



INSTITUTE OF DANCE

INSTITUTEOFDANCEAUSTRALIA.COM | INFO@INSTITTUEOFDANCEAUSTRALIA.COM

27-29 Marton Street, Shortland | 0452 511 747

Contact Information

Phone	0452 511 747
Email	info@instituteofdanceaustralia.com
Web	instituteofdanceaustralia.com
Address	27-29 Marton Street, Shortland
Instagram	@instituteofdance
Facebook	facebook.com/instituteofdanceaus

Studio Mission

At Institute of Dance our students' happiness and progression is of sheer importance to our faculty.

The Institute's mission is to provide unique and tailored coaching for specific needs and abilities. To cater for a diverse range of levels.

Our boutique style classes will give children ample opportunity to explore the fundamentals of dance, create memorable experiences and lasting skills.

Allowing each student to determine their own level of training, catering for those who wish to dance recreationally and for those who wish to turn their love of dance into a profession.

Institute of Dance Terms & Conditions

By enrolling at Institute of Dance & Baby Ballet School, you agree to the below mentioned Terms & Conditions

Attendance

- It is important for your child's development and progression that they attend all classes that they are enrolled in.
- Should your child be absent, we ask that you advise us by email (info@instituteofdanceaustralia.com) or by text (0452 511 747)

Appearance

- Institute of Dance tracksuits/apparel must be worn at all eisteddfod, competition and community events.
- All students must take pride in their appearance:
 - Females hair must be worn in a traditional slick back bun for ballet class (with no donut), and neatly up for all other classes. Males should have their hair nearly slicked back off of their face.
 - No jewellery is to be worn, with the exception studded earrings or sleepers.
 - Uniform and graded dress code must be abided by at all times.

Additional Dance Tuition

- Students are not permitted to participate in any other dance tuition other than Institute of Dance and Hunter School of the Performing Arts, with the exception of Institute of Dance not offering tuition in a particular style, e.g hip hop, tap, funk etc. in this case, students are able to take classes in that specific genre at another institution. However, Institute of Dance must be notified.
- Result of taking other tuition may result in suspension/dismissal of students enrolment at the school, as it is deemed a conflict of interest and causes confusion in training methods to the student.
- Outside workshops are not permitted. However, professional workshops are recommended only, e.g Australian Ballet, Queensland Ballet, Sydney Dance Company etc. should your child wish to partake in one of these workshops, the studio Principal must be notified.

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Associate Programs

- We encourage students to be a part of associate programs such as the Australian Ballet School and Queensland Ballet.
- All communication through the schools/associate programs must be copied to the studio Principal to ensure that we are aware and understand what is expected from the student, in order to maintain their position with the selected associate program.
- All absences due to these programs must be advised in advance.

Behaviour

- There is no tolerance for bad/inappropriate behaviour (to peers or teachers), harassment or bullying of any kind from both students, parents/guardians.
- If inappropriate behaviour is conducted, the parent/guardian will be notified and student will be placed on a warning.
- If the behaviour continues from the student or parent/guardian, you will be asked to leave the studio.
- Students and parents/guardians are asked to be polite, helpful and considerate to all.
- Eisteddfod behaviour must be extremely professional and disciplined. This is requested from both parents/guardians and students, as you are in the public eye, you need to be a positive representation of what we offer at the school.

Cancellation

- Cancellation of term classes by students are accepted only in writing via email, this does not mean a text or Facebook message.
- Non attendance of classes does not constitute of cancellation of classes.
- All term costs are still payable to Institute of Dance Australia in the event of:
 - a student cancelling his/her enrolment after the term commences. Please note, this also includes Private Lessons.
 - Institute of Dance has the right to cancel classes due to COVID-19 restrictions/ outbreaks, weather conditions, examination days, or personal emergencies. We reserve the right to make judgement to when/if makeup/credited lessons are scheduled.

