



INFO BOOKLET 2020

UNIFORM POLICY

- Correct Uniform and shoes MUST be worn to class at all times.
- Hair is to be tied up in a bun or a pony tail for **ALL** classes.
- No jewellery to be worn to class, dangle earrings and necklaces. Small studs are accepted.
- Do not wear dance shoes outside.
- Shoes must be changed after class, this will keep shoes clean and in good condition.
- No chewing gum in class at any time.

For your convenience all uniform items may be found on file at the following store.

Energetics - Fountain Gate Shopping Centre, Narre Warren

Capezio Ballet Makers Australia - Main Street, Mornington

We are excited to announce we will be introducing a number of NEW UNIFORM ITEMS in 2020. These will be available for viewing and purchase, closer to Term 2.

TERM DATES & TERM FEES 2020

Perfect Pointe' School of Dance operates during the Victoria School Terms. Classes will still operate over long weekends, excluding public holidays unless stated otherwise.

Enrolment Day 2020 -

Friday, 31st January 6:00pm-8:00pm @ 26 Chandler Rd, Noble Park

*ALL STUDENTS NEED TO ENROL (New & Returning)

TERM 1 - 8 Weeks

Monday, 3rd February - Friday, 27th March 2020

Family Week: Monday, 23rd March - Friday, 27th March 2020

PUBLIC HOLIDAY MONDAY, 9th MARCH LABOUR DAY-NO CLASSES RUN

TERM 2 - 11 Weeks

Tuesday, 14th April - Friday, 26th June 2020

No Family week. Preparing for Mid Year Performance.

Mid Year Showcase: TBA

TERM 3 - 10 Weeks

Monday, 13th July - Friday, 18th September 2020

No Family week. Preparing for Annual Performance.

TERM 4 - 10 Weeks

Monday, 5th October - Friday, 11th December 2020

Annual Performance: TBA

TERM FEES 2020

Perfect Pointe' School of Dance Term Fees are calculated by the number of weeks per term. Term Fees are to be paid in a full term payment at the beginning of each term.

A 5% Discount is available in the first week of each term.

A 10% Discount is available for families of two/more siblings in the first two weeks of each term.

Term Fees are **Non - Refundable** as the student has enrolled in the class for the term.

There will be **NO** Refunds or Credits for missed classes and **NO** make-up classes will be available.

CLASS FEES

30 minute class - \$10.00

45 minute class - \$12.00

60 minute class - \$14.00

30 minute Private Singing Lesson - \$30

20 minute Private Technique Lesson - \$20

*(G.S.T is charged on ALL fees)

Payment can be made directly through your invoice via **PayPal or Stripe (CC) Cash or Direct Deposit** are accepted. You can also pay via your **PARENT PORTAL**.

Login details for the portal are emailed to your chosen email address upon enrolment.

Term Invoices will have Direct Deposit Details Included.

FEES ARE NON-NEGOTIABLE

Perfect Pointe' School of Dance - Annual Performance

Perfect Pointe' holds an Annual Performance at the end of Term 4.

The Annual Performance is a fun time for students to rehearse with their class and teachers. In preparation to perform in front of a live audience.

Students also learn about stage make-up, hair and performance skills.

Our Annual Performance for 2020 will be held at:

**River Gum Performing Arts Centre
Hampton Park**

DATES

Compulsory Studio Rehearsal -
TBA

Compulsory Theatre Rehearsal -
TBA

Annual Performances
TBA

***IT IS COMPULSORY FOR STUDENTS TO PERFORM IN BOTH PERFORMANCES**

Further information regarding costuming, rehearsal times etc. will be available to families in Term 3.

Annual Performance Fee 2020

There is an Annual Performance Fee per student.

The Annual Performance Fee covers -

- The wearing of Perfect Pointe' costume.

**All costumes remain the property of Perfect Pointe' School of Dance.
No costume is to go home with a student at any time.**

There may be some costume extras parents are to purchase

- The cleaning of each costume at the conclusion of the Annual Performance.

The Annual Performance Fee is **Non - Refundable**.

