
CODE OF CONDUCT / ETHICS & RULES - 2024

Students learn better in a secure, orderly and non-disruptive environment. The goal is to help students and their teacher create an environment that is conducive to teaching and learning. At The Dance School, clear and reasonable rules are fairly and consistently implemented. We reserve the right to inform a student that he/she should seek instruction elsewhere if his or her behavior – or that of the parent, family members or caregivers – is disruptive or disrespectful. A safe and positive learning environment for students is essential to our success and we appreciate your commitment to these principles.

ATTENDANCE / ABSENCES:

- Students should attend the recommended classes and all rehearsals.
- All classes continue during school exams.
- If a student is unable to attend class or rehearsals, please send a whatsapp prior to the time of the class or rehearsal.
- Please ensure that your child arrives at least 5 – 10 minutes before his/her class.
- If your child needs to leave class early, please inform at the beginning of the lesson.
- Absences from class may result in the student remaining in the current level longer than other fellow students. Any pupil missing class without a valid reason is solely responsible for catching up the work missed.
- No refunds are given for missed classes.

DRESS CODE / APPEARANCE:

- The image presented by dance students is an important aspect of discipline and training. Taking care in one's appearance aids in self-esteem, promotes confidence and increases pride in performances. A neat appearance is strictly enforced at LLSD:
- **NO** jeans may be worn during Modern Classes. Baggy pants may be worn over tights.
- Socks are worn to warm feet and removed before special exercises.
- Wear warm clothing before and after class to prevent injuries.
- LLSD studio wear – place orders through studio [T-Shirts/Hoodies/Hip Hop caps/Tights]
- Hair must be worn neatly tied up and out of the face for every class.
- Short hair must be pinned back away from the eyes and face.
- Long hair must be secured away from face and neck.
- No jewelry or watches are to be worn during dance class or rehearsals.
- Refrain from wearing makeup when exercising, it is very unhealthy for your skin.
- Street wear, food, drink (other than water) and gum is not permitted in the studio.
- The school is not responsible for any lost jewelry or clothing, equipment etc.
- Streetwear must be worn for hip hop with sneakers no "tommy tekkies" may be worn.

SCHOOL HOLIDAYS

LLSD are closed on all public holidays and during school holidays.

There are no refunds or credits given due to holidays or other personal absences, or closures due to circumstances beyond our control such as adverse weather conditions or power outages. Fees are charged per month and worked out according to terms, monthly fees should be paid in the beginning of each month and before holidays commence.

PAYMENT

All students must register on-line and set up Pre-Payments prior to taking class.

Registration Fees are non-refundable and due upon registration for the school year classes.

FEES:

- **All fees to be paid at the beginning of the month.**
- No fees or part of fees will be refunded due to missed lessons.
- Fees are paid per month.
- If monies [dance fees] are deposited via the internet, a deposit slip must be sent to class as proof of payment.
- Props and costume hire fee will be charged [performances etc.] per outfit.
- Costumes for shows if needed to be made by seamstress [parents own account & arrangements].
- In the event of school holidays, fees must be settled before holidays commence.
- New students – once off enrolment fee to be charged.
- Take note – 10% increase of fees yearly.
- Take note of correct banking details for monthly fees and other.
- Cash payments/moneybag clearly marked with your child's name, amount and details of payment (Fees) – place in postbox in waiting area.
- Cash deposits - add transaction fee to amount.
- **One month's written notice and fees are required and no verbal arrangement will be accepted if you want to cancel.**

BANKING DETAILS: [REFERENCE – Student Name & Surname]

Monthly Fees strictly:

L Laubscher – CAPITEC, Savings Account, Acc No – 1465626016, Branch Code – 470010

AIDT exams & competitions / dance festival strictly:

Dance School / CAPITEC, Savings Account, Acc No 1725178883, Branch code – 470010

Overdue Accounts

***Families with an overdue account on the 5th of the month will incur a 10% late fee.**

The only exceptions to the above are for:

Families who have set up an agreed-upon pre-payment plan.

***Families with an overdue account on the 10th of the month will have their enrolment suspended.**

- Students will not be permitted to attend class during suspension until payment is provided.
- If a suspended student arrives for class, they will not be permitted to take part in their class.

***Families with an overdue account after 30 days will have their enrolment cancelled**

- Students will not be permitted to return to class upon cancellation until payment is provided.
- An additional Registration Fee must be paid in order to re-enroll in class.

