



PARENT HANDBOOK 2018



DIRECTOR'S MESSAGE

Dear valued parents and students,

Welcome to Premier School of Dance and thank you for your enrolment. Premier is committed to providing high quality dance tuition for students aged toddler – 21yrs. We offer dance classes in ballet, contemporary, jazz, hip hop, tap, acro/gymnastics, flexibility, and musical theatre. Premier offers a range of classes including examination, performance, just for fun classes, as well as specialist children's classes.

Premier's talented and dedicated instructors provide a supportive learning environment encouraging correct technique, confidence and most importantly, enjoyment. Whether you are striving for excellence or want to learn for fun and personal development, Premier School of Dance will help you Reach Your Potential!

Our Parent Handbook is your guide to how everything works at Premier School of Dance. More information can be found on the website. Please read thoroughly to ensure you understand our policies.

Warm Regards,
Nikki Abdilla / Director
Premier School of Dance
0410760056 / Mon – Fri 10am - 1pm

Shop 4, 615 North East Road,
Gilles Plains, SA 5086
info@premierschoolofdance.com.au
www.premierschoolofdance.com.au
www.facebook.com/premierschoolofdance615



RECENT SUCCESS

Premier School of Dance is an award-winning school creating 'tomorrow's stars'.

- Examination results majoring in Honours and above - Australian Institute of Classical Dance and Commonwealth Society of Teachers of Dance
- Winners of Ballet, Theatrical, Modern, and Tap Championships - CanDance Competitions and SASDS Competitions
- Jim Murray Award for Most Outstanding Competitor - 2017 South Australian CanDance Competitions
- Jim Murray Award for Most Outstanding Competitor - 2016 South Australian CanDance Competitions
- Major Examination Scholarship - 2016 Australian Institute of Classical Dance
- 2nd Runner Up Troupe Aggregate - 2016 South Australian CanDance Competitions
- 2nd Runner Up Solo Aggregate - 2016 South Australian CanDance Competitions
- Runner up of Jnr Ballet Awards - 2015 Australian Institute of Classical Dance
- Major Examination Scholarship - 2015 Australian Institute of Classical Dance
- 2nd Runner Up Troupe Aggregate - 2015 South Australian CanDance Competitions
- Winner of Jnr Ballet Awards - 2014 Australian Institute of Classical Dance
- Premier students selected for Australian Ballet School International Training Program
- Premier students selected for Adelaide Youth Theatre, Australian Classical Youth Ballet Company, and Pelican Productions.

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PAYMENT POLICY

When Fees are Due

Term fees are payable per term. Invoices are emailed a few weeks prior to the start of the term. Please ensure we have your current email address. Fees must be paid for in full prior to the term starting. Students may only participate if fees are paid in full. Invoices not finalised by due date will incur a \$15 late fee.

Administration Fee

An administration fee of \$6.50 applies per term.

Payment Methods

Option 1. Credit Card (2.5% surcharge applies)

To pay via credit card please click on the link found on your invoice. Enter your unique code and pay online.

Option 2. Direct Deposit

Account Name: Premier School of Dance

BSB: 065106

Account Number: 10331122

Reference: Invoice Number & Parent Surname

Option 3. Cash

Place cash in a labelled envelope with Invoice Number & Parent Surname. Put the envelope into the payment box (located in the waiting room). Please enclose correct amount.

Payment Extension

Please email at least two weeks prior to the start of term to see if you are eligible for a payment extension. Fees must be paid in full by the end of week 4. If unpaid by week 4, the student will be withdrawn from class. The student can participate in classes when fees have been paid in full. A \$15 late fee applies.

Terms & Conditions

All fees must be paid by the due dates. Students will be excluded from performances if there are any outstanding fees. Any outstanding payments may be sent to an outside agency for recovery.

Invoicing for Separated Parents

Two email addresses are allocated per student. One invoice is created per student. Separated parents must contribute their agreed amount separately towards the same invoice number.

Fees are Nonrefundable

Please note that all fees are nonrefundable. Fees will not be refunded if the student misses classes, or if the student leaves the school. Fees will not be refunded if classes are cancelled due to a black out, extreme weather, or water blockage in toilets. Fees will not be refunded if classes are cancelled due to exams being held at the studio on that day. Classes are not held on public holidays, Easter weekend, or the Adelaide Christmas pageant Saturday. These classes are nonrefundable.

