STUDIO POLICIES & GUIDELINES

Code Of Behaviour And Practice

Classes

All students must arrive on time and in correct studio uniform. The class timetable is posted on the website and remains unchanged until Term 4. When rehearsals for the Annual Showcase take place, the Principal reserves the right to alter class times, days or venues.

Drop Off & Pick Up

All parents must drop off and collect their children at the studio door. No students are permitted to wait in the carpark or at the bottom of the stairwell. If you are running late, please contact Emily: 0423 833 258.

Consumption of Food, Alcohol and/or Smoking

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

Studio Uniform

Students are required to wear the class uniform detailed on the website: www.serenadeballetacademy.com/uniform. Proper footwear, dancewear and hair tidiness is necessary for safety and success in class. Appropriate warm up attire should also be worn to and from the studio.

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 Phones

We recognise that at times it is genuinely appropriate and useful for students to have a mobile phone. However, phones must not be used during class time and we strongly discourage phone usage before class, as this time should be spent warming up. Mobile phones brought to the studio are entirely at their owners' risk and we cannot accept any responsibility for loss or damage.

Performances & Events

Annual Showcase Performance

The Annual Showcase Performance is for all students and held at the end of Term 4 at Laycock Street Theatre, North Gosford. It is the culmination of the students progression and achievements, and is integral to their performance development, as well as being an invaluable part of their continued training. All students are required to participate in both performances.

Competitions, Auditions & Eisteddfods

Serenade Ballet Academy arranges opportunities for students to perform locally and regionally in auditions, competitions, eisteddfods and public performances. Students must seek prior permission from the Principal to enter or participate in eisteddfods, competitions, auditions and public performances.

RAD Classical Ballet Examinations

- Students wanting to complete RAD Ballet Examinations must undertake 2 RAD classes per week. RAD Graded students in Grade 2 and above must also participate in a weekly CTFC class. RAD Vocational students in Intermediate Foundation and above must also participate in a weekly CTFC & Pointe class.
- RAD Examination students must attend an RAD School Holiday Intensive in the lead up to their Examination. If your child is completing their examination in Sydney Session 1 (May/June), their Intensive will be held in April. If your child is completing their examination in Sydney Session 2 (November/December), their Intensive will be held in October.
- RAD Examination entry fees for RAD examinations will be invoiced 3 months prior to the examination. More information about RAD Examinations can be found on the Royal Academy of Dance website: www.au.royalacademyofdance.org

  The location of the RAD Examinations takes place at the Sydney Headquarters:

  20 Farrell Ave, Darlinghurst NSW 2010

Internal Mid-Year Assessment

Serenade Ballet Academy arranges an internal mid-year assessment for all students. This provides every student (excluding Pre-School students) with a graded report detailing their personal progress in all classes.

Student Choreography Competition

The Student Choreography Competition is held in the October school holidays and is open to all students. Students create their own self-choreographed solo, duo or small troupe to perform to any genre of music. The self-choreographed routine must be no longer than 3 minutes. Parents, friends and extended family are welcome to attend.

Summer & Winter Intensive

In the Summer & Winter holidays, Serenade Ballet Academy arranges a one week school holiday program for students to attend. The Summer & Winter Intensive is open to both students of Serenade Ballet Academy as well as students from other studios.

Class Viewings

Viewing days are held for one week in Term 2 and 4. Notice of these dates will be given via email. Due to limited studio space, only parents and siblings are welcome to class viewings.