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Class Placement and Sizes

- Within Institute of Dance we will continue to maintain small classes sizes to ensure the students receive individual attention. Should we feel the class is at capacity, the class will be split into two.
- Students will be placed into the grades/levels that the Principal feels that the student would be most suited to, not always by age, but ability.

Drop off & Pick Up

- Pre-Junior and Junior students should arrive 10-15 minutes before their lessons, this allows the student to prepare for their classes without rush.
- Pre-Senior, Senior, Part-Time and Full-Time students are to arrive at least 30 minutes prior to the commencement of their first class to conduct a full body warm up to ensure that the body is ready and prevent injury.
- Students are requested to wear comfortable clothing to the studio that will allow them to warm up in e.g. studio tracksuit/apparel.
- If the student arrives late to class, quietly enter the room after the music has stopped and briefly explain the circumstance to the teacher (without disrupting the class), they will then instruct the student to perform a small warm up to prevent injury or damage to the body.
- Students should be collected at the time of completion of the last class, in the case of a parent/guardian running late, please advise the Principal by text (0452 511 747) so we can advise the student to wait inside the studio with a teacher.
- The school is not held responsible for any situations that happen out of class hours, we cannot provide supervision outside of the studio.
- If a student is need of leaving class early, please advise class teacher at the commencement of class/email ahead of time.
- It is requested that younger students are accompanied by a parent when entering the building and ensuring they are ready for class.
- We require all parents to be visible at studio doors for collection, students will not be allowed to wander outside if your vehicle is parked on the street. If there is no visible parent/guardian to collect the student, the student will wait inside the studio with a teacher.

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Eisteddfod and Competitions

- Institute of Dance encourages all students to partake in both solo and group eisteddfods (dance competitions)
- Desirably solo students should take a technical private lesson in the genre they wish to perform in separately to their solo private lesson.
- All choreography and solos are owned by Institute of Dance.
- Students cannot enter in eisteddfods without permission from the Principal.
- Students who wish to be a solo competitor in eisteddfods must have a private lesson and seek approval from Principal to enter.
- Students and parents must understand its not required that the teacher is to attend all solo eisteddfods.
- Entry fees for groups are paid by the studio Principal.
- Entry fees for solos are paid by the student's parent/guardian.
- Solo entry forms must be copied and emailed to the office for our records (info@instituteofdanceaustralia.com)

Examinations

- Students who wish to be selected to do their Royal Academy of Dance examinations must be enrolled in 2 x RAD classes weekly + RAD Dance Studies class for Graded Examinations and for Vocational Examinations all RAD classes in addition to Body Conditioning and Senior Open Ballet.
- Students are recommended to practice syllabus work at home, syllabus music and videos are available upon request.
- Date/sessions of the examinations will be advised by the Principal.
- Students who miss more than three Royal Academy of Dance classes per term may be unable to participate in the examinations, unless extenuating circumstances.
- Students who miss more than three lessons, may be required to book a Private Lesson, subject to teachers availability to catch up on missed class content. This is to the discretion of the class teacher.
- Entry to partake in Royal Academy of Dance examinations requires parents fill out an official Royal Academy of Dance entry form along with entry fee applicable to their grade

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payable to Royal Academy of Dance. No entires will be submitted without the Royal Academy of Dance fee being paid to Institute of Dance.

- Royal Academy of Dance Intensive, (which is held at the start of Term 1 and 3 School Holidays) is compulsory for all examination students.
- Mock examinations and rehearsals are compulsory and will be held at a small additional charge.
- Uniform requirements for the examinations are responsibility of the parent/guardian.
- Royal Academy of Dance examinations may either be in Newcastle or Sydney, depending on students' readiness.
- The Principal will contact you when class teachers feel that your child is ready to sit their respected level for examination. Not all children learn the same and there is never any rush to complete an examination.

