



## Terms and Conditions

### FEES & TUITION

**I Understand Fees are due at the end of the 3rd week of every term**, please note the due date on your invoice. If you are unable to pay fees within the above period please get in touch with the principal to arrange a payment plan. Late payments of invoices will incur a **\$30 administration fee**. If fees are unpaid in excess of 30 days from the invoice's due date, Rockhampton Academy of Dancing reserves the right to exclude the dancer from participating and take debt recovery proceedings. All Private Coaching lessons must be paid for on the day of the lesson.

**All Fees are due and payable by the due date on the invoice.**

**Once paid, fees are final, non-refundable, non-transferable and non-extendable.**

### DISCOUNTS

I understand RAD dance tuition packages are available for dancers that attend multiple classes.

### PERFORMANCE & MISCELLANEOUS TUITION

#### **PRIVATE LESSONS/ WORKSHOPS/ GUEST CHOREOGRAPHER CLASSES/SEMINARS/EXTRA COMPETITION CLASSES/ EXAMS/CONCERTS**

I understand private lessons, workshops and any other extra opportunities offered at RAD will incur an additional fee.

I understand that additional fees will apply to the dancer who participates in any examinations, competitions, seminars, workshops, concerts extra lessons etc.

I understand examination and competition fees are non-refundable.

### MISSED CLASSES

**There is no refund of fees for missed classes.** Please make sure you advise the Principal if your dancer will be away in order to be eligible for a make-up lesson.

Every effort will be made to make up lessons missed due to hall cancellations or a Teacher's absence.

## **PUBLIC HOLIDAYS**

I understand that RAD does not hold classes on public holidays. Unless advised otherwise. I understand that tuition adjustments have been taken into account and no additional credit/refund will be issued for missed public holiday classes.

I understand that if any classes are cancelled during the term, all efforts will be made to contact the nominated parent/caregiver on the dancer's enrolment profile.

## **CONCERT AND COSTUME FEES**

I understand that there will be a yearly concert fee. I Understand all concert costumes will be invoiced and costs spread out over all 4 Terms.

I understand that I am responsible for supplying appropriate dance footwear for my dancer as outlined in the handbook.

I understand that tights, hair and makeup supplies and any other miscellaneous supplies will be the responsibility of each dancer.

## **ENROLMENT AND CLASSES**

**I understand that all dancers must be enrolled via the RAD Class Manager Portal before they participate in any classes at RAD.**

**I Understand A non-refundable enrolment fee** is required each year at the time of enrolment to secure your booking. When you successfully enrol for one term the dancer is automatically guaranteed a place in the following terms in the same year. If you wish to withdraw from a class, **NOTICE MUST BE GIVEN IN WRITING TWO WEEKS PRIOR TO THE COMMENCEMENT OF THE NEXT TERM.** If an invoice is issued, a place in the class is being held for that student and it is expected that the issued invoice will be paid.

I understand that the dancer is enrolled for the full calendar year (January to December).

I understand that if I would like to change the enrolled dancer's class/classes throughout the year, approval must be sought from the studio principal.

I understand changes to the enrolled dancers classes will be approved based on class availability. I understand there are limited places in classes and a spot has been reserved for my dancer, therefore I commit to the selected enrolled classes for the term.

I understand that if my dancer wishes to cease classes during a term, I am still required to pay all tuition relating to and owing for that term.

I understand that class placement is at the discretion of the studio principal. If notified, I understand that my dancer may be requested to join a different class dependent on their age and ability.

## **CLASS NUMBERS**

If enrolment numbers fall below the viable number (approx 4-5) Rockhampton Academy of Dancing reserves the right to cancel, shorten or transfer the class – fees paid will be credited pro rata.

## **CHOREOGRAPHY**

All hired routine choreography and concert and comp team group choreography remains the sole property of Rockhampton Academy of Dancing and may not be performed or used in any way without prior consent from the principal.

