



We would like to welcome you to Mayo School of Dance and thank you for choosing us! This information pack will provide you with details of our policies and procedure, what we can offer you and your child, and details of everything will be going on over the next year. Please ensure that you read this pack carefully, we recommend that you keep it for future reference. You can also access the information in this pack on our website.

REGISTRATION AND FEE POLICIES

Registering

All students must register with the school by filling in a registration form and paying the registration fee. The registration fee is €30 per student, a €75 family fee is offered when enrolling 3 or more children from the same family. Registration is yearly and non-refundable. Places are offered on a first come first served basis. Early registration is encouraged to avoid missing out on a place. Students with any money still due will not be permitted to enrol until all money owed is paid in full.

Tuition Fees

Tuition is calculated based on a 9 month season divided into monthly payments for your convenience. Monthly tuition remains the same regardless of the number of classes in a month. Tuition is to be paid in full on the first week of every month. Refunds are not given if a child misses classes, however the child can choose to do make up classes to make up for any missed classes. PAYMENT METHODS - Fees can be paid by cheque (payable to Leighton Morrison) or cash. A 'drop box' for fees will be on the teachers table in class for parents to drop their child's payments into. Please ensure that you write the student's name and class on the back of cheques. Cash should be put in a sealed envelope with the child's name and class on. Loose cash will not be accepted.

LATE FEE POLICY

A €10 late fee will be charged if fees are paid after the 10th of the month. If fees become a month out of date, the student will not be permitted to participate in class until the fees are paid in full including any late fees. Any student who has fees 2 months out of date, forfeits their place in class and will be required to pay any past due fees including penalties and re-register, if space permits, if they wish to continue with classes. Our late fee policy will be STRICTLY ENFORCED.

FEES

Fees are based on the number of classes a student or family attends per week -
1 class = €35, 2 classes = €60, 3 classes = €85, 4 classes per week = €105, 5 classes per week = €120. Preschool class = €30 per month.

DISCOUNTS

A 10% discount is given if a student or family pays for a term (3 months) upfront.

Withdrawal Policy

We understand that a student may be unable to or choose to no longer take classes. A dancer may withdraw from class at anytime. To withdraw, please inform your teacher. Any owing fees should be paid. Students should also be aware that if they withdraw, they will need to re-register if they decide to return to class.

CLASS POLICIES AND RULES

Timeliness and Attendance

Students should arrive to class on time, this is important so that the student is ready to participate in warm-ups and stretches. Arriving late may result in having to sit out of class. Parents should be prompt picking up their child from class. Students should attend class regularly. Regular attendance is important for consistent progress and to gain the best from class. It is also important for the rest of a student's class, as absences can affect the formations and choreography of routines being learnt.

Placement and Advancement

We take care to place a student in a class where he/she is challenged, but not overwhelmed and able to execute new skills safely without instilling bad habits. The school and its teaching staff will decide on a suitable class for each student and the right time for them to move up a level.

Dress Code

Each class has a specific dress code to allow movement, prevent injury and allow the teacher to observe body placement and therefore provide appropriate instruction and correction. Students should be prepared for class with correct dance clothing and footwear. Please refer to your child's teacher for required dancewear, or it can also be found on our website. All students should have their hair tied back of their face and in a bun for ballet, jazz or Elite classes. Jewellery is not permitted. Students wearing jewellery will be asked to remove it. Jeans or boots are not permitted. Failure to wear correct dance attire could result in the child having to sit out of class. We have school tracksuits for warm-ups and winter time. We highly recommend students ordering these as they are worn for parades, performances and at competitions, as well as keeping them warm.

Bathroom

Parents should see that their child goes to the toilet before class begins. Try to avoid using the toilet during class. Co-operation with this is greatly appreciated.

In class

Only students are allowed into class, no parents or siblings. Parents should wait in the designated areas. Students should already be in correct clothing and footwear prior to entering class. Toys and playthings are not allowed in class, please remove these from your child's bag. Such items will be confiscated until the end of class if a student is playing with them. Mobile phones should be on silent and not used during class time.

Food and drink

Students are allowed to bring a drink to class. Snacks should not be bought into class unless your child is attending a very long practice or more than one class in an evening. We recommend water or juice rather than fizzy drinks. Snacks should be easy to open and eat. Please do not give your child messy and difficult snacks. Fruit or cereal bars are recommended. Drinks and snacks are meant to be for hydration and energy purposes, please avoid giving your child novelty snacks and drinks that will provide a distraction. Chewing gum is not allowed in class at anytime.

School Equipment

Students and their families should respect any equipment at our venues and owned by the school. Equipment should not be abused, messed around with or used inappropriately. Students who regularly misuse school equipment will receive a 3 month equipment ban, which can also result in them having to sit out of some of class. If a student damages equipment they will receive a permanent equipment ban and may be expected to pay for replacement or repairs.

Behaviour and discipline

Students are expected to be respectful to the fellow students and teachers. The following behaviour will not be allowed - Disrespect to others, disruptiveness, running/horseplay, misuse of property and equipment, speaking negatively about the instructor or another student, comparing abilities or ridiculing abilities, harassment or intimidation of any kind, pushing/shoving/fighting and not respecting another students space. Disciplinary action is taken if a student does not follow this rule. The following steps are taken - 1. The teacher will speak to the student about their behaviour, 2. The parent of the student will be called and informed of their child's behaviour, 3. The director of the school will be notified and the student will be suspended from class for 1-2 weeks. 4. The student will be expelled from attending classes at the school.

GENERAL POLICIES

School Performances

Every year our school puts on several performances. Our main performances are at Christmas and in the summer. At the moment all students will be working towards our Christmas show and awards ceremony. This is usually a smaller performance where students demonstrate what they have learnt in class so far and then a range of awards and trophies for various achievements are given out to the students. We hold a large production biannually in the summer, this is a fully staged show with lighting, sound and full costume on a theatre stage! In the alternate summers we hold a smaller performance to give parents a chance to see what their child has learnt over the year.

Dance Exams

Students have the option of taking graded exams in ballet, modern, jazz and tap. We follow IDTA Ballet, and ISTD Modern, Jazz and Tap syllabi. Students take exams every 1-2 years depending on how soon they are ready. Open passing an exam, they can move up a grade. Student aim to progress through the grades, building on their skills and technique through each level. Graded exams are a great opportunity for dancers and parents to see how well they are progressing, and essential for anyone who wishes to pursue a career as a dancer or dancer teacher.

Competitions

Students can choose to compete once they reach the age of 5. Competitive students begin in our competitive team, the 'Elite Team'. After a year on the team, the student can then choose to enter in solo and duo categories also. Competitive dancers attend 1-3 additional classes a week working on routines for theatre dance festivals. Dance festivals give students the opportunity to win medals, meet dancers from other schools, be part of a team and also to gain encouragement, corrections and advice from the judges. Theatre festivals offer a very friendly, encouraging environment, where everyone feels they are a winner. We have enjoyed great success at festivals and the students love taking part. If your child wishes to compete, please inform your teacher who can give you more information. Parents and students should be aware that once they join the team, commitment is required for the full year and that home practice and additional costs are involved.

Further information

If you require any further information feel free to speak to your child's teacher before or after class. Or call Leighton on 0857441396 or email info@mayoschoolofdance.com. Parents can also check the school's website at www.mayoschoolofdance.com. We aim to update the website as regularly as we can with new information and details of any upcoming events, as well as adding the various achievements made by our students throughout the year.

We would like to thank you for choosing Mayo School of Dance and hope you enjoy taking classes with us!