



# Sonja Dene Dance Studios

## POLICY & GUIDELINES STATEMENT 2017

### CODE OF BEHAVIOUR AND PRACTICE

#### Classes

All students must arrive on time and in correct studio uniform. Class timetables are issued at the beginning of Term 1 and remain unchanged until Term 4, when rehearsals for the Annual Performance take place which involves all the students. The Principal reserves the right to alter class times, days or venues.

#### Code of Behaviour – Studios and Car Park

Irresponsible behaviour by students, siblings and parents within the car park precinct including the surrounding gardens is not permitted such as, but not limited to:

- Running
- Ball games
- Bikes / Scooters
- Skateboards
- Climbing trees and walking through the garden and over plants.

Double parking outside the doors of the studios when picking up or dropping off students is **STRICTLY PROHIBITED**. Students must stay behind the yellow line whilst outside the studio doors. Parents are requested to park their vehicles, then escort their children to the studios and/or enter the studios to collect children.

#### Consumption of Food, Alcohol and/or Smoking

Consumption of alcohol and/or smoking is expressly prohibited within the studios, car park or surrounding gardens. Any food containing nuts must not be brought into the studios or consumed by a parent, student or sibling. Popping corn is not permitted at the studio.

#### Studio Uniform

Students are required to wear the Studios dance uniform. Please ensure your child has the proper footwear, dancewear and necessary equipment for safety and success in class. Students must change their shoes before leaving the studio and appropriate attire should be worn. A list of Uniform requirements can be down loaded from the website or a hard copy obtained from the office.

#### Physical Contact

Some physical contact may be deemed necessary to demonstrate exercises and for personal correction; or if a member of staff needs to administer first aid.



### **Mobile Telephones**

We recognise that at times it is genuinely appropriate and useful for students to have a mobile phone. We discourage the inappropriate usage of the camera function and it should not be used in any manner or place that is disruptive to the normal routine of the school or to other students. Mobile phones brought to the school are entirely at their owners risk and we cannot accept any responsibility for the loss or damage resulting from the mobile phone usage.

Exemptions may be made in exceptional circumstances should the parent/guardian request prior permission from the Principal.

## **PERFORMANCE PROTOCOLS**

### **Annual Performance**

The Annual Performance is for all students and is held at the end of Term 4 at the Concourse Theatre, Chatswood. It is the culmination of the students progression and achievements and is integral to their development for theatre performance, as well as being an invaluable part of their enhanced training.

Students are required to pay and wear the chosen costume for their class and dance style. Costumes will be either hired, ordered or made for students. Hired costumes must be returned at the end of the performance, costumes that are ordered or custom made are kept by the student. Every care and consideration is taken when sizing and fitting costumes and we endeavor to deliver quality and appropriate costuming.

### **Competitions / Solos / Eisteddfods / Public Performances**

All students who are selected for solo work are also required to be in the Performance Group which is by invitation of The Principal. Performance Group students participate in a range of genre's including: Classical, Contemporary and Lyrical which provides the students Ensemble experience which is integral to their confidence in Solo work. Casting is decided by The Principal.

Students must not enter or perform at any eisteddfod, concert or public performance without prior permission from the Principal. The school arranges many opportunities for students to perform within the public arena, such as: • Isobel Anderson Awards • McDonald's Performing Arts Challenge • Local and National Eisteddfods.

## **FEES, CHARGES AND REFUND POLICY**

### **Tuition Fees**

Upon enrolment, as is the norm for academic schooling, you are enrolled for and billed for 4 Terms.

Tuition fees are payable within the first three (3) weeks of each term and can be paid by cash, cheque, credit card or electronic funds transfer (EFT).



All payment details will be listed on the invoice and classes missed due to illness, holidays or other commitments are non-refundable and non-transferable. Once you have enrolled in a class for the term, fees on this class are payable for the entire term. Invoices are issued in the last week of the preceding term for Terms 2, 3 and 4 or in the first week of Term 1.

Invoices paid after the due date will incur a \$50.00 late fee. Any unpaid accounts will be handed over to the Credit Reference Association.

If you wish to discontinue a class you must notify the Principal immediately via email at [info@sddsnsw.com](mailto:info@sddsnsw.com) and any outstanding fees for that class must be paid in full for the remainder of the Term.

Any queries regarding fees, payment dates or any other administrative inquiry can be directed to the Administration Manager Madeleine Hurley during office hours or by emailing [accounts@sddsnsw.com](mailto:accounts@sddsnsw.com).

### **Registration Fee**

There is a non refundable annual compulsory registration fee of \$35.00 per student. The Fee can be paid and returned with the completed enrolment form (downloadable from the website) or by the use of the on-line enrolment form and payment via PayPal. This secures your 2017 place in the nominated classes.

### **Private Lessons**

Private lessons must be booked through the Principal and paid for in full. A refund/credit will not be given for missed lessons, unless by prior agreement with the Principal.

### **Non-Attendance**

When enrolling your child you are committing to 1 complete academic year being (4) terms of tuition including the Annual Performance. If you have been absent for three (3) consecutive lessons without contact, your position in class will be automatically released unless prior arrangement with the Principal has been made.