ENROLMENT POLICY

Online Enrolment

Students can enrol anytime throughout the year. Students only need to enrol online once through our website. Enrolment is ongoing unless we are notified of a cancellation.

Class Suitability

Premier will assist with finding classes best suited to a student's technical ability. The teacher will determine if a student is suited to a class.

UNIFORM POLICY

Uniform Policy

The correct uniform is required a week from enrolment. The uniform policy is found on the website.

ATTENDANCE POLICY

Drop Off and Pick Up

Students should arrive 15-30 minutes before class to warm up and stretch. Parents must arrive at least 5 minutes before the end of class to pick their child up from waiting room.

Hot Weather Policy

For health and safety reasons classes will be cancelled if temperatures reach 41 degrees or over that day, as deemed by the Bureau of Meteorology.

Terms and Conditions

- Students are expected to attend all scheduled classes and rehearsals for the year, on time. Classes may only be missed due to illness, dance competitions, and compulsory school commitments. Students with injuries must observe their classes. Classes may not be missed for other reasons such as birthday parties, family functions, other sporting commitments, social events, and holidays during the school term. Please send a text notification to 0410 760 056 if your child will be absent.
- Students who are regularly absent or miss compulsory pre-performance rehearsals may be pulled out of a performance or examination. Any pre-paid fees will be forfeited.
- Troupe students must exclusively attend dance classes at Premier School of Dance. Workshops and master classes held at other venues are permitted. Students may perform with local amateur dance companies providing rehearsal and performance dates don't clash with Premier commitments.

TIMETABLE

Diary Dates and Performance Dates

Visit the Diary Dates page on the website for term dates, performance dates, examination dates and pupil free days.

New Timetable in Term 4

Premier starts the new dance year in term 4. Classes and timetable may change, and students may move up an age group.

COSTUME POLICY

Costumes are an important part of the performance and are either purchased ready-made, or are made to measure by a dressmaker. Premier School of Dance organises exquisite costumes.

Competition Costumes (due in term 1 or term 2)

Troupe students / 2 costumes approximately

Private lesson students / Depends on student

Concert Costumes (due in term 2 or term 3)

Little Stars / 2 costumes

Troupe students / 1 costume

Hip Hop students / 1 costume

Beginner & Intermediate students / 1 costume per class

Cost

Costume costs vary based on the level of detail, fabric and style of costume. Costumes typically cost between \$75 - \$100 each. These costumes are for the students to keep. Performers may also require a hairpiece, lipstick, and stockings to be purchased. Parents are encouraged to put money aside for costumes throughout the year.

Costumes can take 10 weeks to arrive from order date. Please ensure timely payment so that costumes are ordered in time for the performance. Late payments will mean the student won't have a costume, and therefore cannot perform. Credit card payment options are provided to assist families with timely payment.

Sizing

Online costumes are ordered as per a students measurements and the online sizing chart provided however, there is no guarantee that costumes will be a perfect fit. Costumes cannot be returned or refunded. Any alterations will be charged to the parents.

Sewing

Some sewing may be required such as sewing sequins, decorations, buttons, straps, fastenings etc. If the

parent does not wish to complete this, we will assist with finding someone who can complete it for them at a fee. Students will not be allowed on stage if their costume is incomplete or altered.

Second Hand Costumes

Past Troupe costumes may be reused. If sold, take 20% off the price at every sale. If hired, there is a flat rate of \$20 per costume. Costumes must be returned within 7 days.

PERFORMANCES

The Showcase (end of term 2)

The Showcase is usually held in the last few weeks of term 2. Please ensure availability.

The Showcase is a fun casual family event where Premier's talented U6 troupe members and soloists perform their new routines on stage for a Premier-only audience. It's a wonderful opportunity for the students to practice before the Candance competitions and support each other.

Candance Competitions (end of term 2)

Candance Competitions are held in June and July. Please ensure availability during term and school holidays.

Premier School of Dance is pleased to give students the chance to perform and compete at the Candance competitions. Competitions are a highlight of the year for the students, parents and teachers. Students execute their well-rehearsed routines for an audience, in costume. Students are encouraged to do their personal best, have fun, and enjoy the experience. Performing on stage is a wonderful way to build self-esteem and equips students with performance skills essential for auditions and professional performances.