## **ABSENTEEISM**

I understand that it is the responsibility of the dancers parent/caregiver to report any absences from classes or rehearsals via phone, email or text.

I understand that all dancers and their family members must follow any state health requirements as they arise

I understand that if my dancer is injured/ill but not contagious, they are invited (and encouraged!) to come and observe their classes and rehearsals to ensure they don't miss out on any important information/ dance directions.

## **PARENT VIEWING AND WATCHING CLASSES**

We welcome parents and carers into the studio to watch ADA Little Gems Classes. **Please limit this to a maximum of two people per dancer.**

Please ensure that you are quiet while the class is in progress – any noise is a distraction to both little dancer and teacher. Recording from mobile/multimedia devices or any photography is strictly prohibited.

For all other classes, Parents may watch on the special invited 'parents viewing days' during the year – all other times classes are closed to viewing.

## **DANCER'S ONLY WARM UP AREA**

Rockhampton Academy of Dancing takes the necessary steps to provide a safe environment where all dancers can feel comfortable and safe. I Understand in order for RAD to provide a safe space that the designated Dancers warm up area is for **DANCERS ONLY** this area is a safe quiet area for dancers to warm up and put their shoes on ready for their class it is **NOT A PARENT WAITING AREA** Little Gems Parents **ONLY** are permitted to be in this area **ONLY** whilst their dancer is in their Little Gems Class. I Understand that the Dancers warm up area is not a change room. I understand dancers are **NOT PERMITTED TO GET CHANGED IN THE DANCERS**

**WARM UP AREA** I Understand that all dancers are required to get changed in the allocated toilets.

### **PARENT WAITING AREAS**

I understand that at Rockhampton Academy of Dancing parents are encouraged to drop students off 5-10 mins (no earlier) prior to lesson start time and pick students up promptly on their finish time. I Understand for younger dancers parents are required to walk them to the dancers warm up area door and also pick them up from the warm up area door. If for some reason parents have to wait whilst their dancers are in classes **please wait in the allocated Parent Waiting Areas.**

### **COMMUNICATION**

I understand that it is the parents/caregivers and dancers responsibility to read all class notices. This may be in the form of email, the studio class manager app, social media (Facebook & Instagram).

I understand that failure to read studio information may result in missing out on important information, events and opportunities.

I understand that RAD commits to multiple multimedia communication streams and therefore takes no responsibility for missed information.

I understand that I am responsible for maintaining up to date contact information in the RAD Class Manager parent portal.

I Understand that if I have any questions or concerns I will not walk in and disrupt classes (unless it is an emergency) to talk to teachers I understand it is best to email, phone, text, message or schedule an appointment with the principal with any questions or concerns. To receive the correct information it is always best to email, message or phone the Principal to ensure to receive the correct information.

### **PHYSICAL CONTACT**

Parents are advised that some physical contact from teachers may be necessary to demonstrate exercises or techniques correctly, or if a staff member needs to administer first aid.

### **WORKING WITH CHILDREN**

The Principal and all teachers and guest teachers at Rockhampton Academy of Dancing have a Blue Card as required by Commission for Children and Young People and Child Guardian.

### **MEDIA / MARKETING / PHOTOGRAPHY/VIDEOGRAPHY RELEASE**

I acknowledge and consent to Rockhampton Academy of Dancing using photos/ videos of my dancer/s for the purpose of advertisement, marketing, signage, social media platforms (such as Facebook and Instagram), the studio's app and website.

I understand that full names of dancers are not used in any of the aforementioned instances

unless additional consent is expressly given by the dancer's parent/ caregiver. If you do not want your dancer on any of the above platforms please contact the Principal.

I acknowledge and understand that there is no financial compensation for use of my dancer's photos/ videos.

## **SOCIAL MEDIA POLICY**

I understand that RAD dancers and their family members must have written approval of the studio principal before posting to social media channels on RAD'S behalf.