**This fee depends on the number of classes a student takes. The fee starts at \$70
for 1 x class, with increments of \$20 each, extra class.**

***DanceStep & 'Lead Character' roles are considered an extra class.**

Tickets for the Mid-Year and Annual Performance Showcase are sold through trybooking.com.

PERFECT POINTE' SCHOOL OF DANCE TERMS AND CONDITIONS 2020

Perfect Pointe' School of Dance aims to provide a safe, fun and friendly environment where students can enjoy their dance experience.

Perfect Pointe' School of Dance aims to instil student's confidence, develop co-ordination, fitness and physical skills to fulfil a lifelong love of dance.

Enrolling at Perfect Pointe' School of Dance you hereby agree to the following Terms and Conditions.

ENROLMENT POLICY

- A \$5 trial lesson at Perfect Pointe' School of Dance is welcome.
- An Enrolment Form must be completed upon commencement of the class enrolling in.
- The Enrolment Fee (\$25.00) is to be paid before commencing classes.
- The Enrolment Fee covers your child's enrolment registration costs and insurance for 1 year.
- The Enrolment Fee is **non- refundable**.
- Enrolment is valid for one year only.
- A new Enrolment Form must be completed to commence class in a new calendar year.
- Students will be allocated to the most suited class level, age and experience.
- Where a class has reached full capacity, students will be placed on a waiting list.
- Please notify the studio of any change of contact information. It is vital to keep our records up to date.
- All enrolment details are kept confidential. Your privacy is very important to us.

ATTENDANCE POLICY

- Parents/ Guardians are to notify Miss.Alysha when their child will be absent from class.
- A text message or phone call is appreciated. Communication is very important.
- Where a student is injured, they are still expected to attend their class/s to observe.
- Students who do not attend on a regular basis may be withdrawn from sections of routines, or routines entirely.
- Attendance is expected to be at 100% during Exam and Performance Preparations.
- Students understand that Perfect Pointe' School of Dance is a TEAM working environment who work together towards exams, performances and other events. It is important to attend class every week.
- Students must attend **ALL** compulsory rehearsals.

WITHDRAWAL POLICY

- Where a student no longer wishes to attend classes at Perfect Pointe' School of Dance, a Parent/Guardian are to notify Miss.Alysha in writing. (email, text message, written or typed note or a verbal conversation with Miss.Alysha are accepted. *Verbal messages given to any other teacher, parent or student other than Miss.Alysha will NOT be accepted.
- 2 weeks notice is required for withdrawal from any class/s.
- There will be **NO refunds or credits** for withdrawal from classes once the term has commenced. Classes are invoiced by the term.
- If a student/s is withdrawn once the term has commenced, the full term payment is still due.

STUDENT POLICY

- Students are to be respectful and courteous to their teachers and class mates at ALL times.
- Students are to arrive early for class to be warmed up and prepared.
- If a student is more than 5 minutes late to class they are expected to apologise to their teacher, they will still be able to participate.
- It is compulsory for students to wear their correct Perfect Pointe' School of Dance set uniform to class.
- It is important for students to wear the correct uniform and footwear to prevent injury and follow safe dance practice.
- Uniform requirements are listed on the Perfect Pointe' School of Dance website and found in the Information Booklet.
- Hair **MUST** be tied back neatly for class.
- No jewellery is to be worn, with the exception of studs.
- Students are to wait inside the foyer at all times whilst waiting for their class to commence and when their class has finished.

