



The Regnante School Of Performing Arts
Principal: Miss Amelia Regnante (BA Hons/AIDTA)

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REGISTRATION FORM

NAME OF CHILD _____

DATE OF BIRTH & AGE _____

NAME OF PARENT/GUARDIAN _____

ADDRESS & _____

POSTCODE _____

HOME TELEPHONE NUMBER _____

E-MAIL OF PARENT _____

PREVIOUS DANCE/DRAMA/SINGING EXPERIENCE

WHERE DID YOU HEAR ABOUT THE SCHOOL? Internet Search/Flyer/Poster

At an event (please state) _____/From A Friend (Please state) _____

EMERGENCY NAME/CONTACT 1 _____

EMERGENCY NAME/CONTACT 2 _____

EMERGENCY NAME/CONTACT 3 _____

MEDICAL CONDITIONS _____

MEDICATION (PLEASE SPECIFY IF MEDICATION IS NEEDED DURING CLASS

TIME) _____

As far as I am aware my child is medically fit to take part in physical dance classes. I understand that payment of fees is non-refundable and that I am required to give one half terms notice in writing if I decide to withdraw my child from any class. I understand that I am liable to pay the entire half terms fees if my child is present at any of the days of that term. I acknowledge that the welfare of my child becomes my responsibility once the session is scheduled to finish. I have read all the other terms and conditions of the school and have understood them fully. By signing this form I agree to the terms and conditions.

Signed _____ Dated _____

Regnante School Of Performing Arts Terms and Conditions

On payment of fees you are agreeing to abide by the school's terms and conditions:

I grant permission for the staff at Regnante School of Performing Arts (herein referred to as RSOPA) to take first aid or emergency measures as judged necessary for the care and protection of my child under the supervision of the centre. In the case of medical emergency I understand that my child will be transported to an appropriate medical facility by the local emergency unit for emergency treatment if the paramedics deem it necessary. I understand that in some medical situations the staff will need to contact the emergency resources before myself as the parent/guardian, and or other person acting on the parent's behalf. I also understand and agree that I as the child's parents or legal guardians shall be responsible for any expenses incurred.

I agree to hold harmless from any and all the liability RSOPA, its officers, its employees both in their professional capacity and personally for all injury or illness resulting from or in any way connected with his/her participation in the classes, activities, trips or special events with RSOPA. I understand that is RSOPAs policy that while under the supervision of RSOPA no child is allowed to leave the building without a parent/legal guardian or the permission of a parent/legal guardian and that the parent/legal guardian assumes full responsibility for the actions and behaviour of the child.

I understand that once my child's session is terminated, I as the parent/legal guardian am responsible for my child. I understand and agree that if I fail to collect my child on time I will incur costs/charges if the staff or school is inconvenienced in any way.

Parents/legal guardians give their permission to RSOPA to use photos and or videos of their child without remuneration with RSOPA publications, advertising, TV and news coverage.

All payments for group classes are paid half termly by cheque or cash to MISS A REGNANTE only. Payments are made at the Open Day prior to the start of each half term. If I am unable to attend the open day payment must be made by the date of the open day by post to the Principals address as given on all official paperwork. One half terms deposit is required on registering to cover against cancellation. Failure to pay on time will result in an administration fee of £10 plus 5% interest per week. Payment schemes are available on request and can be arranged with the Principal only. When registering, a student is taking a class for that entire half term and all payments are non refundable. One half terms notice is necessary for each class pupils are subscribed to (incl. private singing lessons). Therefore I understand and agree that I must give the Principal one half terms notice in writing if my child wishes to discontinue with any or all of his/her classes. If my child wishes to discontinue with immediate effect I understand and agree that I will be invoiced to pay for the following half terms notice period and if I am a singing pupil I will pay for the remaining lessons in that half term. The parent/legal guardian is responsible for the payment of fees in full regardless of attendance. Payments declined or returned by the bank will be subject to a £10 charge. Parents who are paying by payment plan, hereby agree that on commencing the payments they are committing themselves to paying the full ill amount for which the plan has been issued. If the child does not attend all the classes in the period in which the original invoice was due for, the full invoice amount will still be due. If the child leaves the school for whatever reason, the full original invoice amount will still be due as well as the notice period. Failure to comply will result in the late payment charges and interest.

If a child is awarded a scholarship class, it is at the school's discretion as to whether that scholarship is continued. If a child breeches their scholarship conditions, it may be withdrawn immediately and you may be liable for the remaining fees.

If your child is attending a class on a free gift voucher, you are not entitled to any monies due to missed classes.

In the case of weekly, fortnightly or monthly arranged private lessons, the teacher will be paid direct at the time of lesson with one lessons deposit paid at the start of each half term to secure against cancellations. You are required to pay for all lessons in each half term that you have booked. Missed lessons will be charged at a full rate. The charge for private tuition is given on the list of fees. Late payments will incur charges as stated above. In the case of one off private lessons, at least 48 hours notice is required for cancellation. If less than 48 hours is given, for whatever reason, the full amount will be due to the teacher.

Exam coaching classes will be invoiced for separately; late payments will incur charges as stated above. Pupils will be entered for exams at the Principals discretion. If a pupil commences exam coaching classes, the parent/legal guardian will then be responsible for all examiners fees, entry fees, costumes (if relevant), pianist fees, teachers wages, and any other costs. If I child wishes to withdraw from the exam after commencing coaching classes, all these charges will be due in full.

Festival entry fees will be invoiced for separately and must be paid within the given date; I understand that if I miss the date given, my child may not be entered into that festival. Festival costumes will be invoiced for separately. All costumes are copyrighted to the school, whether paid for by the parent or the school. All festival dances and music are copyrighted to RSOPA. The choreographic content, costume and music are therefore copyrighted to RSOPA. I understand my child is not allowed to perform their festival dances in any public or school arena, performance or event without obtaining written permission form the Principal first. On the event of any pupil leaving the school, you are not permitted to use any festival music, dance or costume belonging to the school. Failure comply may result in legal action for breach of copyright. You are not permitted to hire your festival costumes without permission from the Principal. In the case of children missing classes due to a festival rehearsal (which is avoided at all times), you will not be entitled to a refund on the class fee and will be charged for any extra rehearsals.

The parent/ legal guardian is responsible for notifying RSOPA of any changes to address e mail, telephone numbers and / or medical details of the child.

I understand that if my child attends Tot Bop classes, I am required to stay on the studio site for the entire duration of the class.

Parents are not permitted to sit in on any class until the last class of each term.

Noise must be kept to a minimum in the corridors, changing rooms and foyers.

RSOPA upholds a strict uniform policy and expects every child to wear his/her uniform to each class once it is obtained. Hair must be neatly tied back for all classes if at a suitable length to do so. Jewellery is not permitted. Gum is not permitted. Make up is not permitted.

Damage to any building, property, costume, equipment belonging to RSOPA or any of the buildings, costumes, properties, equipment the school hires by any pupil, will be charged to the child's parent/legal guardian.