

THE MANANA PROJECT

DANCE/MUSIC/ARTS



2016 - 2017 TERM & CONDITIONS

Updated on 16th September 2016

Liability Waiver:

The Manana Project is not responsible for any injuries sustained at any time and/ or at any location while participating in classes/events and/or traveling to or from classes/events. I recognise that my child's participation may expose him/her to the risk of injury. I accept this risk and hereby release The Manana Project, its agents, employees, and faculty from all liability for personal injury, illness, or property damage occurring during instruction or performance, whether or not caused by the negligence of The Manana Project, its agents, employees, and/or faculty. I understand that any studio, sports hall, auditorium, or theatre is not accountable for any injury, illness, or property damage occurring during performance or instruction. I certify that my child is in good health and capable of participating in all of the activities and classes. I understand that instruction involves kinetic corrections to the body that may involve physically touching the student as a part of regular class work and rehearsals.

Annual Membership Contribution:

If you decide to register after your free trial, a contribution fee of £30 per student/per year must be paid on the first day of attendance. The fee includes:

- Insurance
- The Manana Project's t-shirt (available from November 2016)
- Information pack for our Self-Fundraising & Entrepreneurial System for kids and young people plus.
- Free access to our regular Entrepreneur Workshops.

This fee does not apply for the following Pay as you go classes:
Adult's Ballet / Samba Drumming / Afro-Cuban Dances.

Level Placement/Casting Policy:

Level Placement will be determined by strength, technical knowledge, commitment and ability and is at the sole discretion of the Directors. Casting for performances variations or roles is carefully decided based upon numerous factors and is, again at the sole discretion of the Directors. Complaints or comments regarding the placement of your student or other students is not acceptable and will adversely affect enrolment at The Manana Project

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Sponsored Places Policy:

Sponsored Placement eligibility will be determined by economic situation, commitment and ability and is at the sole discretion of the Directors. Sponsored placements are strictly confidential and would not be mentioned to other members, parents or students.

Complaints or comments regarding the placement of your student or other students is not acceptable and will adversely affect enrolment at The Manana Project.

Every sponsored student needs to commit to coming to at least 11 classes of the 12 weeks term and need to be available for rehearsals and the end of term performance/course.

Self-fundraising and Entrepreneurial System Policy:

All funds raised by the child or parents will go towards their tuition. The funds will be collected during the entrepreneurial workshops and accounted by a member of the staff. If the membership is ceased for any reason, the raised funds will go towards the sponsoring of another child with economic disadvantages. Contribution fees or raised funds will not be refundable.

DRESS CODE:

The London Cuban School of Ballet -

- **Creative Movement** (ages 3-5): Girls: cotton pink leotard, pink tights, pink ballet shoes and skirt / Boys: black leggings or shorts and The London Cuban School of Ballet's T-shirt.
- **Preparatory Ballet (ages 5-8) and upwards:** Girls: cotton black leotard, pink tights, pink ballet shoes and skirt / Boys: black leggings or shorts and The London Cuban School of Ballet's T-shirt.

- Students' can optionally get **The London Cuban Ballet School t-shirt and a drawstring tote backpack**, which will be available to purchase together with the t-shirts by the end of October (all profits goes towards The Manana Project's Sponsoring Programme).

- All girls must wear their hair in a bun. No jewellery is permitted in class other than little hoop or stud earrings. No necklaces, rings, watches or bracelets are allowed.

- **Brazilian Football Academy** (ages 6-9 & 9-16): The Manana Project's t-shirt, and appropriate Futsal shoes and clothing.
- **Capoeira (Ages 5 up / Adults):** The Manana Project's t-shirt and capoeira trousers.
- **Latin Dances - Fusion** (From Ages 8 and up): The Manana Project's t-shirt and black leggings.
- **Samba Percussion - Batucada** (Ages 13 & up / Adults): The Manana Project's t-shirt.
- **Afro Cuban Dances** (females need to bring a long skirt to wear on top of your clothes).

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- Students and parents can optionally get a drawstring tote backpack which will be available to purchase together with The Manana Project t-shirts by the end of October (all profits goes towards The Manana Project's Sponsoring Programme).
- All girls must wear their hair back. **No jewellery is permitted** in class other than little hoop or stud earrings. No necklaces, rings, watches or bracelets are allowed.

Media Release:

We believe that our students, staff, and school benefit from positive recognition and there may be occasional media coverage that involves our students. We ask permission to release pictures and/ or other communication to the media on occasion. This may include but is not limited to newspapers, magazines, news station coverage, newsletters, and our website. By your signature, hereto you authorise The Manana Project to use your child's likeness.

