

## **Initial Stages Code Of Conduct TERMS AND CONDITIONS**

1. These terms and conditions are binding on the students of Initial Stages and parents and/or legal guardians. All future references to parents shall include parents and legal guardians.
2. All students shall participate at their own risk. The proprietors undertake to take all reasonable steps to provide a safe environment for students, however any expenses or costs associated with any injuries sustained or economic cost incurred by the students and or parents whilst participating in Initial Stages shall be borne by the parents or the student. Initial Stages or the proprietors personally shall not be liable for any economics costs whatsoever arising out of any injury sustained or exacerbated during the participant's attendance at Initial Stages.
3. Should any participants suffer from, or sustain any medical condition that prevents them from participating in Initial Stages, they should provide a medical certificate as soon as practicable to the proprietors of Initial Stages advising them of the injury and any special requirements, if any, that are prescribed by a medical practitioner.

### **Attendance**

4. All students who are eighteen years of age shall sign the attendance register on arrival and departure.
5. Parents of students who are under the age of eighteen years shall be required to sign the attendance register on arrival and departure.
6. Parents will be required to nominate any other person other than the parents of the child who may collect the child from Initial Stages from time to time. The nominated person must be over the age of eighteen years. The nominated person will be required to sign the attendance register on arrival and departure, and will be required to produce a driver's licence for identification purposes only. Should parents wish to nominate another person during the term, please contact one of the proprietors prior to the session.
7. All students shall be delivered to and collected from the Foyer of the Senior Citizens Hall. No students shall be permitted to loiter outside of the building. Although all due care is taken, the proprietors shall not be responsible for students out of class times.

### **Fees**

8. Fees are payable in advance each term, unless payable by direct debit. Term fees that are not paid by conclusion of Week 2 each term will be charged a late fee of \$25.00. Should the payment remain outstanding by the conclusion of Week 3, the student will no longer be permitted to attend Initial Stages.
9. When enrolled in class, fees are payable for all classes by all students, whether they attend or not. Exceptional circumstances may be discussed with the proprietors of Initial Stages, however no warranty in relation to a refund is provided.
10. In the event that default of payment of an account occurs, and action is taken to recover the debt, the student and/or parent shall pay all costs incurred in recovering the debt.

11. Should a banking institution fail to honour a direct debit or Cheque, the student and/or parent shall be liable for all costs associated with the dishonour.
12. If classes are cancelled due to unforeseen circumstances, Initial Stages will provide a replacement class in lieu of the scheduled class. Credits will only be given if a replacement class is not held.
13. Fees payable are subject to change. All students and parents will be notified of any change in payment to the fee structure.

**Attire and conduct**

14. Comfortable, loose fitting and appropriate attire should be worn for each class. The proprietors recommended tracksuits, sports shoes and /or dance shoes. Students wearing inappropriate clothing shall not be permitted to participate, and shall not receive a refund of their fees. For further information, please feel free to discuss attire with the proprietors.
15. Students are not permitted to take food or drink (except bottled water) into class.
15. Any students who are acting in an unruly or disorderly fashion, or whom disrupt others in the class may be asked to leave the session. Parents will be notified. Continued poor behaviour shall be discussed with parents, and may result in a suspension of that student without a refund of fees paid.

These terms and conditions may be revised at any time. Please feel free to ask for a copy of current terms and conditions at any time.

I \_\_\_\_\_, of \_\_\_\_\_  
Am a parent or legal guardian of the student \_\_\_\_\_.  
I have read and understood the above terms and conditions and agree to abide by them.

---

Signed

Dated