## **YOUR OBLIGATIONS**

### **Consent - Parent / Guardians**

When completing the Sonja Dene Dance Studios' Enrolment form, including online, Parents/Guardians are required to confirm the student is in good health and may participate in dance activities at the studios by signing the forms. Any medical condition(s) must also be identified and consent given in case of an emergency requiring medical treatment or treatment at a hospital facility, failure to provide this information is of the sole responsibility of the parent/guardian.

Parents/Guardians (or the emergency contact) will always be contacted first before any action is taken, unless life threatening. All information is kept confidential. The Parent/Guardian is responsible to inform the Principal of any injury that has occurred outside of the studio prior to attendance, supported by a Doctors Certificate. Students



who inform a teacher upon arrival in class of an injury will not be permitted to participate until such notification has been confirmed by either Parent /Guardian or Doctor's Certificate. Unreported injuries are at the detriment and full accountability lies with the Parent/Guardian/Student.

### **Child Safety**

Parents are responsible for their child's behaviour and safety at all times whilst on the premises. Students and their siblings are not permitted in the studios whilst other classes are in progress.

The teaching faculty are not responsible for students or their siblings playing unsupervised in the waiting room, stairs or car park. Please be on time when collecting students at the end of their classes no later than 15 minutes at the conclusion of their class.

### **Damage to Property**

Students, parents and siblings are liable for any damage to studio contents, property and external surrounds, including the garden and plantings.

### **Personal Property**

Lost property is collected and placed in a box in the waiting room located on the mezzanine level of Studio 2. It is suggested that all clothing and belongings are clearly labelled with the student's full name and checked regularly. At the end of each term all unclaimed lost property will be donated to charity.

### **Photographic and Video/DVD Permission Release**

Enrolment at the Sonja Dene Dance Studios gives automatic permission for all photographs and/or video/DVD recordings taken in the course of classes or performances to be used for publicity including the Sonja Dene Dance Studios website and as such they are the intellectual property of Sonja Dene Dance Studios. Photographs or videos may only be taken by a photographer authorised by the Studio.

## **STUDIO – FACILITIES AND ACCESS**

### **Waiting Room**

Location – Studio 2, mezzanine level

It is available for parents/guardians, students and siblings to wait before and during classes.

### **Studio Office**

Location: Studio 3, mezzanine level

To ensure the teaching faculty are not interrupted during and between classes, please direct your enquiry to the Administration Manager Madeleine Hurley, located in the office every Saturday. If the office is unattended please direct your inquires to:

[info@sddsnsw.com](mailto:info@sddsnsw.com)

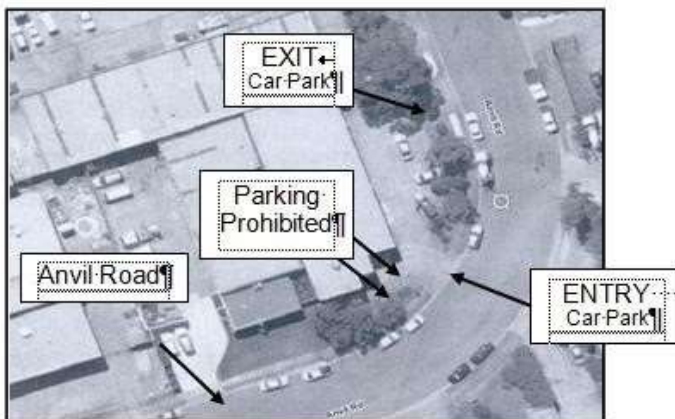
## Class Viewing Days

Viewing days are held for one week in Terms 1, 2 and 3. Dates will be placed on the noticeboard in the waiting room. Parents, grandparents and friends are welcome to view the students' progress.

## Parking – Onsite and Street

Onsite and street parking is available. It is requested that drivers be vigilant at all times when driving onto the premises or parking on the street. Please take notice of the entry and exit points on the map below and ensure your child's safety by adhering to this at all times. Children must be escorted into the studios at all times and you are requested not to double park at the door for pickup or drop off. Please do not park in teachers designated parking bays. Parking is prohibited in the designated bays belonging to Unit

1. Any vehicles found parked in these two (2) parking bays and not associated with the business AT ANY TIME, will be towed away.



## ADMINISTRATION & PRIVACY

### Timetables

Timetables are available for download on our website or from the office each Saturday between 9.30am to 1.30pm.

### Studio Contact Details

Studio Address: Units 2 & 3, 18 Anvil Road, Seven Hills NSW 2147

Principal Mobile: 0418 441 802

Email: [info@sddsnsw.com](mailto:info@sddsnsw.com) Web: [www.sddsnsw.com](http://www.sddsnsw.com)

## OUR COMMITMENT TO PRIVACY

Your privacy is important to us. Please read this notice which explains how we protect your privacy, the choices you can make and the way your information is collected and used.

The information that may be collected by Us are: Name; DoB; Age, Address; Email address; Phone number(s); IP Address.



We will not collect sensitive information via the web site, your information is protected both online and off-line.

We will not use the collected information for any other purpose than in the context of any discussion and information exchange with you while your child attends Sonja Dene Dance Studios.

We will not share any information we collect with any third parties