Please be reminded that fees must be settled by the 26th of each month to avoid penalties ✓

If accounts build up to 3 months and are not settled legal action will be taken and classes will be paused till account has been settled ✓

LLSD reserves the right to refuse service, or ask any student to leave the school, at the owners' discretion, with or without cause.

Dance schools are regulated by Consumer Protection BC and must abide by the regulations set out in the Consumer Protection Act.

LOST AND FOUND

Items unclaimed in lost-and-found after extended periods will be donated to charity. LLSD cannot be held responsible for any items lost at the school or at any performance. It is the responsibility of each family to ensure that each student arrives and leaves with all of their belongings. We strongly suggest not bringing valuables to the studio or performances. **Please put name tags on all your dance wear. Remember that everyone is wearing the same items!**

COMPETITIONS / PERFORMANCES/ FESTIVALS

Competition readiness will be assessed by teacher before students are entered.

If a student commit to dancing in an event, they will be expected to attend all rehearsals if not student will not be permitted to take part. Students to sign a commitment form on agreement.

Dance Festival – entered on receiving distinction in AIDT exam in previous year.

Students must have permission if participating in any event outside of LLSA.

Performances outside of LLSA will be at the discretion of teacher.

An admin fee will be added when entering for a competition & festival.

Only Choreography done by teacher will be accepted and a fee will be charged per hour and music cut and a fee will also be charged.

AIDT EXAMS

Evaluation will be done before students are entered for the exams.

If your child does not meet the necessary exam criteria during his/her “Mock Exam”, they will not be permitted to participate in the A.I.D.T exam. The Studio reserves the right to make that decision. Boot camp [fee will be charged] will be held yearly.

Exam candidates must please bring a USB clearly marked with his/her name to copy their exam music for them. [fee will be charged]

Please encourage your child/children to practice as it builds confidence and eases the exam “stress”. This should be a positive experience for them.

An admin fee will be added when entering for exam.

An admin fee will be added when entering for a competition & festival.

Only Choreography done by teacher will be accepted and a fee will be charged per hour and music cut a fee will also be charged.

LOYALTY

Loyalty to LLSA expected from all LLSA students & parents.

DEFAMATION

No student of LLSA shall make public or publish any statement likely to damage the reputation or place any post on social media that will bring the studio into disrepute.

HONOUR & RESPECT

Students will listen carefully and respectfully to their teacher and follow instructions.

Students under the age of 18 will ask for assistance from the teacher when they have trouble with another student. Be courteous and polite, use appropriate language.

INTELLECTUAL PROPERTY

A.I.D.T. syllabi are the intellectual property of the A.I.D.T. and may not be taught to, or by, teachers who are not Registered Members/Provisional Members of the Association Teachers and candidates may not use AIDT syllabus work or set dance for any other reason than official AIDT exam sessions.

CANCELLATION

If your child/children have decided to stop dancing, please notify via Whatsapp [1 month notice payment due] & note AIDT/LLSA rules when joining another dance school.

CHANGING TEACHERS/STUDIOS

If the dancer/parent gives the teacher/studio notice, for whatever reason - A six-month waiting period would apply before the dancer would be eligible to do his/her exam with the new teacher. The new teacher/studio MUST contact the previous teacher/studio to see if all fees have been paid and correct notice has been given.

ACCEPTING A NEW STUDENT

When accepting a new student, the teacher must contact the previous teacher to confirm the following: The student must have given correct notice as per their contract with the studio [only 1 month]. The student must owe no fees to the previous teacher. The student may not use the previous teacher's Floor Combination, Dance, Choreography or music.

POACHING

The poaching of students from other studios and teachers is an unethical practice.

ASSOCIATE TEACHERS

Not allowed to encroach on their teacher's studio when setting up his/her own studio. Music and Choreography used within LLSD remains the intellectual property of LLSD.

PRIVACY POLICY

The Protection of Personal Information Act No.4 of 2013 (POPI) is South Africa's legislation for the protection of individuals' personal information against unethical use. LLSD is committed to protecting the privacy of our clients and give you the most powerful and safe online experience. Therefore, all data handling and storage is done in full compliance with the requirements laid out in POPI.

