



## **T K Dance Stars Enrolment Policy**

### ***Attendance and Respect for Staff and Fellow Students:***

- Students are to respect one another and their teachers at all times
- Any attitude or disrespect will not be tolerated and students showing attitude or disrespect will be asked to leave the classroom and return once they are willing to respect their teachers and/or fellow students
- Attendance is required for **all** classes. If a student is unable to attend a class please contact your teacher **prior** to this class.
- All students are to be ready **10 minutes before** their first class is to commence. If a child is not ready to commence their class on time they become a disruption to the rest of their peers.
- Students are **NOT** to leave the premises without a parent / guardian being present to collect them, and must **see a member of staff** before leaving the hall.

### ***Uniform:***

All students are to be in full studio uniform when attending classes, including hair to be in a **NEAT BUN** for all classes.

Studio uniform is as follows:

#### ***Ballet:***

- Hot Pink Class leotard, Pink Ballet Tights, Pink Ballet Skirt, Ballet shoes.
- **Senior Ballet** – mauve or black leotard and matching skirt, ballet tights and ballet shoes.

#### ***Tap, Jazz, Contemporary, Lyrical, Acrobatics:***

- Either class leotard and black shorts, or;
- Studio crop top, singlet, tights and/or shorts set
- Appropriate Shoes for the genre to be worn (i.e. Tap/Ballet shoes, Jazz Shoes) - Jazz shoes are required for acro classes.
- NO Studio T-shirts to be worn during these classes

#### ***Stretch and Strengthen and Hip Hop:***

- As above, however studio t-shirts may be worn for these classes **ONLY**
- Own appropriate shoes may be worn for hip hop classes, Jazz or ballet shoes are to be worn for stretch and strengthen classes.



### **Studio Representation:**

- Any student representing T K Dance Stars must attend any event in full studio uniform (tracksuit/t-shirt)
- All students representing T K Dance Stars must act appropriately, and respect the uniform and studio they are representing at all times.
- T K Dance Stars is a respected family studio with an outlook on positive sportsmanship and encouragement. Students are not to discourage their fellow students and/or other competitors. They are to respect teachers and event staff at all times.

### **Fees:**

- All private lessons must be paid for per term as per invoice.
- Fees are to be paid prior to the first day of the specific term to be eligible for fee discount scheme. Any fees not paid by this date will incur full fee payment not including any discounts.
- Payment plans are eligible to retain discounts if set up prior to the invoice due date at the first day of the term.
- Private lessons **must be paid** for in the event of missed attendance unless the parent informs the studio 1 week prior, AND the lesson has been filled by another student.
- Missed Lessons - If your child/ren are unwell or injured we offer a full make up for the value of those classes. This includes any class of the appropriate age group for your child/ren. Due to being a small business we cannot guarantee the "Same" class for a make up, however we have a variety of classes in each age group for you to attend as a make up class.
- Any class that is cancelled by a staff member will be made available at another time or day to allow for a make up lesson of this class. This will be advised as soon as staffing and hall arrangements are confirmed to give you as much notice as possible. If you are unable to attend this class then the above missed lessons policy will apply and you will be eligible to attend a make up class of your choice in an eligible age group.
- In the event of a COVID-19 outbreak or pandemic classes will be provided online using either Zoom or Google drive formats. Classes during that remaining term will be non-refundable however the option to re-enrol during a further period will be made available.
- In the event that a class is cancelled, a make up class will be provided at an alternative time set by the studio.

### **Parents:**

- T K Dance Stars offers a positive and encouraging environment, where all students are encouraged to perform their best and enjoy the art form of dance. Parents are asked to speak positively and kindly to any student(s) at all times. Derogatory or negative comments toward any student(s), staff or fellow parent(s) will not be tolerated, and if this occurs you may be asked to leave.
- Watching week is the last week of each term. Only on this week will parents be allowed to sit in and watch, but please be advised teachers have the right to change this at any time.



- Watching week for 2-4 years, Pre-Primary and Primary will be split throughout the terms to avoid any major distractions for our young people OR windows will remain open for discrete viewing at any time throughout the term.
- Parents must drop off and pick up students at the door of the studio. No parents are allowed on site unless invited by a staff member. In this case you will be required to sign in electronically via the QR code provided due to government legislation.

### ***Photography and Videography:***

- Photography and videography within the studio may only be taken if approval is given by the appropriate member of staff. In the event that this is approved photography/videography may only be used for a families own personal viewing and must be approved by all parents of students within the selected class.
- Under no circumstances are students to use photography and/ or videography within the studio premises unless approved by a teacher.
- Photography and/or videography taken within the studio, must not be uploaded to any form of social media or internet based programs.
- T K Dance Stars is not associated with Tik Tok in any form.

### ***Mobile Phones and Electronic Equipment:***

- Mobile phones are not permitted within the studio. If a child needs to contact their parents or caregivers during their attendance at the studio they will be able to access the studio phone. Any phones brought onto the studio premises will be required to be place in the phone box in Studio 1 whilst at the studio and can be collected when the student is heading home.
- Electronics including ipads, ipods, leap pads etc, are not permitted for students from Babies to Grade 3. Students from grade 4 and above may bring an electronic device when they have a large break between classes. If your child is bringing one of these items please advise the appropriate teacher.
- Please note: **T K Dance Stars does not take responsibility for these items whilst on premises.**

### **WHILST AT THE STUDIO:**

- Students who wish to leave the studio to collect food must be accompanied by an adult or WRITTEN consent must be brought to the studio and given to a teacher.
- All students must wear appropriate clothing over their leotard and shorts to walk to and from the studio.
- Parents must wait at the entrance to the studio premises to drop off or collect their child/ren. If there are any issues we will implement a sign in, sign out procedure for all classes.