



Lindsay Howard Academy of Dance

Tel. (01225) 790200 / 07918623219 www.lhad.co.uk

Administration Dept, Venture House, Avro Way, Bowerhill, Melksham, SN12 6TP

REGISTRATION FORM FOR NEW STUDENTS

LHAD Ltd is a registered Dancing Academy with the Royal Academy of Dancing, Imperial Society of Teachers of Dancing and the International Dance Teacher Association. The Qualifications and Curriculum Authority require us to comply with regulations including the registration of candidates for approved dance examinations. The required information will be entered onto our Student Records Database and kept for the use of the Academy only. A PIN is allocated to students when entered into Amateur Medal Tests and/or Grade Examination; separate Registrations documents are issued for these purposes.

We welcome you to the Academy and hope you enjoy many years dancing with us.

PLEASE COMPLETE ALL SECTIONS

1 Personal Details for Registration Identification:

First name Last name

Address Post code

Evening telephone Day time telephone

Email Address Date of birth

2 Details of any special needs concerning physical or learning disability.

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3 Dance History – Please give details for any previous dance examinations taken, including the society/awarding body.

Examinations Taken

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School where taken

PLEASE READ THE LHAD RULES AND REGULATIONS ACCOMPANYING THIS REGISTRATION.

I have filled out the registration to the best of my knowledge and agree to abide by the rules and regulation of the Academy.

Signature of Student

Signature of Parent (under 18s only).....

Date of Registration

Office use only

Course in which student is enrolled (Branch and Grade)

Date of Trial

Student PIN (if known) I.S.T.D..... I.D.T.A R.A.D

School secretary Signature..... School Principal Signature

L.H.A.D. General Rules and Regulations

All students and parents of the LHAD must follow the following Academy Rules and Regulations.

Priority Booking & Additional Fees

LHAD students are given priority to hold a place on 'New' Courses, which is held until the end of the existing course. After this date, any remaining places are offered to children on our waiting lists. New course booking forms are given to parents after half term. Please book early to avoid disappointment.

An £8.00 administration fee is charged to all students when booking LHAD courses. The Administration Fee is not charged to existing members of the academy when fees are paid before the end of the existing course. If however, an existing student misses this deadline, the student will need to add the £8.00, which will cover additional administration.

Attendance

Courses are run with Examinations, Competitions and Performance in mind, therefore, when a student commits to a course, it is important for their own progression, as well as their peers, to attend all sessions throughout the course. In cases of illness, please inform your teacher/s at your earliest convenience.

(01225) 790200

Dancewear

Students of the Lindsay Howard Academy of Dance are required to be dressed in Regulation Dancewear *at all times* during their lessons. (Please see Regulation Dancewear Listing). We ask New Students to have uniform within the first half term of their starting course. Dance shoes are priority for Ballet, Tap, Latin and Cheer Technique, however, bare feet is acceptable for Modern Theatre, Rock 'n' Roll and Disco Jazz.

Changing Area Rules

Where possible, LHAD hire premises with maximum changing facilities. Therefore, all students **MUST** change in the changing rooms **NOT** in the waiting areas. Clothing must not be left in the waiting areas. For all venues *without* these facilities, please leave all personal items in the corner of the studio, away from dancing areas. Students **MUST** leave all valuables at home; the LHAD can take no responsibility for lost or stolen property.

Letters to parents

Throughout the term, Newsletters are sent to parents, giving information on 'What's happening' over the next term's. Please take notes of Diary Dates and information that relates to your child. General information is placed on our notice boards. Please take time to read these notices on a regular basis and on our website (www.lhad.co.uk).

Attending other dance schools

The Academy offers classes in most dance genres and would like to encourage all students to take lessons in as many differing dance styles as they would like to. We understand that some students may attend other dance schools for some subjects but we **do not** accept students attending other schools to study the **'same'** dance style as the one they are studying within this Academy as we feel this can cause a conflict of interest and in the long term be detrimental to the student's progress.

Dropping off and collecting children

The Academy can take no responsibility for children until they have and gone into class and booked in with their Dance Teacher. For the safety of your child, all children under 14 **MUST** be brought into the building and seen into class, then collected again at the end of their session. Children who attend many courses on one day may be left under supervision of an adult. Please speak to your school secretary for more information.

Under No Circumstances are parents to drop off at the main doors and drive away.

Administration

The office is open for enquiries on Monday, Tuesday, Thursday, Friday and Saturday mornings from 9:30am until 1:00pm. Telephone numbers: **01225 790200/07918623219**

Alternatively, please visit our website at **www.lhad.co.uk**, or email **lhad@hotmail.com**