

## ELDC POLICY & CODE OF CONDUCT



A Note from the Principal,

Firstly, Congratulations for being chosen to represent The Ellise Locke Dance Company. We know exactly how much hard work and dedication it takes to get here, and would like to welcome you to our Elite Squad. The real work starts now. If you continue to work hard, commit to your classes, and trust your coaches - you are bound to make fantastic memories, learn lessons for life and be a part of something very special, we are very excited to share this journey with you.

See you on that floor,  
Ellise. ♥

## For Dance Parents

### **Purpose and Statement:**

Paradise Studios & ELDC strives for high standards in all aspects of its work, and through the policies and procedures in place, aims to be fair at all times and provide satisfaction to anyone using the services it provides. The staff and volunteers who represent the organisation are committed to high standards of conduct and service.

*Paradise Studios has a code of conduct for parents. The purpose is to provide a reminder to all parents, carers and visitors about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.*

### **1. CODE OF CONDUCT FOR PARENTS:**

#### **Paradise Studios expects parents and carers to:**

- Respect the caring ethos of the studio & company,
- Understand that parents and tutors need to work together for the benefit of children
- Demonstrate in their own behaviour that all members of the community should be treated with respect
- Seek to clarify a child's version of events with the staff members view in order to bring about a peaceful solution to any issue
- Correct their own child's behaviour, especially where it could lead to conflict
- Approach staff to help resolve issues
- Avoid using staff as threats to admonish children

#### **In order to support a peaceful and safe learning environment, Paradise Studios does not tolerate:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a class, office or other area of grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of staff, visitor, parent/carer or pupil
- Damaging or destroying Paradise Studios property
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding Paradise Studios, ELDC staff or coaches, or any of the pupils/parents/staff at Paradise Studios on facebook or other social media sites
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on studio premises
- Chastising someone else's child
- Smoking, or consuming alcohol or drugs whilst on studio property

If any of these behaviours occur, Paradise Studios/ELDC may contact the appropriate authorities and, if necessary, ban the offending adult from entering studio grounds or office.

## **2. ELDC AGREEMENT**

- Respect your child's coaches and staff at all times. They are the professionals and have your dancers best interest at heart.
- The annual competitive (DANCE ID) registration is £18 per dancer and is due January. For new dancers, part way through the competitive season, the fee will be due two weeks before the dancers first competition.
- Private tuition is required for all ELDC members to develop and rehearse their competitive routines one on one. All competitors are required to have at least one private tuition slot per week. (Please allow a 20 minute window either side of your scheduled private tuition slot in the event of last minute cancellations and other circumstances).
- The principals decision is final regarding costume, grading and any other element surrounding competitions as your child is representing ELDC on the dance floor. Please respect that your principal has your child's best interest at heart.
- All choreography and class work learnt under the instruction of ELDC coaches is owned by ELDC & Paradise Studios. Permission must be given to display our work at events or on social media.
- Angry dialog, foul language, disrespect, slander and threats will not be tolerated directly or on social media. Parents and/or students who display this type of behavior will immediately be excluded from Paradise Studios and dropped from ELDC. Please remember that these rules are for the safety and comfort of ALL dancers, coaches and staff.
- ELDC parents should positively encourage their dancers to practice and stretch at home when possible. They should also make sure they are familiar with their ELDC policy.

Monthly Tuition:

Via STANDING ORDERS-

How to work out your standing order - WEEKLY BILL x 47 / 12 = £SO

Bank account information- REF - <Child's Name>

07829979

60-83-71

\*Arrangements can be made for special circumstances, if discussed in advance\*

- Tuition is due on the 1st of each month, for all classes and private lessons in the following month.
- Accounts not paid by the 3rd of the month are subject to a £10 late fee for admin time. Arrangements can be made for special circumstances.
- Students will not be able to take part in any classes if a payment has been missed, until the balance has been cleared in full.
- Monthly tuition payments are non-refundable. You are not financially committed to the entire year, but once the tuition is paid, it cannot be returned or credited to another month. Make up sessions are encouraged to dancers who have missed their prepaid tuition, please notify the office to reserve a place in a make up session.
- Each dancer is entitled to five weeks unpaid/grace period per year, (as per the working out of standing orders being multiplied by 47 weeks). One of these weeks are Christmas break. Notice has to be given for the extra weeks. Studio closures (including short studio breaks, coach training, dance festivals, etc) will also be included in the five week grace period.