PARENT POLICY

- Parents/Guardians are to show respect at all times to students, teachers and perfect Pointe' Families.
- If Parent/Guardians are running late to pick up students they must contact Miss Alysha.
- A Parent/Guardian must come into the hall to collect students .
- **NO** student is to wait or be asked to wait outside the building to be picked up. Once the student leaves the building they are no longer under the care of Perfect Pointe' School of Dance.
- Please keep the noise level to a minimum in the foyer while classes are in progress.
- We Kindly ask for siblings waiting in the foyer to be supervised at all times by their Parent/ Guardian.
- Perfect Pointe School of Dance are not responsible for siblings/minors that attended the studio to wait in the foyer.
- Parents/Guardians may watch their child's class through the viewing window as long as it does not become a distraction to the teacher and students. Photography or Videography from the viewing window is **STRICTLY PROHIBITED**. Please see Photography and Videography Policy.
- Parents/Guardians are not permitted in the studio while class is in progress, unless invited in by a member of staff.
- Parents/Guardians are under no circumstances permitted to interfere with Teacher's Choreography or communicate with students from the door or window while class is in progress.
- It is the responsibility of at least one Parent/Guardian to read newsletters, emails and DANCE STUDIO PRO APP updates to keep informed.
- Parents/Guardians are encouraged to LIKE our Facebook and Instagram pages for extra communication and photo opportunities.
- All important dates for the calendar year are listed on our website as well as the Information Booklet.
- As a Parent/Guardian you understand that Perfect Pointe' School of Dance promotes fun, fitness, safe dance practice and the passion to dance in an encouraged, supportive and happy environment.'
- As a parent/Guardian you are expected to have read and understood the 2019 Terms and Conditions and have acknowledged understanding when signing the Enrolment Form of the student prior to commencing class.

BULLYING POLICY

- **Bullying-** Perfect Pointe' School of Dance has a **ZERO** tolerance for bullying of any kind. Perfect Pointe' School of Dance will act on any reported or witnessed incident.

STUDIO LOYALTY, COMMITMENT & COURTESY POLICY

- It is a conflict of interest to attend more than one studio. It is expected that students show 100% loyalty to their studio, teachers and fellow classmates.
- Students must obtain **written permission** to participate in external dance, tumbling classes and competitions.
- Where students are given written permission to attend external classes, the Parent/Guardian must ensure the students are available to fulfil all of Perfect Pointe' School of Dance commitments.

HEALTH & SAFETY POLICY

- Perfect Pointe' School of Dance maintains a safe and positive dance environment.
- It is the student's responsibility to ensure they follow safe dance practice instructions by their dance teacher at all times to avoid injury.
- It is the responsibility of the student or parent to notify teachers in the event of an injury during or prior to class.
- Students are to bring their own water bottle to class.
- Where temperatures are 35 degrees and over, classes will not operate. Notification will be given.
- Behaviour from students, parents or visitors that may cause an unsafe environment will not be tolerated.
- All staff and Volunteers are required to hold a valid Working With Children Check.
- Perfect Pointe' School of Dance take every precaution to ensure the health and safety of its students whilst in their care.

ALLERGY / FOOD POLICY

- Perfect Pointe' School of Dance has a **NO NUT POLICY**. Many students have allergies to nuts so keep them out of the school.

HALL POLICY

- Please keep the foyer clean and tidy. Pick up your rubbish when leaving. Put chairs away where they are stored.
- Smoking is **STRICTLY PROHIBITED** on the premises and with 5 metres from the front gate/entrance.

PHYSICAL CONTACT POLICY

- Physical contact between a teacher and student may be required to demonstrate, correct or assist with dance or tumbling classes.
- In the even of an injury, physical contact between staff, students or visitors of Perfect Pointe' School of Dance must be reported immediately.

BEHAVIOUR / CONDUCT POLICY

- Negative communication/fraternising between parents and/or students will not be tolerated by Perfect Pointe' School of Dance.
- Perfect Pointe' School of Dance does not tolerate swearing, indecent or disrespectful language, defamatory comments or indecent or disrespectful conduct from students, parents/guardians, family members or visitors.
- Should a Parent/Guardian violate the Terms and Conditions or Bullying Policy, engage in behaviours or practices that are deemed to be inappropriate or unsafe, Perfect Pointe' School

of Dance reserve the right to immediately terminate, without further notice, the services and to the extent, permitted by law, no refunds will be given.