I understand that when posting on my own personal social media channels I must not:

Refer to RAD or its dancers, employees or volunteers, in a disparaging or negative manner

Represent any social media posts as being the views of Rockhampton Academy of Dancing without written consent from the studio principal

Engage in conduct online that is likely to bring RAD into disrepute or otherwise damage its interests

Engage in conduct that would breach any policy of RAD including but not limited to discrimination, harassment and bullying policies

I understand that a breach of the RAD social media policy may result in instant termination of my enrolment.

## **FIRST AID**

A stocked first aid kit is accessible to all classes at all times. In the event of a medical emergency, if parents are unreachable, it is understood that the teacher reserves the right to call for an ambulance service.

## **DANCER ETIQUETTE**

I understand that all dancers must act in good faith and treat all other dancers, teachers and parents with respect and kindness.

I understand that all dancers must listen intently and follow instructions given by their dance teacher.

I understand that all dancers must wear their uniform with pride.

I understand that all dancers must adhere to the RAD no-bullying policy

I understand that poor behaviour from any dancer will not be tolerated and may result in instant dismissal from the studio.

## **DANCE FAMILY (PARENTS/CAREGIVER) ETIQUETTE**

I understand that all dance families and visitors of RAD must act in good faith and treat all other dancers, teachers and parents with respect and kindness.

I understand that all dance families are required to immerse themselves in the RAD studio by reading emails and engaging on our socials.

I understand that all dance families must communicate clearly and honestly with our team without hostility or aggression.

I understand that all dance families must ensure prompt payment of all dance tuition.

I understand and commit to the studio's car parking, pick up and drop off procedures.

I understand that all parents, caregivers, and other associated family members must adhere to the RAD no-bullying policy.

I Understand that RAD discourages and does not tolerate any gossiping or talking badly of any dancer, parent, teacher, family, other dance schools, within our RAD community.

I understand that poor behaviour from any dance family member will not be tolerated and may result in instant dismissal from the studio.

## **PERFORMANCE ETIQUETTE**

I understand that all dancers must act in good faith when performing or competing at events and treat all other dancers, dance schools, competitors, teachers, parents and event organisers and volunteers with respect and kindness.

I understand that during any performance (ie. concert, production, local show, eisteddfod or competition) there is to be no walking or moving around whilst performers are on stage. This is inconsiderate and a distraction for the dancers on stage and all audience members.

I understand that all dancers will remain for the duration of any performance / event / concert/competition to support and encourage all members of the RAD community.

## **OUTSIDE PERFORMANCES/COMPETITIONS/CLASSES/WORKSHOPS/TEACHERS/SHOWS**

RAD enrolled dancers are not permitted to participate in any outside dance classes, dance workshops, dance competitions, dance teachers, dance performances, dance schools or choreography without prior consent from the principal.

## **CONCERT**

I understand RAD encourages all dancers to perform in the annual dance concert.

I understand that if my dancer is consistently absent from weekly classes and/or concert rehearsals that it is the principals decision whether or not my dancer can still perform in the concert.

Participation in our end-of-year concert is encouraged for all students how ever it is optional.

Student's wishing to participate in the end-of-year concert are required to be enrolled for Term 1 when all of the concert preparation begins (learning of choreography).

## **DRESS CODE**

**Hair** – I understand that for the safety of my dancer, all hair must be pulled back away from the face and tied up neatly at all times. A ballet bun must be worn for all ballet/comp team classes.

**Jewellery** – I understand that for safety reasons **no** jewellery should be worn to dance. Plain studs or sleepers are acceptable.

**Nails** - I understand that RAD discourages the use of fake nails during classes and/or performances. Especially when partner work or acrobatics is required.

**Uniform** – I understand that the RAD uniform is an integral part of the studio's commitment to community and team work. I understand that all dancers are required to wear the RAD uniform.

