



STUDIO POLICY

CLASSES

Class times have been set for the year however Ballare Dance Academy reserves the rights to modify the timetable as required. Whilst classes can change for the concert timetable, we will endeavour to keep them within the same time frames.

Parents and students are asked not to disturb classes while in progress. Your child's progress and your feedback are very important to us but please be mindful when approaching a teacher before or after class as this cuts in on your child's and others class time. If you have any concerns please send us an email.

Parents are responsible for ensuring students arrive 15 minutes prior to class starting and are picked-up on time. If you are running late please contact us. Continual lateness to class is disruptive so we would really appreciate your co-operation. A missed class could leave a student one step behind the others. It is important for students to feel completely confident with choreography taught, missing classes could result in frustration for the students and may require additional private lessons to catch up on missed work.

Students are expected to be on their best behaviour, please respect your teachers and fellow students by giving full attention and co-operation in class. Students will be asked to not participate in class if they are disruptive. If a child's misbehaviour continues to disrupt the class, the parent or guardian will be called to pick up the student.

STUDIO FACILITIES

Please ensure you supervise children while waiting, do not allow them to damage studio property or disrupt other families. The studio facilities, including waiting room and bathrooms are used by everyone at the school, it would be greatly appreciated if students and parents left these areas tidy.

There is STRICTLY no food allowed upstairs in the waiting room, only water is allowed.

Ballare Dance Academy make every effort to locate and return lost items however we cannot be responsible for any stolen or misplaced property on the studio premises.

There is plenty of parking at the rear of the studio. For safety reasons please do not drop off or pick up in the driveway as it is shared with other businesses, this also holds up traffic trying to enter from the main road and is dangerous for anyone in the area.

FEES

It is the parent or student's (if the student is an adult) responsibility to ensure fees are always kept in advance. The enrolling parent/guardian as listed on the enrolment form is responsible for the students account. Split invoices between parents are not available. Invoices are sent at the beginning of each term.

If payment is not received by the due date; 2 courtesy reminders will be sent. If payment is still not forthcoming 3 weeks after reminders have been sent a 5% late fee will apply for the term. If fees are still overdue once fee has been applied your child will be unable to attend classes and/or private lessons.

All fees are payable even when the student is absent, this includes when they are sick, on holidays or unable to attend. If you miss a private lesson and do not give 24 hour notice without rescheduling, payment must still be made. All fees are non-refundable.

If you have genuine hardship and are having difficulty paying your fees, please email us.

Unpaid accounts: All unpaid accounts will be forwarded to a collection agency at the end of the year, All legal and recovery costs will be added to the amount owing.

Cancellations of term classes by students are accepted by Ballare in writing only. Non-attendance of classes does not constitute cancellation of classes. All term costs are still payable to Ballare in the event of a student cancelling their enrolment after the term commences.

If you have any questions regarding your account please send an email to ballaredanceacademy@gmail.com Proof of payment must be shown for any concerns regarding your account

PRIVACY

When you enrol your child with Ballare Dance Academy, all information provided regarding your child will be protected. We only collect information directly from our students or their parents/guardians primarily for the purpose of providing services to you and to administer and manage invoicing. Information is stored securely and is only accessible by authorised personnel.

SOCIAL MEDIA

By enrolling at Ballare Dance Academy you are giving permission for us to photograph or video your child for promotional and advertising purposes.

All photo/videos taken in class or at any performance can be used in promotion of Ballare Dance Academy. Please advise us in writing via email before the commencement of Term 1 if this presents a problem.

Newsletters will be emailed to everyone, with a copy also placed on the noticeboard. Our Parent Portal, Facebook and Instagram pages will also keep you updated with any events happening within the studio. It is important all parents and students are well informed about any important news or upcoming events. Please ensure you read all information sent out thoroughly.

UNIFORM

Students must always be neatly attired in the studio uniform for the appropriate class (please no jewellery). Parents are responsible for purchasing the correct dance wear for each class. Wearing the correct uniform in class allows the teachers to assess how well the students are implementing the technique being taught, any problems with alignment and other important aspects of dance training.

Students' hair is to be in a bun for ballet, students will be asked to put their hair in a bun if not already done and a neat ponytail or plait for jazz/hip-hop, tap, contemporary is acceptable.

Please name ALL items of uniform for your child, all lost property will be placed in a box and will be cleared out at the end of each term.

Dance shoes should never be worn outside.

Students need to wear Ballare uniform at any eisteddfods as it represents our school.

HEALTH AND SAFETY

In this current climate Ballare Dance Academy is taking all necessary safety precautions as advised by NSW Health in regards to COVID 19. Please note our teachers, students and their families health is important to us and we ask you to please respect any rules we have set regarding this.

Please do not attend class with any contagious illness

Colds, flus and other contagious diseases occur frequently and spread among children. Please keep your child home if you observe any symptoms.

If these symptoms or other conditions deemed contagious are observed in any student during class, you may be called to pick your child up immediately.

Please notify us via email or messenger if you are going to be absent, we will try to pass the message onto the students teacher before class. Please note teachers do not read messages while teaching class.

All dance classes involve the risk of personal injury. Ballare Dance Academy takes all reasonable care in the conduct of classes and does not accept responsibility for any injury or loss caused whilst students are on studio premises.

By enrolling with Ballare Dance Academy you understand and acknowledge that participation in dance classes, workshops, events, and any related activities organised by Ballare involves inherent risks and dangers, including but not limited to physical injury, illness, and property damage. In consideration of being allowed to participate in these activities, you agree to the following:

- I am aware that dancing and related activities can be physically demanding and involve the risk of injury. I voluntarily assume all risks associated with my participation, including, but not limited to, slips, falls, collisions, and any other foreseeable or unforeseeable injury.

Students are not under direct supervision during the time before or after their scheduled dance classes. Ballare Dance Academy and teachers are not responsible for any injuries or incidents that may occur during the time when students are not under direct supervision. This includes, but is not limited to, injuries sustained on the premises or in the immediate vicinity.

DUTY OF CARE

Ballare Dance Academy offers Duty of Care to all students when in the studio but cannot be responsible for the student after they have left the studio premises.

No child is to wait outside of the studio, day or night. If parents are not on time, the student is to wait inside. Please send a message if you are running later than 10 minutes. Please remember we are not responsible for students once they have left the classroom and do not offer supervision for class breaks.

Dance is about different positions therefore there will be times the teacher will need to make hands on corrections to the student.

CONCERT/EISTEDDFOD

Our annual concert is usually held at the end of Term 4 and is an amazing opportunity for all students to perform for their family and friends. Depending on dances for the concert some classes may be changed to accommodate the Concert Timetable.

Every student participating in the end of year concert will be required to purchase a costume for every routine excluding Ballet, all ballet costumes are rentals. **All students are required to pay a \$40 costume deposit per dance** at the beginning of term 3, this is the cost for the rental fee of ballet costumes.

Costumes are a commitment to the concert, no refunds will be given once deposits have been paid.

Our focus is on ballet and dance as an art form therefore our primary focus is not on competitions. Although we may participate in eisteddfods we would like students to learn that success is based on effort and skills gained in class and not through winning or losing.