Enrolment

- All enrolments are to be completed online and can be accessed by your studioLAB portal.
- All enrolments must pay an Annual Enrolment Fee of \$50.00, per student at the time of enrolment and is non-refundable.
- All forms, waivers and required paperwork must be completed along with full payment for term tuition before a student partakes in any classes.
- Refunds are not issued due to change of mind after you have enrolled at Institute of Dance & Baby Ballet School.

Facilities & Studio Equipment

- Please make sure that no equipment in the studio is damaged or broken, a direct result or failure on the students part to exercise reasonable care in the use of studio equipment and recourses will result in the parent/guardian being liable to replace such items.
- The student and family must pay within thirty (30) days all costs applicable to replacing or repairing such equipment.

Full-Time & Part-Time Training

- Institute of Dance offers a Full-Time & Part-Time Pre-Professional Training Program for students who wish to pursue a professional career in dance.

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- Entry into these programs are by audition/invitation only.
- Students have the opportunity to obtain Nationally Recognised Qualifications such as:
 - Certificate III in Dance (CUA30113)
 - Certificate IV in Dance (CUA40113)
 - Diploma of Professional Dance (Elite Performance) (CUA51520)
 - Advanced Diploma of Dance (Elite Performance) (CUA60113)
- Theory based elements of a Nationally Recognised Qualification are undertaken online and is the student's responsibility to ensure adequate progress is made throughout the year to ensure graduation by the completion of the school year.
- Institute of Dance will assist students with their online learning and theory components. This will be conducted by private meeting time via Zoom on a Saturday during school terms, alternatively during the New South Wales School Holiday period. Private sessions are available upon request.
- The studio Principal will oversee students progression of their theory components, but is the sole responsibility of the student.
- Students and parents/guardians are responsible for arranging Distance Education should your child wish to continue schooling after Year 10. However, the studio Principal will assist with finding the most appropriate institution and complete any required paperwork for approval.

Illness or Injury

- It is advised that parents understand the risk of dance and be aware that while at dance there is risk of injury.
- Staff are fully trained and aware of all safe dance procedures and are extremely knowledgeable when it comes to correct technique and body alignment.
- In the unlikely chance of an injury you will be notified immediately by staff via the phone number listed upon enrolment.
- If the student is recovering from an illness or injury he/she may observe class and should only partake in class with consent of a General Practitioner.
- If an injury occurs within the studio at any point in time, (student, parent/guardian or visitor) an incident report must be completed (available from class teacher).

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- Should your child have symptoms of COVID-19, they are required to stay at home and are encouraged to be tested.
- Institute of Dance recommends a yearly physiotherapist assessment from MovePure Physiotherapist to ensure your child is in good physical condition, we ask that the report be sent to studio office (info@instituteofdanceaustralia.com) to ensure your class teachers are aware of any challenges that your child may be facing physically.
- Students who are of age and have been given consent to progress to pointe are required to take a pre-pointe assessment from MovePure Physiotherapist to ensure the safety and suitability of the working en pointe.

Insurances

- Appropriate studio insurance is in place and is strictly maintained.

Medical

- Institute of Dance will not give any student any form of medication.
- Permission for self-medication must be given to the student by a parent/guardian, Institute of Dance will not be held responsible or liable for misuse of this medication by the student.
- Medical section of enrolment must be filled out upon enrolment to advise the Principal and faculty of the school of any conditions. Should this section of the enrolment not be filled in, the studio Principal will not be aware of any medical conditions and cannot provide the support necessary.
- In case of an emergency Institute of Dance staff will call an ambulance immediately, the school will not be liable for any ambulance costs or bills, if Principal deemed it to be a necessary procedure.
- Institute of Dance is a nut free environment. No consumption of nuts are permitted in the dance studio. If your child is anaphylactic, please provide us with the appropriate anaphylactic plan.

Office Hours & Interaction

- Office hours are from 9:00am - 2:00pm Tuesday and Thursday. We are reachable via email (info@instituteofdanceaustralia.com) and is our preferred method of communication. Please allow between 24-48 hours for a response.