Attendance Policy:

- As with any program, steady attendance is a requirement for success. Failure to meet such requirements can lead to dismissal from the competitive squad or adjustment in level.
- Guardians are responsible for communicating absences to the dance studio office or member of staff/coach directly.

- Any student that misses 3 consecutive weeks or more may be required to forfeit their class space. Special circumstances will be taken into consideration.

#### Schedule Changes or Dropping Classes:

- The office must be notified prior to changing a class, or when discontinuing a class.
- No tuition can be refunded when dropping a class.

### **3. STUDIO RULES FOR PARENTS:**

#### Addressing Issues:

As humans, we do make mistakes. We welcome you as parents to bring those to our attention, However, this must NEVER be done whilst class is in session. We do ask that you use discretion as you address them with us. If issues concern other parents, children or staff, please do not address this issue at the studio under any circumstances, you must make a private appointment to address such issues. We ask that any conversations that are sensitive and private in matter be held in private and are addressed to the director. Please try to resolve issues independently or make an appointment with the director to resolve the situation. Angry dialog, foul language and physical threats will not be tolerated. Parents and/or students who display this type of behavior will be dismissed from Paradise Studios/ELDC immediately and indefinitely. Less serious matters may result in a formal warning via email, essentially a first strike. Disrespect, slander and defamation of character will not be tolerated directly or on social media. Please remember that these rules are for the safety and comfort of ALL dancers and staff.

- In order to maintain the comfort, privacy, and productivity of our students, our studio policy is that no videos or photos can be taken by observers during classes or lessons.
- Help keep your studio clean and tidy. Please take all litter home with you.
- No gossip, obscene language or inappropriate conversations are tolerated by either parents or dancers.
- No spectators for dancers over the age of 5 in classes or lessons unless asked.
- Angry dialog, foul language and physical threats will not be tolerated. Parents and/or students who display this type of behavior may be dismissed from the studio. Please remember that these rules are for the safety and comfort of ALL dancers.
  - Disrespect, slander and defamation of character that may harm the studio will not be tolerated directly or on social media, warnings and exclusions will apply depending on the severity.

#### **4. ELDC AGREEMENT FOR DANCERS;**

- Respect your coaches, peers and dance home at all times.
- ELDC members are encouraged to take opportunities and learn from professionals in different styles of dance however they must have permission from Ellise to take any external dance tuition outside of Paradise Studios or ELDC,
- ELDC members are not permitted to follow, like, add, or be in contact with dance teachers or studios on social media within a 10 mile radius of Paradise Studios. Supporting competitors gives off the wrong impression and can lead to being poached which is very common in the area. ELDC members found to be doing this will be suspended from classes and/or competitions under ELDC until further notice.
- No gossip, obscene language or inappropriate conversations are tolerated during class or around the studio.
- Bullying and unkind behaviour will result in a formal warning or possibly immediate exclusion.
- ELDC members should aim to represent their company with the upmost respect and professionalism at all times.
- Dancers should never let themselves out of the dance complex unsupervised when they're supposed to be in class, unless for an emergency, this will result in a formal warning.
- Dancers should always be prepared for class and learning opportunities in the class. It is encouraged they always carry a notepad and pen, extra hair ties, spare dance attire should anything become unwearable for any reason, toiletries for personal hygiene and of course proper uniform and equipment for the classes.

#### **. Punctuality:**

Promptness is extremely important. Dancers need adequate time in order to be physically and mentally prepared for the demands of the dance class. It is recommended that students arrive 5-10 minutes early in order to get a drink, go to the bathroom, get warmed up and be prepared in the right attire. Students who arrive more than 10 minutes late for class may be asked to observe class, or take time out of class to warm themselves up adequately.