LEGAL ISSUES

There are various legal requirements - including the POPI Act (Protection of Personal Information Act 4 of 2013) as well as ECTA (Electronic Communications and Transactions Act 2002) that we have to comply with in order to provide a service to you as a member

It is IMPORTANT to keep in mind that a lot of our members are CHILDREN, who's privacy and rights are specifically addressed in these laws

The law requires us to safeguard the information you provide to us and it requires your specific consent for us to do what we need to do with your information in order to provide you with our services

It is important to note that YOU HAVE TO BE AT LEAST 18 YEARS OLD in order to provide your consent
- IF NOT YOU NEED THE CONSENT OF YOUR PARENT / LEGAL GUARDIAN

Expectations for Student Behavior:

GENERAL RULES:

- No balls allowed in dance class, no running, jumping and pushing each other. [Mind Mirrors]
- Students use backyard area “swings” at own risk, and must not be careless, damage property or injure other students. No climbing up the walls and playing on the tennis court.
- Pupils are NOT permitted to wander around the school grounds, stay in waiting area inside.
- No pupil is to leave the studio until their parent/lift has arrived, wait inside studio premises.
- Remote entrance gate, enter/exit at own risk, to wait for incoming traffic on exit and to ensure gate open on exit, take care of loadshedding, gate operate much slower.
- Keep hands, feet and objects to yourself, respect the rights of others and respect the property of The Dance School.
- Adhere & agree to code of conduct, ethics, studio rules & indemnity form.
- No parent or family member are permitted to sit in during class unless prior arrangements have been made. No exceptions!!
- If you need to discuss a serious matter in person, please arrange a meeting in advance, no interruptions during classes, also take in consideration teacher’s privacy in free time.
- Extra lessons [competitions/festivals/exams/performances] will be charged extra per hour.
- If your child/children have decided to stop dancing, please notify via Whatsapp [1 month notice payment due] & note AIDT/LLSD rules when joining another dance school.
- Trophies – will be handed over, but returned after photos taken on the day. [parents can order a replica from the supplier if required]
- **No badmouthing or bullying will be tolerated – multiple offences will result in termination from the studio with no refunds or payments.**

INDEMNITY/CONSENT

Leanka Laubscher School of Dance, will in no way be held responsible for any death, injury, or loss or damage of property/car while your child/children are attending classes, workshops & events at the studio [LLSD], or outside area of premises, in-or outside of property, or at any venue where he/she are rehearsing or performing.

Agree on registration [Cloud Squad] to the abovementioned dance school rules [page 1-6] & indemnity / consent statements

Hereby pledge to comply with the Code of Conduct, Ethics & Rules at all times. Will encourage child/children to observe the rules and comply with them. Hereby LLSD is given permission to share photos/videos of students participated in events/exams/practices/prize giving/festivals/competitions etc. on social media / whatsapp groups

2024 - FEES STRUCTURE [Excluding school holidays]

R120 – per person per lesson – 30 minutes [duet, trios, groups]

R194 – per lesson [private individual] – 45 minutes

Fees charged is excluding extra lessons, exams, competitions & dance festival etc.

Once a week - R436 pm per Genre

2 x weekly - R871 pm per Genre

3 x weekly - R1188 pm per Genre [R120 discount]

4 x weekly - R1624 pm per Genre [R120 discount]

New students – R120 registration fee “once off” added to 1st month

BANKING DETAILS:

[REFERENCE – Student Name & Surname]

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SCHOOL DANCE TERMS 2024

- LLSD Registration 15 & 16 Jan
- First Term 17 January - 20 March
- Second Term 3 April - 14 June
- Third Term 9 July - 20 September
- Fourth Term 1 October - [November date of Prize Giving]

	OPENS	CLOSURE
LLSD Registration	15 & 16 Jan	
1 st Term – LLSD opens	17 January	20 March
2 nd Term – LLSD opens	3 April	14 June
3 rd Term – LLSD opens	9 July	20 Sept
4 th Term – LLSD opens	1 Oct	Nov - Date of Prize Giving

PUBLIC AND SCHOOL HOLIDAYS 2024 – LLSD CLOSED

- 1 January - New Year's Day
- 21 March - Human Rights Day
- 29 March - Good Friday
- 1 April - Family Day
- 27 April - Freedom Day
- 1 May - Workers' Day
- 16 June - Youth Day
- 17 June - Public holiday
- 9 Aug - National Women's Day
- 24 Sept - Heritage Day
- 16 Dec - Day of Reconciliation
- 25 Dec - Christmas Day
- 26 Dec - Day of Goodwill