



Kindred Spirits Theatre Company Limited Terms and Conditions

By enrolling your child at Kindred Spirits, you accept these terms and conditions and sign your agreement to them as an ongoing agreement between you and Kindred Spirits.

The Agreement is made between the parent/guardian (“Parent”, “you” or “your”) of each enrolled child (“Student”) and Kindred Spirits Theatre Company Limited (“Kindred Spirits”, “we”, “our”, “us”) and is valid at all times whilst the Student is enrolled on any Kindred Spirits activity and until such time as written notice is given in accordance with these Terms & Conditions.

1. Introduction

- 1.1 These Terms and Conditions apply to all Kindred Spirits classes and activities or services offered by Kindred Spirits.
- 1.2 In order for students to be granted membership and be allowed to participate in Kindred Spirits activities, all parents are required to consent to these Terms and Conditions by signature on these Terms and Conditions alongside a completed Registration Form, completed Photo Permission Form, and signed Code of Conduct.
- 1.3 These Terms and Conditions may be updated by Kindred Spirits. Any changes require the written consent of Kindred Spirits.
- 1.4 Classes will take place weekly for a certain number of hours, as detailed at the time of booking. Dress rehearsals at the end of term will add an additional hour.
- 1.5 A workshop is a one-off course offering extra, non-compulsory tuition for a certain number of hours of a day or period of days that will be detailed at the time of booking.
- 1.6 1-to-1 tuition is separate to enrolment in the weekly classes, the time and date of which is mutually agreed between the facilitator and the parent/guardian.

2. Enrolment and Payment

- 2.1 To apply for a place for a new Student, the Parent must agree to these Terms and Conditions and complete a Registration Form, Photo Consent Form, Code of Conduct and costume form.
- 2.2 The form must be accompanied by the payment for that half-term. This can be done by cash, card, or bank transfer.
- 2.3 Kindred Spirits offers a free taster session for all new Students.
- 2.4 Times, current term dates, fees and relevant details will be confirmed at the time of enrolment. Term dates for the next term will be made known to parents in writing at the end of the preceding term.
- 2.5 Payment will be on a half-termly basis before the start of each half term. There are three terms per year, equalling to six payments. Although fees are paid on a half-termly basis, enrolment is fixed on a termly basis. By starting a term with Kindred Spirits, you are committing to completing the full term, equal to two payments.

- 2.6 Packages for siblings, and any other relevant considerations, may be agreed at the Director's discretion.
- 2.7 In the event that the class cannot go ahead, the fee for that week will rollover and be deducted from the following term's payment. If the Student is absent but the class goes ahead, the fee is not rolled over.
- 2.8 Kindred Spirits operates a rolling enrolment in which the parent/guardian will automatically receive an invoice for the next term unless the parent/guardian expresses in writing that they wish to withdraw their child from the programme. If you wish to unenroll a Student for the following term, you must let Kindred Spirits know in writing before the final week of the current term.
- 2.9 Kindred Spirits cannot process refunds for mid-term drop outs.

3. Absence and Attendance

- 3.1 To run most effectively, we rely on the good attendance of all our members.
- 3.2 Planned absences must be declared at the start of term to assist in rehearsal planning.
- 3.3 In the event of illness or unplanned absence, please endeavour to contact Kindred Spirits as soon as possible.

4. Uniforms and Scripts

- 4.1 As per availability from our supplier, Kindred Spirits provides one Kindred Spirits branded t-shirt for each Student following enrolment. Replacement or additional t-shirts can be purchased through us for an additional fee.
- 4.2 As per availability from our supplier, Kindred Spirits provides one pair of dance shoes for each Student following enrolment. Replacement or additional pairs of dance shoes can be purchased through us for an additional fee.
- 4.3 Kindred Spirits provides a script for each Student for each show. These must be returned to Kindred Spirits upon completion of the show, unless the show licence agreement states that a student may keep their script as a keepsake. Students may mark their scripts in pencil, but these marks must be removed before being returned. Any lost, damaged or permanently marked scripts will incur an additional fee.
- 4.4 Kindred Spirits provides props, set and costumes for each production. Any lost or damaged items may incur an additional fee.

5. Show Weekends

- 5.1 When a Student is performing in a Kindred Spirits show, Parents/Guardians must sign their child in and out in person with the Head Chaperone before and after each performance.
- 5.2 If a Student is being collected by an adult who is not their own Parent or Guardian, this must be communicated to Kindred Spirits in writing before the show weekend.
- 5.3 Unless otherwise stated, on two show days Students will either remain at the performance venue in between shows supervised by the Kindred Spirits team or be taken home by a Parent/Guardian in between shows.
- 5.4 Parents may not give their child permission to leave the building or go off-site independently between shows.

6. Workshops

- 6.1 From time to time, Kindred Spirits may offer stand alone workshops and/or holiday schemes. Dates, times and details will be given in advance.
- 6.2 These workshops will not be included in the termly price and will be subject to a one-off fee for those who would like to attend. Workshops are not mandatory.

6.3 Free taster sessions do not apply to workshops.

6.4 The fee for the workshop must be paid before the workshop takes place.

7. Use of Personal Information

7.1 The personal data (as defined in the Data Protection Act 2018) of a Student and/or Parent will be processed by Kindred Spirits in accordance with our Privacy Policy which can be found on the website. Hard copies can be requested by emailing heather@kindredspirits theatre.co.uk.

7.2 Kindred Spirits owns all the rights, title and interest in and to its websites, logos and brand elements. Any intellectual property created during a Kindred Spirits class or activity is owned by Kindred Spirits.

8. Health and Safety

8.1 Students participate at their own risk and Students and their Parents/Guardians are obliged to inform Kindred Spirits of any existing injuries or medical conditions. All registration forms must have known medical conditions stated and Kindred Spirits must be informed of any changes immediately in writing.

8.2 Any medication brought to the class must be clearly labelled and the Student should be able to administer it themselves, unless otherwise agreed by Kindred Spirits in writing.

8.3 Students must wear suitable clothing and footwear at all times.

8.4 If a Student is unwell or has an accident requiring emergency treatment, the Parent will be contacted using the emergency contact details provided on the registration form.

8.5 Parents are responsible for ensuring the emergency contact details given to Kindred Spirits are up to date.

8.6 Students must take care of their own belongings. Kindred Spirits accepts no liability for lost or damaged belongings.

9. General

9.1 As its own discretion, Kindred Spirits may refuse entry to a Student if it is felt that a Student's behaviour is unacceptable.

9.2 Kindred Spirits reserves the right to make changes to the timetable, staff, and the advertised programme.

9.3 In the event that Kindred Spirits has to cancel an activity, Kindred Spirits will give as much notice as possible. In the event that the cancellation is last minute, you will be notified by email, text message or phone call. Parents must ensure that they provide up-to-date contact details.

9.4 Students must be collected on time after a session. Consistent late collection may result in charges.

9.5 Fees are reviewed annually by Kindred Spirits and may change each year.

9.6 These Terms & Conditions, together with a Registration Form, Photo Consent Form, and signed Code of Conduct, constitute the entire agreement between the parties which supersedes all previous agreements, promises, assurances, warranties, representations and between them, whether written or oral, relating to its subject matter.

9.7 In the event that one or more of the provisions of the Agreement are found to be unlawful or otherwise unenforceable, those provisions shall be deemed severed from the remainder of the Agreement.

9.8 The Agreement shall be governed by, and construed in accordance with, the laws of England and Wales and any dispute, proceedings or claim shall fall within the jurisdiction of the English courts.

Child's Name: _____ Date: _____

Parent's Name: _____ Parent's Signature: _____