

# ELDC POLICY & CODE OF CONDUCT FOR COMPANY MEMBERS.

A Note from the Principal,

Congratulations for being chosen to represent The Ellise Locke Dance Company (ELDC). We know exactly how much hard work and dedication it takes to get here, and are thrilled to welcome you to our company. Please continue to work hard, commit to your classes, and trust your coaches - and 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.

Welcome to the family,

Ellise x

—

For Dance Parents

## **Purpose and Statement:**

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. Please read through our policy and code of conduct before accepting your invitation to the company.

*ELDC 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, we are always one team, together.*

## **1. CODE OF CONDUCT FOR PARENTS; ELDC Studios expects parents and carers to:**

- Respect the positive ethos of the studio & company,
  - Respect and trust the coaches and their decisions,
  - 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 issues,
  - Display good, positive sportsmanship at all times, lead by example,
  - Correct their own child's behaviour, especially where it could lead to conflict,
  - Approach staff and work with them to help resolve issues,
  - ELDC parents should positively encourage their dancers to practise and stretch at home when possible. They should also make sure they are familiar with their ELDC policy & code of conduct.

### **In order to support a peaceful and safe learning environment, ELDC Studios does not tolerate and will give formal warnings for;**

- 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 studio property,
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication to staff OR other members of the company,
- Defamatory, offensive or derogatory comments regarding ELDC staff or coaches, or any of the pupils/parents/staff at ELDC Studios on facebook or other social media sites,
- Degrading, negative or any type of trash talk about staff decisions, other ELDC members or teaching methods being used at the studios,
- Videoing ELDC dancers at competitions and performances where they have specifically been asked not to,
- Sharing footage longer than 15 seconds of ELDC choreography on social media,
- 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,
- Continuous late payments for tuition or competition fees.

If any of these behaviours occur, ELDC may give formal warnings, contact the appropriate authorities and, if necessary, ban the offending adult from entering studio grounds.

## **2. PARENT & DANCER ELDC AGREEMENT;**

**By accepting your invitation to join the ELDC, you agree to;**

- Respect your ELDC coaches and staff at all times. They have your child's best interest at heart, (please try not to question their professional opinions),
- Pay tuition fees and any other fees relating to your dancer on time.
- Understand, any form of DISRESPECT, angry dialog, foul language, slander and threats towards coaches, staff or other company members will not be tolerated directly or on social media. Parents and/or students who display this type of behaviour will immediately be excluded and dropped from ELDC. Please remember that these rules are for the safety and comfort of ALL dancers, coaches and staff.
- Support your dancer by demonstrating good, positive sportsmanship. Lead by example, do not talk negatively about or compare coaches, competitions or other dancers in front of other members. When one wins, we ALL win. Support one another.
- Acknowledge that all choreography and class work learnt under the instruction of ELDC coaches is owned by ELDC. Permission must be given to parents to video at competitions/events or display our work at events or on social media. Failure to comply may lead to suspension from competitions and events.
- Understand and accept that the principal's decision is final regarding costume, grading, group dance placements and any other element surrounding competitions.
- Take good care of any costumes that are loaned out to dancers to wear at competitions or events and make sure they come back to the studio in a timely manor washed and clean. Understand that if the costume is damaged, it is your responsibility to fix it. Likewise if the costume is lost or damaged beyond repair, it is your responsibility to pay for a replacement.
- Understand that 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, workshops or intensives.
- Acknowledge that ELDC members are not permitted to be in contact with other dance teachers or studios on social media. Supporting competitors gives off the wrong impression and can lead to being poached which is very common.
- Ensure your dancer is prepared for their classes. It is encouraged that dancers always carry a notepad and pen, extra hair supplies, spare dance attire should anything become unwearable for any reason, toiletries for personal hygiene and of course **proper class uniform** and equipment for the classes.

- Understand and accept that a dancers place in a group dance is not guaranteed regardless of position on the competitive programme, how long a dancer has been at the studio or if theyve been a group dance prior. Dancers are moved in and out of group dances regularly to benefit and heighten the success of routines owned by ELDC. Commitment and Attendance also play a huge part in who is selected to move in or out of routines. This data is available for us to download and view via our studio software.
- If you have been given solo choreography, understand that this has to be maintained to a high level through 1-1 tuition at ELDC along with home practice. If dancers can not commit to 1-1 tuition every so often to work on their solos, they should not take solo choreography.
- Understand and accept that dancers at events and competitions should be in the correct attire and always aiming for a professional standard of presentation. For competitions, this is - ELDC Company jacket, smart black leggings/shorts/flares (preferably ELDC). For conventions, workshops and dance challenges, a bright coloured crop top or leotard also. Layers are obviously more than welcome in colder months, plain black or ELDC layers would be ideal if needed, however dancers should never wear baggy sweats or non uniform for presentations, awards, or anything of importance.
- Take into account that staff members at ELDC are not available for calls/ messaging outside of their working hours, messages can be sent whenever best suits the client however staff members are not required to reply at all.
-

## **Monthly Tuition:**

### **Via STANDING ORDERS-**

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

**12435530**

**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.*
- *There are five weeks unpaid/grace period per year, (as per the working out of standing orders being multiplied by 47 weeks). Christmas break, Studio closures (including short studio breaks, coach training, dance festivals, etc) will also be included in the five week grace period.*

### **3. Attendance Policy:**

- As with any program, steady attendance is a requirement for success. Failure to meet such requirements can lead to dismissal from the company 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.
- Any dancer who misses their team rehearsals or dress rehearsals leading up to competitions may be dropped for the group dance for that competition.

Schedule Changes or Dropping Classes:

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

#### **4. CODE OF CONDUCT FOR DANCERS; Expectations:**

We believe that good behaviour is essential to enable all our pupils to achieve their full potential and equally as important to the dance education they are receiving. 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.

**Be supportive, Be kind, Be helpful, Work hard, Look after studio property, Be honest, Be a friend, Be hungry to learn, Be humble, Be graceful in defeat.**

For age 13 and up:

- The use of alcohol, VAPES and drugs is strictly forbidden anywhere near the studio, on social media, or when you are in ELDC uniform. 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

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

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

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

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.

Students must not hesitate to report bullying to any adult at the studio. 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 ELDC 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.

## **6. FORMAL WARNINGS FOR DANCERS & PARENTS;**

If a 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.

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 .....