**Shoes** - I understand that appropriate footwear is required for all classes **NO BARE FEET ALLOWED** with the exception of acrobatics.

I understand that any dancers who are inappropriately dressed or groomed for class may not be able to participate in class activities.

## **UNIFORM**

There is a set RAD logo uniform for all students enrolled. All students must adhere to the RAD uniform regulations, be suitably groomed and be ready for class 5 minutes before the scheduled class time.

## **BULLYING POLICY**

I understand that Rockhampton Academy of Dancing has a strict no bullying policy. I understand that all reported events of bullying will be taken seriously and investigated in full. The result of such investigation will be recorded and kept confidential in line with the Rockhampton Academy of Dancing privacy policy.

## **MOBILE PHONE POLICY**

I understand Rockhampton Academy of Dancing has a strict no phone policy in the studio. I understand RAD dancers must keep their phones in their dance bags during all classes.

## **VALUABLES**

Dancers are asked to leave valuables and money at home. Rockhampton Academy of Dancing is not responsible for any lost items.

## **INJURY/ MEDICAL CONDITIONS**

I understand it is the dancer and their parent/caregiver's responsibility to inform the dance teacher if they have an existing injury or medical condition prior to starting class.

I understand that first aid and CPR is available to all dancers.

I understand that in the unlikely event of injury or illness requiring treatment by a doctor, an ambulance will be called to the studio. Any parent/caregiver opposed to this should advise this on enrolment. Every effort will be made to contact the parent/caregiver if this situation arises.

## **HEALTH & WELLBEING**

I understand Rockhampton Academy of Dancing's priority is the health and wellbeing of its dancers, teacher and their families both in weekly dance classes and at all RAD events and performances.

I understand RAD takes all necessary steps to avoid injury in dance by providing a safe dance environment, warm up/ cool down instruction in all classes and advice on safe dance progressions. This includes, but is not limited too, preventing dancers from attempting and/or demonstrating tricks and dance moves that are beyond their current physical limitations.

I understand and acknowledge RAD's recommendation to avoid trying advanced tricks at home without adequate space, supervision and/or qualified instruction.

I understand RAD takes all necessary steps to prevent unnecessary spread of illness within the studio. I acknowledge that all dancers, teachers and dance families are required to stay at home if they are contagious and follow the QLD Health guidelines for returning to normal dance activities after symptoms have ceased.

## **ACCESSIBILITY**

I understand RAD welcomes all dancers to the studio. Anyone can dance at Rockhampton Academy of Dancing.

## **CAR PARK SAFETY**

I understand that I must adhere to the speed limit and drive with care at all times.

I understand that I am required to follow the carpark rules, including only parking in the designated parking spaces. I understand that only vehicles with a disability parking permit can park in the marked disabled parking spots.

I understand I need to act with kindness, respect and patience in the carpark. Especially at peak times.

I understand that all dancers under 10yrs of age must be collected from the dancers warm up entrance.

I understand that dancers are to be picked up promptly at the end of their class. I Understand that Rockhampton Academy of Dancing discourages gossiping in the car park or on the school grounds.

## **ACCEPTANCE OF ROCKHAMPTON ACADEMY OF DANCING TERMS AND CONDITIONS**

Participation and Enrolment into the classes will be considered acceptance of these terms and conditions, and any ongoing updates to these terms and conditions.



Participation in all Rockhampton Academy of Dancing classes is dependent on each participant demonstrating respectful, courteous, honest and appropriate behaviour. Inappropriate behaviour is classified as anything verbal and non verbal that may be actual or perceived intimidation, harassment, discrimination or abuse.

Parents/Caregivers/Dancers in breach of these Terms and Conditions may be removed from Rockhampton Academy of Dancing classes, and ongoing participation may be refused. This will be at the Principal's discretion.

Rockhampton Academy of Dancing reserves the right, at any time, to verify the validity of a dancers enrolment and to reject or disqualify a dancer from participating in any classes.