



THE INTERNATIONAL DANCE ACADEMY



School Rules

1. **Hair** – MUST be tied up and off your face for dance class. Where possible we ask that if you are attending ballet class that your hair should be in a bun.
2. **Jewellery** – No jewelry may be worn in class.
3. **Dance Wear** – we expect appropriate ballet wear to be worn in class as of the start of term.
4. **Manners and Behaviour** – It is expected that students respect their teacher and colleagues in their dance class. This means that students should be attentive and non disruptive.
5. **Toilet** – With reference in particular to small children – Please ensure that you/they have been to the toilet before the start of the dance class.
6. **Snacks** – Please ensure that any snacks are eaten either before or after the scheduled dance class.
7. **Chewing Gum** – is prohibited during your dance class. This is for your safety!
8. **Missed Classes** – we ask that students/parents inform the school if a class is to be missed prior to the lesson.
9. If a class is missed through unavoidable circumstances e.g. through illness a 'make up class' can be arranged with us – this must be confirmed with us in advance.
10. **Time keeping** – If you are running very late for your dance class, please note that instead of rushing and then disrupting the class – we can offer you a 'make-up' class on an alternative day/time.
11. **School Fees** - To avoid the extra charge of late fees, please ensure that you pay fees on time.

z Fees should be to Mr Mikio Ikehata, Citi Bank N.A., Hiroo Branch, Ordinary Account no: 5137169, in the Childs name. The new all students are required to pay a one time registration fee of ¥10,000.
12. **Website/Newsletters** – Whilst we do our best to provide all update's with regard to the school via newsletter, please ensure that you check our website: www.idatokyo.com as all the information that you require will be available here.

THE INTERNATIONAL DANCE ACADEMY.

1-32-14, Daizawa, Setagaya-ku, Tokyo, 155-0032.

Tel & Fax :- For English & Japanese :- (03)3422 4787

E-mail:- idotokyo@hotmail.com

www.idatokyo.com



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13. **Getting changed for class** – As you are aware, our classes take place on school premises. We ask that you ensure that your personal belongings are kept neat and tidy and out of the way. Where possible i.e. at SIS – Please bring your belongings into the class room and place to one side.
14. **Write your name in your dance uniform** - to ensure that it can be returned to you easily, if it is ever left behind after class.
15. **Watching Days** – are there for you to see the progression of your child within their dance training. We ask that throughout the rest of the term all parents, friends and extended family etc... stay out of the class room, to ensure that the teacher and respective student's can work together without any distractions.
16. **Leaving 'The IDA'** – If you are leaving the school for any reason, such as: Change of activity or relocation, we ask that you inform us in advance.
17. **Picking up children after their dance class** – We ask that you pick your child up on time after their class.

School Specific details

ISSH – May we remind you that all dance students must enter the MP room for their dance class via the outside door and not through the main school entrance. Cars must also be parked in the car park, please do not drive up the hill (this in an ISSH rule).

End of Term Award - There will be a prize awarded at the end of each term, for the student which the IDA feels has made the most improvement.

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All decisions made with regard to a student's progression and development in their dance education is the sole responsibility of the IDA. The teachers of the IDA are trained in this profession and will advise and channel a student's training in accordance with their development and capability needs.

Parent/Guardian - Signed: _____ Date: _____

School Director - Signed: Mikio Iketata, Date: 1/June '08

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