to discuss.

### **2. Attendance & Lateness**

- Children should arrive **promptly** and be collected on time.
- Repeated absence or lateness may result in a warning or loss of place if it affects the sessions.
- We are not responsible for children **before or after session times** unless otherwise agreed.
- For safety and consistency, children who arrive more than **10 minutes late** may not be allowed to participate in that session.

### **3. Dress Code & Personal Property**

- Children must wear **comfortable clothing** suitable for dance and **non-marking indoor footwear** (trainers or pumps).
- Hair should be tied back, and **no jewellery** should be worn.
- All belongings must be **clearly labelled**.
- Sunflower Dance is **not liable for any lost, stolen, or damaged personal property**.

### **4. Teaching Staff**

- All Sunflower Dance staff hold an **enhanced DBS check**, appropriate training, and experience in dance and child supervision.
- We maintain **high teaching standards** and ensure children are in a safe, encouraging, and fun environment.
- Teaching staff may be subject to change without notice due to illness or scheduling.



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### **5. Behaviour & Anti-Bullying Policy**

- All children are expected to behave respectfully toward staff, peers, and the venue.
- **Bullying or disruptive behaviour** will not be tolerated. Parents will be informed, and repeated behaviour may result in removal.
- Children must follow instructions from staff to ensure safety and participation for all.

### **6. Health & Safety**

- Risk assessments are carried out for each venue and activity.
- First aiders are present at all sessions, and a first aid kit is available.
- Parents must inform Sunflower Dance of any **medical conditions, injuries, or allergies** their child may have.
- Children showing signs of illness (including fever, sickness, contagious conditions) must **not attend** and may be asked to leave if unwell during a session.

### **7. Cancellation & Refunds**

- **No refunds** are given for absences due to **illness, personal reasons, or early withdrawal** during notice periods or pre-paid terms.
- For **exceptional circumstances** a refund or credit will be discussed.
- In the case of prolonged absence for **medical reasons**, a **doctor's note** is required to issue a **credit or refund**.
- If a child cannot attend a **Dance Day** due to advance notice of illness or personal reasons, a **credit** will be issued for **one transfer only** to a future Dance Day.
- If a **school or event booking** is **cancelled with less than 14 days' notice**, **25% of the agreed fee will still be payable** to cover preparation, staffing, and admin costs.
- In the rare case that **Sunflower Dance** must cancel a session, a **credit or full refund** will be offered.

### **8. Trial Sessions**

- All children are offered **two paid trial sessions** before full enrolment.
- Trial sessions must be booked and paid for separately from subscriptions or term bookings.

### **9. Communication & Updates**

- All communication will be via email or through Class4kids.
- Parents/guardians must ensure contact details are kept up to date.

### **10. Acceptance of Terms**

By booking with Sunflower Dance, you confirm that:

- You have read and understood these Terms & Conditions.
- You consent to your child participating in dance sessions under these guidelines.
- You will inform us of any changes in health, contact details, or other relevant circumstances.