The Manana Project has my permission to take photos, videos, and/or films of me, my son or daughter and consent to use such materials for promotional purposes by The Manana Project's future.

Refund Policy and Class Cancellations:

It may occasionally be necessary for The Manana Project to cancel scheduled classes due to inclement weather, teacher illness/inability to find an adequate substitute, and/or performance schedule conflicts. We will give notice of any cancellations as far in advance as possible. Cancelled classes may be rescheduled if another class of the same level/type is not available. If the same class level is available on another day, students should make up the missed class in a timely fashion. Tuition will not be pro-rated for student absences. Student will be allowed to make up classes missed due to excused absences by taking class with level below theirs.

Excused absences include illness, mandatory school events or testing, and must be approved by the director upon notification. Tuition is non-refundable, no exceptions.

Parents/Guardians Obligations:

The Parents warrant that the information provided on the Registration Form is accurate and up to date. It is the Parents/Guardians' responsibility to ensure that they update The Manana Project in writing of any change in medical conditions or contact details.

It is the Parents/Guardians' responsibility to inform of any special medical conditions at the point of booking. Parents/Guardians agree to accept the sole responsibility for their child immediately before and after the end of the class. It is the Parent/Guardian responsibility to ensure their child's safety while in the changing rooms, toilets, reception and waiting areas as well as the safe entry of their child to the dance studio and vice versa.

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Parents/Guardians are responsible for bringing their child on time for the class. Warm up is an essential part of the training, and the child's potential absence from the first section of the lesson could result in injuries. Parents/Guardians take full responsibility for their children's personal belongings such as clothes, shoes, and bags. Staff and officials of The Manana Project are not held responsible for any damaged, lost or stolen items in the Studio or the facility. There are lockers available at the changing rooms.

Parents/Guardians are advised to accept official judgments regarding their child's behaviour and development. The Manana Project strongly discourages challenging and arguing with club teacher, coaches, and officials.

Students:

Students should follow all instructions by the coaches/teachers carefully and behave in the appropriate manner before, during and after the sessions. They are not allowed to leave the premises without permission from the Manager for safety and security reasons.

All students should respect the teachers, coaches, officials and fellow students. As representatives of The Manana Project during competitions, performances, festivals and formal events as well as normal training, students must display professional and respectful conduct at all times.

Rudeness, insults, racist behaviour, physical or mental abuse are prohibited, and their use by any student could result in termination of her membership.

Staff:

All staff, teachers, and coaches must ensure that safe environment is provided at all times. Coaches and teachers must be immediately accessible and never leave the premises while a session is in progress. It is the coaches' obligation to keep an accurate record of students' injuries.

Ballet, Capoeira, and Football are activities which require a high level of safety and discipline. Therefore, coaches and teachers are allowed to use the appropriate level of verbal discipline if they deem necessary to avoid accidents and minimise injuries.

Teachers are allowed to use supporting techniques when helping the students understand the correct position, shape or movement.

The staff and teachers remain the rights to sit a student out of class, if she/he does not follow the club's rules and safety regulations.

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Membership, Payments, Classes and Attendance:

Manana Project's £30 annual membership/insurance is compulsory and non-refundable. Students without insurance will not be able to attend training sessions.

The Manana Project will not refund or credit any fees if you miss a class or choose to stop attending classes before the end of the term. A full refund is available only to new members, who wish to cease their membership with The Manana Project immediately after their first class (please send an email to contact@mananaproject.com including your bank details within 24h after your first lesson). Fees are reviewed annually in September.

If a class needs to be cancelled due to unforeseen circumstances, The Manana Project will try to provide a replacement lesson. In such situation, no alternative financial refund is available.

Good attendance is an integral part of the training and is expected of the student to achieve technical development. There are new skills learned in almost every class, and missing training could result in failure at the end-of-term exam or non-participation in group routines. You can use one replacement class per term if you miss a training session.

Equality:

The Manana Project strict anti-discriminatory policies. Everyone in the club will receive equal treatment. If you have cause to complain about our service, please turn to the Managing Director.

General:

When submitting our booking form you agree to comply with The Manana Project policies and conditions. When you book or purchase any product or service from us, you are signifying your agreement to our Terms and Conditions. The current Terms and Conditions always appear on our Website. It is your responsibility to familiarise yourself with them before you book or purchase any product or service from us. We reserve the right to modify, cancel or append to these Terms and Conditions and upon doing so shall provide you with notification that there has been a change. The current Terms and Conditions always appear on our Website. On renewal of Sessions or purchase of any product or service, the most recent Terms and Conditions shall apply.