



## Terms and Conditions

### UPDATED 2nd AUGUST 2021

1) To participate in any ELEVATED TAP COMPANY classes / private lessons / workshops students or their parents/guardians will be required to fill in our NEW registration form and agree to all our policies.

1a) REGISTRATION FORM - Shaftesbury Arts Centre: <https://forms.gle/Sokj6jobk3jsQauj8>

1b) REGISTRATION FORM - Online Classes: <https://forms.gle/ntHNe8DT6huxoLvt9>

2) To book a place on one of our classes please email Erica at: [elevatedtapcompany@gmail.com](mailto:elevatedtapcompany@gmail.com) with details of the class/classes the student would like to attend along with their name and age (if under 18 yrs of age).

2a) All group classes are run during TERM TIME only unless otherwise specified.

2b) Group Classes at Shaftesbury Arts Centre can be paid on a pay as you go basis or by monthly Standing Order which spreads the cost of your class over the course of the year at a discounted rate.

PAY AS YOU GO: Half Hour Class = £4.50 | 40 Minute Class = £6.00 | 50 Minute Class = £7.50

STANDING ORDER: Half Hour Class = £12.00 a month | 40 Minute Class = £16.50 a month | 50 Minute Class = £21.00 a month

2c) Private Lessons at Shaftesbury Arts Centre: These are priced at £30 an hour subject to availability. Private lessons can be arranged on a 1-2-1 basis or in small groups to spread the cost.

2d) Group Classes Online: All of our current group zoom classes are priced at £5 per class on a pay as you go basis or a block of half a term discounted at £4 per class. EG: 6 week half term £24.00

2e) Private Lessons Online: These are priced at £20 per hour on zoom. In these classes, the classes are recorded with both the teacher and the student (so long as parental permission is given on registration form) to aid the students development. After these classes the music is also compiled and shared with the student for practice purposes only and must not be shared with anyone else.

3) All payments must be made via bank transfer as a service payment to:

**Mrs Erica L Phillips | Account No: 00706276 | Sort Code: 30-90-85**

Prior to the class commencing (unless otherwise agreed). PLEASE NOTE: As a self employed freelance teacher this is Erica's personal bank account and not a business account.

3a) Please email Erica at: [elevatedtapcompany@gmail.com](mailto:elevatedtapcompany@gmail.com) to confirm payment has been made.

## SHAFTESBURY ARTS CENTRE

4) Shaftesbury Arts Centre is situated at 13 Bell Street, Shaftesbury, Dorset, SP7 8AR

4a) The closest parking available is Bell Street Car Park (SP7 8AP) has both a short and long stay section which can be accessed via the B3091 or Bell Street itself.

5) Our Elevated Tap Company classes will take place in the Shaftesbury Arts Centre Dance Studio. Upon entering the main entrance, the dance studio can be accessed by the stairs to the right and is situated at the back of the building or alternatively there is a lift at the back of the building to the right of the Theatre which will take you to directly outside the studio.

5a) We advise parents/guardians to drop off older children ready to dance (without tap shoes on). Younger children can be accompanied into the building and up to the studio, however, please note there is no space for you to accompany them into the class. There are toilet facilities both downstairs and upstairs which can be accessed as necessary. If your child does need assistance going to the toilet, we ask if you can ensure they have been prior to the class commencing and that you remain close by in case they need assistance during class.

5b) Please arrive 5-10 minutes prior to your class to ensure a change over of classes and time for tap shoes to be changed into before class (please do not wear tap shoes outside as this can damage the taps and the studio flooring). If you are coming for a trial and don't own tap shoes a clean pair of trainers can be worn for the class instead.

6) Inside the dance studio, it is fully equipped with a mirrored wall, fixed bares, Harlequin dance flooring and a sound system. Please Note: No outdoor shoes can be worn inside the dance studio.

## UNIFORM

7) For all of our in-person children/teen classes, we have an Elevated Tap Company Uniform which can be purchased directly through our supplier Dancing Daisy. For our adult classes uniform is not essential, however, we do have a range of apparel in adult sizes and various accessories available if you do wish to make a purchase.

7a) We recommend all children/teens to have purchased their uniform ready to wear to each class after their first half term of classes.

7b) For further information on our recommended uniform for classes at Shaftesbury Arts Centre please visit our website: <https://elevatedtapcompany.co.uk/wp/shaftesbury-arts-centre/>

7c) To purchase uniform and apparel please visit our Uniform & Apparel page:  
<https://elevatedtapcompany.co.uk/wp/uniform-and-apparel/>

7d) For all trial classes please wear something suitable to dance in such as leggings/shorts and a t-shirt.

## HAIR

8) We recommend that hair is tied off the face where possible and is neatly groomed for classes.

## ONLINE CLASSES

9) All of our online current group classes and private are held on the online platform ZOOM, you can access ZOOM via a computer, laptop, tablet or other device. Some devices may be able to be connected to your TV for a larger screen. Please note that smart phones do have small screens and can prove challenging especially for smaller children. You can download the ZOOM app directly onto your device for easy access to our classes or use the link provided in your class confirmation email.

