



ENROLMENT INFORMATION

Please complete all information, read the code of conduct detailed on the reverse of this page, then sign and return to a JCADA staff member. Thank you.

DANCER

First Name..... Last Name.....

Date of Birth..... Gender Male / Female / Other / Prefer not to say

IMPORTANT Disability/Allergies/Learning Needs (please give details)

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This information will only be shared when it is necessary with JCADA staff/examination boards/chaperones to ensure safety when participating in lessons/exams/shows. A doctors note may be required for examinations.

Do you give permission for us to share medical information with authorised staff if needed? YES / NO

Do you allow your child to go home without supervision? YES / NO

Please advise in advance if your child is being collected from the studio by a friend or other family member

Please give details of any previous dance or gymnastic training, including any exam(s) taken

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PLEASE NOTE OWING TO PROFESSIONAL ETIQUETTE, WE ARE UNABLE TO ACCEPT PUPILS WHO ARE ALREADY ENROLLED IN ANOTHER DANCE SCHOOL/ESTABLISHMENT.

Dancers are invited to participate in competitions/festivals based on their attendance, merit, attitude and presentation in class. Competition work incurs additional costs (private lessons, costumes etc).

Would you like the above named dancer to be considered for competitions/festivals? YES / NO

PARENT/GUARDIAN

Mr/Mrs/Miss/Ms First Name..... Last Name.....

Address (including postcode)

Mobile Number Landline Number

Emergency contact name & number:

Email address (please print clearly):

How did you hear about JCADA?

We may contact you regarding lessons/forthcoming events (workshops, exams etc.) via email, text message, WhatsApp or Facebook Messenger. Do you agree to be contacted? YES / NO

PHOTOGRAPHS/VIDEOS

JCADA have my permission to take photos/videos during classes, workshops, events and performances for the purposes of marketing, publicity and/or archiving. I understand these photos/videos may be featured online on the JCADA website and social media pages. YES / NO

Some attendees at events may film/take photos for their own personal use (e.g. parents of other participants). Do you consent to this? YES / NO

Please note if NO is selected to the above questions, this will limit performance opportunities for the person named on this enrolment form; JCADA productions are professionally recorded and we are unable to monitor photographs being taken at public events

CODE OF CONDUCT

JCADA is a studio focused on achieving exceptional standards of dance and acrobatics with emphasis on correct technique and safe progressions, in a fun, friendly and positive environment. The studio welcomes supportive parents and dedicated pupils who have a passion for dance, strive for perfection and love performing.

To become a dancer, a certain amount of discipline is required. We strongly encourage excellent behaviour, attendance, commitment and immaculate presentation. By enrolling into JCADA you agree to the following

- **BE RESPECTFUL TO TEACHERS, PUPILS AND PARENTS** Dancers and parents are expected to behave in an orderly, civilised and well-mannered way. We will not tolerate any unkindness/bullying within the studio or at events, or rude/disrespectful behaviour. Everyone is treated with the utmost respect and we expect this in return. Should a serious incident occur (or series of incidents), this will result in the dancer's place being withdrawn.
- **REGULAR ATTENDANCE** Regular attendance is extremely important. If students do not attend on a regular basis then the development of the class and the individual student will be affected. Attendance will be monitored as dancers prepare for examinations and shows. Students who fail to attend classes regularly (and additional lessons where necessary) may be withdrawn from events and/or moved into a different class.
- **NO CHEWING GUM** Chewing gum is a serious choking hazard - please do not chew in class! Students may bring a bottle of water, no snacks are allowed during class, unless for medical reasons.
- **PUNCTUALITY** It is vital that students arrive in good time for their classes to take part in the warm up section. Latecomers will not be permitted to join in with the rest of the class until a warm up is completed.
- **WEARING CORRECT UNIFORM** It is extremely important that students come to classes dressed in full dance school uniform in order to be able to work correctly, safely and present a neat appearance. Self image is affected positively when wearing a uniform and pupils are encouraged to take pride in their appearance at all times. Students will not be allowed to join in if they are not wearing the correct uniform and footwear. In the interests of health and safety; long hair should be tied back, ideally in a classical bun or french plait. Dance shoes should NOT be worn outside.
- **MINIMAL JEWELLERY** Pupils may wear stud earrings and a watch for class. We will request removal of any jewellery which we deem to be a health and safety risk (e.g. long earrings which could become caught).
- **DROP OFF/COLLECTION** Parents and dancers are required to wait at the rear of the building until their dancer is invited into the studio. Please note, during class time, JCADA class teachers are based inside the studio and therefore dancers who leave the classroom to use the kitchen or toilet facilities are out of sight of the teacher. Dancers should be collected from the studio front door at the end of class (please arrive 5 minutes before the class is due to finish).
- **PERSONAL PROPERTY** Please ensure all garments and shoes are clearly named. The academy cannot be held responsible for any items which go missing. Students should ensure they keep valuable personal items at home. Mobile phones should remain in bags at all times

FEES

I understand that classes run for 36 weeks of the year, however fees are paid in 12 monthly instalments. I understand if I do not pay, this will result in tuition being ceased and the dancer named on this enrolment form may have their place withdrawn from JCADA.

PHYSICAL CONTACT

- I understand JCADA teachers/ assistants may use physical contact when teaching (especially in Acro and Flexibility). This is to ensure correct use muscle use and alignment of the body to assist in injury prevention.
- I understand JCADA teachers/assistants may dress my child's hair if not securely tied back in a bun or french plait.
- I understand JCADA teachers/assistants will accompany pre-school age children to use toilet facilities to ensure their safety. Intimate care is NOT provided. Assistance will be given to children with their clothing if required.
- I understand my child may seek comfort from a teacher/volunteer if they are feeling unwell or worried (e.g if a parent is late collecting or before an exam etc)

SIGNED..... PRINT NAME.....DATE.....

Enrolment forms are kept in a locked cupboard, accessible only by JCADA staff.

The following policies may be viewed on our website: Safeguarding for Children and vulnerable Adults, GDPR, Health & Safety, Continuing Professional Development, Equal Opportunities, Customer Service, Professional Conduct for Teachers