The following students have the opportunity to perform in competitions:

- Troupe students
- Hip hop students
- Private tuition students

Annual Concert (end of term 3)

The Concert is held in September or October. Please ensure availability.

Premier's concerts are entertaining extravaganzas held in a seated theatre. The concert is a highlight of the year and is professionally filmed, edited, and put on USB so the students can relive the event. Purchase of the USB is compulsory for all students performing. This ensures we can afford a professional filming of the concert. Cost is approximately \$50. The annual concert is an invaluable opportunity for students of all ages to gain performance experience and build self-esteem. Tickets are available for purchase online through the Trybooking website. Tickets are approximately \$20-\$30ea.

The following classes perform in the concert:

- U5 Little Star students

- U6 - Open troupe students
- Hip hop students
- Beginner Intermediate students
- Award winning soloists

EXAMINATIONS

Ballet, Tap, and Jazz Exams (Term 4)

Examinations are held during term 4. Please ensure availability.

Premier School of Dance is pleased to give students the chance to enter ballet, jazz and tap exams. Technique classes are used to teach the exam syllabus, which includes a range of exercises and dance routines. We want to ensure each student will achieve his or her maximum potential in an exam situation. This is why ballet students in U10 and above must participate in a minimum of two classes per week. Examinations are optional, although highly recommend. Examinations set a goal for the students to achieve every year providing them with a challenge, which in turn teaches students commitment and dedication. Students are rewarded with accreditation, certificates, trophies and reports. Exam fees apply.

It the teachers decision as to whether or not a student is ready to perform their exam. Only students who are of high technical standard and good syllabus knowledge will be able to enter. Students may learn a grade over a 2 year period to perfect the syllabus. Students injured or sick at the time of an examination may withdraw with a doctor's certificate.

The following students in U6 / U8 / U10 / U12 / U15 / Open may have the opportunity to enter examinations:

- Ballet technique students (Borovansky syllabus)
- Jazz technique students (CSTD syllabus)
- Tap technique students (CSTD syllabus)
- Beginner classes do not enter examinations, however they learn the examination syllabus for technique.

PRIVATE LESSON POLICY

Private Lessons

Private lesson time slots are limited and are therefore only offered to selected students showing potential. Private lesson students must be troupe students.

Private lessons will not be rescheduled if the student misses a lesson. Parents may organise between themselves to swap lessons with another student for that week, or sell their time slot to another student. Parents must not ask teachers to alter their schedule or make up a missed class. If the private lesson is a duo or trio, and one or two students are away, the lesson will continue. Students wishing to learn musical theatre routines are strongly encouraged to take singing tuition.

COPYRIGHT POLICY

Copyright

All choreography, paperwork, recordings, and music remain the property of Premier School of Dance, and must not be re-used or sold without permission.

CODE OF CONDUCT POLICY

Conduct

Students, parents, and teachers must work towards making Premier School of Dance a safe and pleasant environment. Our studio does not tolerate bullying.

If an incident occurs, parents may contact the Director after a 24 hour period during office hours. This gives everyone time to reflect, de-brief then calmly discuss what happened and work together to find a solution.

Our studio does not tolerate negative gossip. If parents have a concern, they are encouraged to contact the Director. We are always looking to improve our service. We welcome all positive and constructive feedback during office hours.

Code of Conduct Policy

premierschoolofdance.com.au/code-of-conduct

SAFETY POLICY

Supervision Out of Class

Premier School of Dance cannot provide supervision for students when they are not in class. This includes the waiting room, toilet, and car park. Parents or guardians must supervise their child or organise a nominated adult to supervise their child. This includes breaks between classes.

Accident and Injury

Premier School of Dance does hold responsibility for any liability in respect to accident or injury to students.

Personal Property

Premier School of Dance does not hold responsibility for loss or damage to personal property.

Filming

By enrolling you give consent for your child to be filmed by teachers or professionals for studio publicity, memorabilia purposes, or social media marketing.

Safety Policy

premierschoolofdance.com.au/child-safe-policy

Thank you for taking the time to read our Parent Handbook and for following our policies.
Premier School of Dance looks forward to a wonderful year of dance, growth, and excitement.