10) Students can either join via the link which will take you directly to zoom or you can input the 'Meeting ID and Password' into the app so that you can log-in and access the class. PLEASE NOTE: Please log in to the class at least 5 minutes before the class is due to start so that we know you are there and so that you don't miss the beginning of your class.

11) Depending upon where the student is taking the class from please make sure the space around them is cleared and safe to dance in. You can take the class in either tap shoes, if you have an appropriate floor / tap board to dance on, in a pair of trainers on a hard floor or alternatively on carpet in your socks.

12) It is best for your camera to be set up to see as much of you as possible, especially your feet so that you can be given feedback during the class. This is sometimes not possible so if you do need the screen closer to your face so that you can see then this is not a problem.

13) When joining a class, if you have used the app please change your name to the person taking the class and select join with video if prompted.

14) Once you have been welcomed to the class you will be muted by the teacher so that the class can commence. You will have the opportunity to unmeet yourself during the class if you have a problem or question during the session.

15) Once the class has finished a copy of the class will be uploaded onto the ELC You Tube channel and you will either receive be emailed a link to the class playlist or an individual link to the one class. This will allow anyone who wasn't able to take the class live the opportunity to take the class at a later date or for anyone who did attend the class a chance to practice.

16) Although technology is wonderful when it works, some times it does go wrong. Although everything will be done to assist you, you may find that this is not possible in the midst of a class. ETC can not take responsibility for technology or Internet problems that are beyond their control. In the event that a problem effects the running of a whole class and recording, either a refund/ credit or an alternate class will be offered in it's place.

17) Parents, guardian's/careers of young children may stay near by in the event that they require assistance with their technology. It is advised that all animals and siblings are not in the same room as the person taking the class as much as feasibly possible to ensure safety and their enjoyment of the class.

18) Clothing should be easy for you or the person taking the class to dance in, that doesn't restrict movement. Jeans are best to be avoided. Jogging bottoms, T-shirts, leggings and tops tend to be best. Please make sure you or the person dancing is comfortable in what they are wearing prior to the class commencing. ETC now has a range of suitable dancewear available with Dancing Daisy. Please visit our website for details: <https://elevatedtapcompany.co.uk/wp/uniform-and-apparel/>

19) ETC will do it's best to ensure your safety during the class, they do not take responsibility for any injuries or accidents that may occur during a zoom class. Please adhere to the sections of this policy in regards to having a clear and appropriate space to dance in.

20) Please ensure the student taking the class is feeling well prior to it starting and that they have a water bottle near by for refreshment.

21) If the student taking the class requires a toilet break during the class, they just go and return back to the lesson as soon as they can, they do not need to hold their hand up, unmute or ask permission.

22) Students are asked to not interrupt the class unnecessarily. If a student need the teachers attention, they may come close to the screen and wave, they will then be asked to unmute themselves or you can use the chat facility to ask a question. Please ask younger children to refrain from having a general chat with others on zoom whilst the class is in progress.

23) Students taking the class are asked to try and be as visible and engaged in the class as possible. Parents/guardian's/careers of young children are asked to keep an eye on them throughout the session to avoid them from wondering away from the screen or into other rooms unnecessarily.

24) In the event that a class requires cancelling, ETC will do it's best to notify you via email as soon as possible. You would then be either entitled to a refund/credit for the class or you can transfer your payment to a future class.

25) For any classes that Erica from ETC may run through a 3rd Party - dance school / organisation, the terms and conditions detailed here do not apply. Please refer to their individual company/organisation terms and conditions for details of those classes.

## **COVID - 19**

26) Until further notice we shall all need to abide by the latest government guidelines for all in-person classes along with the venue's guidelines and recommendations to keep everyone safe and well.

27) We ask that all students/parents/guardians do not attend class if they are unwell. If anyone has symptoms of COVID please DO NOT come to class or bring your child/teen to in person classes. We request that a PCR test is taken. If you receive a negative test result and everyone in your household is well you may return to class. If you or a member of your household test's positive for COVID or you are contacted by track and trace please inform us as soon as possible and ensure you isolate as per the governments latest advice.

28) If you are isolating at home and are well enough to dance we have a number of class recordings that we can give you access too or you can join in with an online class if one is suitable.

29) In the event that Erica or her family at the Elevated Tap Company, become unwell, contract COVID or have to isolate then in-person classes will be swapped to online classes where possible until it is safe to return to the studio.

30) If we go back into lockdown where in person classes are not possible or our venue has to close due to COVID we shall replace our classes with online alternatives for as long as is required.

31) If classes have to be cancelled and online alternatives are not possible, we shall arrange refunds or add additional classes where possible.

32) Due to the ever changing COVID regulations, please note that these terms and conditions may change or be amended in the future. We will endeavour to keep all of our students and their families updated along the way. For more information visit: <https://www.gov.uk/coronavirus>