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- If the phone is unanswered please leave a voicemail with your question/concern with a preferred time to return contact.
- If you would like to discuss your child's progress, or have any queries in regards to the studio, please phone within office hours or email to arrange a meeting with studio Principal/class teacher.
- We ask that you be mindful when sending Facebook messages and text messages to teachers after business hours.
- All communication for paper trail purposes must be sent via email.

Public Holidays & Pupil Free Days

- The studio is closed on all Public Holidays.
- The studio is open on all Pupil Free Days.
- Accounts are prorated for Public Holidays and are not billed for.

Private Lessons

- Private lessons are subject to the teachers availability.
- If an account is outstanding the studio may be forced to offer the booking of the private lesson to another student.
- Once you have booked in your private lesson time slot for the term, there are strictly no make up lessons offered should you not be able to attend to the private lesson.
- If a teacher is unwell/unable to conduct the private lesson, a make up lesson will be offered in the School Holidays or a suitable time for the teacher. If this option is not suitable, the missed private lesson fee will be deducted from the following terms invoice.
- If the student is late to the private lesson, the time lost will not be responsibility of the school/teacher to make up.
- Private lessons that fall on a Public Holiday are prorated and are not billed for.
- All private lesson students receive a private lesson folder that will contain weekly report sheets that keep track of student corrections, conditioning exercises and content covered within each lesson. Private lesson folders are to be brought to each lesson and are the responsibility of the student.

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Responsible Dancers

- We expect all students to clean up after themselves and place food, wrappers and other rubbish in the bins provided.
- No food or drink is allowed in either studios/locker area other than water, please eat food within the kitchenette/common area.
- Please ensure you have all of your belongings before leaving the studio after your classes, as lost/stolen property will not be the responsibility of Institute of Dance.
- All uncollected items will be placed in the lost property box and will be donated to the Salvation Army at the conclusion of every term.
- Please ensure you have packed your correct uniform/shoes the night before to avoid disappointment the following day.
- Ensure you clearly label belongings to avoid confusion and lost property.
- Institute of Dance has cubes available for Senior and Pre-Senior students only, it is suggested you leave a spare pair of stockings, both pointe shoes and flats, with an additional leotard in the cube in the case of forgetting your dance wear.

Student Teacher Interaction

- It is important that parents/guardians are aware that teaching may sometimes involve physical contact with the students to assist them with placement, as often it is hard for students to implement corrects with just verbal instructions.

Solo Students

- Solo students must be extremely prepared and may be asked to attend additional private lessons in the lead up to competitions.
- Students must have an ongoing private lesson in order to continue to compete in eisteddfods.
- The costume concept will be designed by the solo teacher and must be approved by private lesson teacher before competing. Please respect our teachers advice and intel on costuming. Teachers will recommend a costume maker and will liaise with the company/seamstress responsible in making the costume to ensure it is what they have envisioned.

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- Students must show up to their private lesson remembering their choreography and routines, this is the expectation of private lesson students.
- All private lesson students are gifted a folder and a book, which is to be used in tracking progress, corrections and any notes or communication needing to be passed onto the parent/guardian.
- All choreography is owned by Institute of Dance.
- Students who have moved from other dance studios will not be allowed to use their previous dance studio choreography/solos, it must be the work of Institute of Dance teachers.
- It is the parents/guardians responsibility to take the music and costume to the eisteddfod.

Social Media & Interaction

- Students are not permitted to post inappropriate social media content wearing Institute of Dance apparel. Students are not to post any content that is negative in any light or that could cause damage to the studio's reputation or reflect badly on the programs offered at Institute of Dance.
- Posts or comments defaming or slandering students, teachers or the Institute of Dance & Baby Ballet School brand will be not tolerated and will result in immediate dismissal from Institute of Dance.
- Students, parents/guardians are not to post choreography, video footage or photographs of Institute of Dance students/staff without written consent.
- All important updates are emailed to all enrolled students.
- To keep everyone up to date we have an 'Institute of Dance & Baby Ballet School' Facebook Group that allows us to share information, photographs and updated schedules.
- The school has a Facebook Page that we like to share with the community our success and achievements and upcoming events. Feel free to review and share our page with your family and friends.
- We ask that you be supportive on social media platforms, comment, congratulate, share and enjoy the success of our students and teachers.

