



KID'S CLASSES POLICY

The following sets out the terms and conditions for IMI ENTERTAINMENT Pty Ltd, studio and classes. By enrolling the child and submitting payment for classes at IMI ENTERTAINMENT, parents and guardians agree to adhere to this policy. The studio reserves the right to modify this policy as needed.

REGISTRATION AND ENROLMENT

- a) Parents or guardians must complete a registration form for each child before attending their first class
- b) Parents and guardians are responsible for providing accurate contact information for themselves and their child. Information surrounding child safety including allergies and medical forms must be provided accurately.

ATTENDANCE

- c) Regular attendance is encouraged and expected, as consistent participation is essential for child progress and development.
- d) Students should arrive on time for class, dressed appropriately and ready to participate.
- e) Should a student be absent, the parent or guardian should notify the studio in advance to be provided credit for the class.

PROGRESSION OF CLASSES

- f) Instructors at IMI ENTERTAINMENT reserve the right to assess and allow progression for each student within their class. This will be determined by grading tests every 6 months.

PAYMENTS AND REFUNDS

- g) Tuition is due at the beginning of each term and full payments must be made before the start of the child's first class. Payment of fees can be made through bank payments or at the studio front desk.

- h) Refunds will not be issued for missed classes.
- i) Refunds will only be issued in the event of cancellation of the entire program by IMI ENTERTAINMENT.

USE OF CREDITS

- j) If a student misses a registered class, the student is allowed to par-take in a different class if satisfying the below conditions.
 - The make-up class must be WITHIN the term
 - The class must be of the same age group
- k) No credit transfers will be provided to friends or other family members.
- l) No credit will roll over to the following terms

NSW VOUCHERS

Regarding the use of NSW Kids Vouchers, IMI ENTERTAINMENT will adhere to all terms and conditions laid out by the NSW Government. (<https://www.sport.nsw.gov.au/active-kids-recipient-TandC>)

EXPECTED CODE OF CONDUCT

- m) We expect children to be dressed appropriately and according to the activity that the child will be participating in.
- n) Students are expected to show respect to their instructors and fellow students.
- o) Any disruptive or disrespectful behaviour will not be tolerated and instructors reserve the right to ask a student to leave the class if their behaviour is disruptive or disrespectful.
 - For further information please see Child Safe Code of Conduct Policy

PHOTOS AND MEDIA USAGE

- p) By participating in classes parents and guardians are aware and agree that all photos or videos taken by IMI ENTERTAINMENT may be used for advertising purposes and uploaded to IMI ENTERTAINMENT's social media platforms

SAFETY

- q) Students should not engage in or behave in a way that prompts unsafe behaviour in or around the premise of the studio.
- r) Instructors will take all necessary precautions to ensure the safety of all students in and during the class. In the event of an injury or emergency, parents or guardians will be immediately notified.

LIABILITY FOR DAMAGES TO PROPERTY

- s) Parents or guardians are responsible for any damaged caused by their child to the studio or its property. In an event a student causes damage to the studio or its property, the parents or guardian will be held responsible for the cost of repair or replacement.
- t) The studio is not liable for any damages from personal property brought into the studio by students or parents. This includes any accidents at IMI ENTERTAINMENT car park.

CHILD PROTECTION

- u) IMI ENTERTAINMENT adheres to National Principles for Child Safe Organisations as well as the relevant Child Safety Standards in NSW, including Mandatory Reporting requirements and Working with Children Checks.

PRIVACY

- v) IMI ENTERTAINMENT adheres to the Commonwealth Privacy Act 1988 and the Australian Privacy Principles. All information collected during child's enrolment will only be kept on file by IMI ENTERTAINMENT during the child's enrolment period. All information will be kept confidential, kept strictly secure and will not be disclosed to any third party except as required by law, for medical reasons or for fee collection purposes.

TERMINATION AT IMI ENTERTAINMENT

- w) Should a child wish to resign from classes at IMI ENTERTAINMENT, a notification must be provided prior to the first class of term to IMI front desk staff.
- x) Should a resignation take place during term, a refund will not be provided for the

remaining classes of term. Credit transfers cannot be made to siblings or other children. However, only in extreme cases would credits be provided for a child up to 1 year expiry. Each case will undergo assessment and the outcome will be at the discretion of IMI ENTERTAINMENT.

- y) IMI ENTERTAINMENT reserves the right to terminate any enrolments at any time if the personnel (child, parents, or guardian) fail to comply with any of the terms and conditions of this policy.

Last updated: 6th April 2023