Tuition Fees, Charges & Refund Policy

Tuition Fees

- Tuition fees are payable within the first three (3) weeks of each term and can be paid by cash in envelope (name & date), electronic funds transfer (EFT) or credit card (1.9% surcharge). All payment details will be listed on the invoice. Classes missed due to illness, impromptu holidays or other commitments are non-refundable and non-transferable. If given advanced notice of a planned holiday prior to the beginning of the Term, you will only be invoiced for the weeks your child is present.
- 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 and in the first week of Term 1.
- If your child decides to drop a class during the term, we do not provide refunds or credit notes. Students are enrolled and charged for the full term.
- Students who miss a class for any reason are permitted to make up a maximum of one class per term for the class missed. Makeup lessons must be arranged via email.
- Invoices paid after the due date will incur a $25.00 late fee. Invoices paid after the end of Term will incur a $50 late fee.
- If you wish to discontinue a class you must notify the Studio Principal immediately via email at **serenadeballetacademy@gmail.com** and any outstanding fees for that class must be paid in full for the remainder of the Term.
- Queries regarding fees, payment dates or any other administrative inquiry should be directed to Emily via email: serenadeballetacademy@gmail.com

Costume & Concert Fees

- Students are required to pay and wear the chosen costume for their class and dance style. Costumes will be either ordered or custom-made for students. Hired tutus must be returned at the end of the performance, costumes that are ordered or custom made are kept by the student.
- Care and consideration is taken when sizing and fitting costumes and we endeavour to deliver quality and appropriate costuming.
- A non-refundable 50% costume deposit will be added to the Term 3 Invoice, with the remainder added to Term 4. Ordered costumes cost approximately $80.00 - $90.00 per routine. A compulsory concert rehearsal & DVD fee of $80.00 will also be added to the Term 4 tuition invoice.

Class Changes

If at any stage, minimum class numbers are not met, Serenade Ballet Academy reserves the right to cancel this class and relocate students into an alternative, suitable class.

Private Lessons

Private lessons must be booked through the Principal and paid in cash in envelope, with name and date, at the scheduled private lesson slot. If unable to attend your private lesson, 48hrs notice must be given, with the exception of unforeseeable sickness or injury.

Enrolment & Annual Showcase

When enrolling your child you are committing to four (4) terms of tuition including the Annual Showcase.

Your Obligations

Consent - Parent / Guardians

- When completing the Serenade Ballet Academy enrolment form, 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 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 stairwell or car park.
- Please be on time when dropping or collecting students at the end of their classes, preferably no earlier or later than 15 minutes before or after class.

Damage to Property

Students, parents, guardians and siblings are financially liable for any damage to studio contents, property and external surrounds.

Personal Property

Lost property is collected and placed in a box outside the studio door. 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.

SBA Buy, Swap & Sell

Serenade Ballet Academy operates a *Buy, Swap & Sell* Facebook Page, for second-hand studio uniform and clothing. See link adjacent: www.facebook.com/groups/467822053951842/

Photographic and Video/DVD Permission Release

Enrolment at Serenade Ballet Academy 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 and as such they are the intellectual property of Serenade Ballet Academy. Photographs or videos may only be taken by a photographer authorised by the Studio.

Unforeseen Circumstances

If Serenade Ballet Academy is unable to comply with any of the provisions of this agreement, by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, severe weather or any other unforeseen contingency or accident, Serenade Ballet Academy will not be liable.

Teachers

All Serenade Ballet Academy teachers have current WWC clearances and have been selected for their quality and experience and personally trained by the Studio Principal. At times, scheduled teachers may not be available, and an alternative teacher will be scheduled. Due to the nature of the entertainment industry and or unforeseen circumstances, teachers may change at the discretion of the Principal.

Studio Locations & Enquiries

Locations

SBA Erina Studio

Shop 15, 8 Karalta Road

Erina NSW 2250

East Gosford Hall

Hall 3, 8 Russell Drysdale St

East Gosford NSW 2250

NAISDA Dance College

Block 31 – 32, The Avenue

Kariong NSW 2250

Enquiries

To ensure the teaching faculty are not interrupted during and between classes, please direct your enquires to serenadeballetacademy@gmail.com.

Studio Contact Details

Principal Mobile: 0423 833 258
Email: serenadeballetacademy@gmail.com
Web: www.serenadeballetacademy.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 Serenade Ballet Academy are: Name; DOB; Age, Address; Email address; Phone number(s); IP Address. We will not collect sensitive information via the website, 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 Serenade Ballet Academy. We will not share any information we collect with any third parties unless required by law.