Tuition & Payments

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- Fees are to be paid in full by the Friday before the commencement of each term, this AutoPay schedule will run consecutively each term.
- All families enrolled at Institute of Dance must be on AutoPay through our studioLAB software.
- A late fee of \$25.00 will be added to your account for late payments received after the commencement of week one.
- Outstanding fees may not be carried over into the following term.
- Fees will not be refunded or waived except for long-term illness, long term injuries will be considered on an individual basis. The student must provide a valid Doctor's note for illness to withdraw.
- Institute of Dance encourages students with injury to attend their classes to conduct their rehabilitation and learn from a different perspective, observation.
- Classes missed due to short term illness, holidays or personal/school commitments will not be refunded or credited.
- Invoices are compiled on a term basis in line with the New South Wales school terms and are prorated for Public Holidays.
- AutoPay is the only payment method available to pay accounts at Institute of Dance, no cash or Electronic Funds Transfer will be accepted.
- Failure to settle accounts will result in legal action and debt recovery.
- All legal and recovery costs including commissions paid will be added to the amount owing to Institute of Dance.
- Active and Creative Kids Vouchers must be submitted via the Voucher Redemption form, no vouchers will be submitted via forwarding the voucher to email or Facebook Messenger and must be submitted before AutoPay runs for the vouchers to be applied to the current terms account.

Waiting and Common Areas

- The foyer, common area and bathrooms are shared by all, please respect our facilities and keep them tidy.
- Noise level must be kept to a minimum as it is distracting to all in classes, this includes parents/guardians and siblings waiting for students to be collected.
- Students/siblings are welcome to play quietly on the grassed area, however students are to not wear their ballet/jazz shoes/bare feet on the grass, concrete or gravel.

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- Please be respectful of the studio neighbours, as we are in a residential area, noise is to be kept to a minimum and avoid parking in close proximity to their driveways.
- Due to COVID-19 Institute of Dance does not permit parent/guardians, friends or family into the studios unless invited otherwise.

Working With Children Checks

- All staff have their WWCC and their ID # is available upon request.
- Studio volunteers will be asked to have a WWCC, these can be obtained from Service NSW at no cost and last for five years.

Summer Intensives

- Institute of Dance offers a yearly Summer Intensive, the middle two weeks of January.
- Senior students are welcomed to express interest International Summer Intensive auditions via digital submission, students previously have been accepted into numerous programs on scholarship, please express your interest if you wish to partake in these opportunities. These opportunities are available for students 11 years and over.

Schedule

- There will always be a copy of the schedule available at the studio.
- The schedule is subject to change throughout the term.
- Any changes to the schedule, you will be notified via email and copied into the Institute of Dance & Baby Ballet School Facebook Group.
- Please check your email and the schedule periodically for any changes.
- Institute of Dance reserves the right to combine classes that have insufficient enrolments at any point in time.
- An online version is always available for easy access [instituteofdanceaustralia.com/schedule](https://www.instituteofdanceaustralia.com/schedule)

Music & CDs

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- Cutting music is a lengthy process, however it is provided to all solo students free of charge.
- Your child will receive two copies of their music for each solo in a protective case and a digital version sent to the email address listed on enrolment.
- We encourage you to make further copies to ensure that you have spares.
- It is the students responsibility to provide the correct music to the eisteddfod and should be clearly marked with the name of the student and the section they are performing in and whether they start on or off stage.

We thank you for abiding by the terms and conditions of Institute of Dance.