PHOTOGRAPHY & VIDEOGRAPHY - SOCIAL MEDIA POLICY

- Students/Parents/Guardians are not permitted to video or photograph classes, students or staff at any time, unless given permission by Perfect Pointe' School of Dance and the Parent/Guardian of the other students.
- While photographing or videoing your child's class with permission from Perfect Pointe' School of Dance, you are to focus only on your child.
- Parents/Guardians must be mindful and respect the privacy of the students and families at Perfect Pointe' School of Dance.
- Photography and Videography taken at Perfect Pointe' School of Dance must **NOT** be used in any form or way for the public to view without the permission from Perfect Pointe School of Dance and the parent/guardian of the other students.
- Mid-Year and Annual Performance Showcase- Photography and Videography is **STRICTLY PROHIBITED**.
- Outlined in the Perfect Pointe' School of Dance Enrolment Form - Enrolling at Perfect Pointe' School of Dance a Parent/Guardian signature is given to accept the photography/videography taken by Perfect Pointe' School of Dance to be used for promotional purposes only, including website and social media platforms. All photography/videography remain the intellectual property of Perfect Pointe' School of Dance and will **NOT** be shared or sold to any other party.

LOSS & DAMAGE POLICY

- Perfect Pointe' School of Dance is **NOT** liable for any lost, stolen or damaged property.
- It is the Parent/Guardian responsibility to name the students personal belongings.
- Named items will be returned to the student they belong to.

SDA EXAMINATION POLICY

- Examinations are taught under the State Dance Association Australia Syllabus for Classical Ballet. Students are encouraged to take examinations at the teacher's discretion.
- Examinations allow students to move through the syllabus gaining knowledge, dance skills and furthering their technique as well as receiving a certificate and medal.

Further information regarding the State Dance Association Australia can be found at www.statedanceassociation.com.au/

TERM FEES & ANNUAL PERFORMANCE FEE POLICY

- Term fees are NON REFUNDABLE as the student has enrolled in the class for the term.
- A 5% Discount is available in the first week of each term.
- A 10% Family Discount for two or more siblings is available in the first two weeks of each term.
- Term Fee Discounts only apply when full term payment is made within the given timeframe.
- Discounts do not apply for weekly or fortnightly instalments.
- Term Fees paid in instalments must still be paid when the student is absent from class.
- Deductions on term fee payments are **NOT** made for students absence.
- There will be **NO** refunds or credits for missed classes and **NO** make-up classes except where the said class is cancelled by the venue.
- The Annual Performance Fee is paid by the number of classes students are enrolled in, plus any extra costume items needed (e.g Lead Roles and DanceStep students).
- The Annual Performance Fee begins at \$70
- The Annual Performance Fee covers the wearing of costumes, Compulsory Theatre Rehearsal and the cleaning of costumes at the conclusion of the Annual Performance.
- All costumes remain in the hands of Perfect Pointe' School of Dance and do not go home with students at any time.
- The Annual Performance Fee is **NON REFUNDABLE**.
- Any EXTRA Rehearsals (studio rehearsal, theatre rehearsals etc) will incur a cost of \$5 per student.
- For some class routines, students may be asked to provide their own top, pants or leotard.

- A compulsory professional photography session with 'National Photography' is held for students to have photographs taken in their costumes. A small sitting fee of \$22 is charged prior to the date. This is a compulsory payment and is to be paid whether the student/s attend or not.
- Tickets for the Mid-Year and Annual Performance Showcase are sold through trybooking.com.

DISCLAIMER

All dance classes can involve the risk of personal injury. Perfect Pointe' School of Dance takes all reasonable care in the conduct of its classes, it accepts no responsibility for injury or loss caused during classes or whilst students are at or near the dance school.

You are responsible for ensuring that you are physically and medically fit for the class and during the class you must take care of your own personal safety at all times.

PERFECT POINTE' SCHOOL OF DANCE CONTACT DETAILS & STUDIO LOCATIONS

PRINCIPAL: ALYSHA HARRISON

MOBILE: 0450 022 406

E-MAIL: enquiries@perfectpointedance.com.au

WEBSITE: www.perfectpointedance.com.au

**STUDIO ADDRESS / NOBLE PARK STUDIO:
26 CHANDLER RD, NOBLE PARK 3174**

**STUDIO ADDRESS / MORNINGTON STUDIO:
50 BARKLY STREET, MORNINGTON 3931**