#### **5. CODE OF CONDUCT FOR DANCERS;**

#### **Expectations:**

We believe that good behaviour is essential to enable all our pupils to achieve their full potential. Good behaviour promotes effective learning; effective teaching and learning promotes good behaviour.

No student will be allowed to behave in a manner which adversely affects the learning opportunities of others.

We believe it is important for children to be aware of their behaviour and its impact on others. Pupils need to take responsibility for their behaviour and be actively involved in finding solutions.

The school has a set of golden rules of behaviour which are aimed at promoting respect, honesty and good relationships, so that people can work together in a supportive atmosphere with the common purpose of helping everyone to learn, to be creative, to grow emotionally and physically and to be happy.

<b>Do be gentle</b>	Do not hurt anyone
<b>Do be kind and helpful</b>	Do not hurt people's feelings
<b>Do work hard</b>	Do not waste your and other people's time
<b>Do look after property</b>	Do not waste or damage things
<b>Do listen to people</b>	Do not interrupt
<b>Do be honest</b>	Do not cover up the truth

Paradise Studios expects every member of the school community to behave in a considerate way towards others. Praise is key to nurturing motivated, engaged children who make good choices and consequently build positive relationships. Throughout school, we aim to 'catch' good behaviour.

Children are encouraged to make good choices at all times. They will be supported to:

- follow the golden rules
- understand what good behaviour means
- be aware of their behaviour and its' impact on others
- take responsibility for their actions
- learn to care for themselves and each other

For age 13 and up:

- The use of alcohol and/or drugs is strictly forbidden. Immediate exclusion will be applied.
- As an older dancer and role model, inappropriate conversations or negative discussions are not allowed in front of younger dancers. Disciplinary action will be taken.

## **6. Bullying/Violence:**

Paradise Studios has a zero-tolerance bullying and violence policy.

Students who bully other members of the ELDC & Paradise Studios community and/or use physical violence will have their membership revoked and they will be asked to leave.

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding property, threatening gestures)
- Physical - pushing, kicking, biting, hitting, punching or any use of violence
- Racial - racial taunts, graffiti, gestures etc.
- Homophobic - because of, or focussing on the issue of sexuality
- Sexual - unwanted physical contact or sexually abusive comments
- Verbal - name-calling, sarcasm, spreading rumours, teasing etc.
- Cyber - All areas of internet, such as email and internet chat, Twitter, Facebook misuse etc. Mobile threats by text messaging and calls, Misuse of associated technology, i.e. camera and video facilities, Ipad, games consoles etc.

Bullying can take place in the studio, waiting room, toilets, to and from Paradise Studios, on trips and cyberspace. It can take place in group activities and between families in the local community.

Students must not hesitate to report bullying to any adult on site. Volunteers and staff will help any student/family who are the victim of any of these behaviours. Staff will investigate any allegation of bullying, which may result in any perpetrator being asked to leave.

Staff remain vigilant about bullying behaviours and approach this in the same way as any other category of Child Abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter. Children may not be aware that they are being bullied; because they may be too young or have a level of Special Educational Needs which means that they may be unable to realise what others may be doing to them.

The ethos and working philosophy of Paradise Studios means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behaviour is regularly acknowledged and rewarded.

#### **7. FORMAL WARNINGS FOR DANCERS & PARENTS:**

If any dancer or parent breaches this policy in any way, they may receive a formal warning or formal dismissal via email from the office. The formal warning will remain on file for 2 years. If a dancer or parent receives a second formal warning within the 2 year period, they will be dismissed from the studio and company indefinitely. Paradise Studios take formal warning very seriously.

We believe that good dance etiquette is of equal importance to good dance technique.



I have read and hear by agree to abide by this policy.

Please Sign and Date –

Name ..... Date .....

Students Name .....

Signed Parent .....

Signed Dancer .....

Signed Studio Director .....