

# ACRO DANCE AUSTRALIA 2023

# TERMS OF ENROLMENT

## 1. Injury & Safety Policy

- 1.1 If an injury occurs, either prior to or during class, it is the responsibility of the student/parent to notify the Principal and teacher of such injury.
- 1.2 Staff are qualified First Aid Certificate holders. Any injury incurred during class or on the premises of Acro Dance Australia, will be attended to by the teacher in charge. An Accident/Injury Form will be completed and signed by both First Aider and Parent/Guardian.
- 1.3 Any injury/illness that may restrict or hinder a student must be reported to the Principal prior to class.
- 1.4 Any student undergoing medical treatment should report to the front desk and notify the Principal of such treatment for safety reasons.
- 1.5 It is recommended that students, although injured or ill (unless contagious), attend classes for viewing purposes.
- 1.6 All students are required to wear their correct uniform to all classes. Students not presenting in their uniform will not be able to participate in classes.
- 1.7 No jewellery is to be worn during class save for small stud/sleeper earrings. Please no fitbits or similar.
- 1.8 All staff at Acro Dance Australia adhere to the Australian Guidelines for Dance Teachers and Code of Ethics administered by the Australian Dance Council (Ausdance).

## 2. Conditions of Enrolment

- 2.1 Students/Families must agree to Terms and Conditions herein & also our Annual Performance Policy, First Aid Policy, Photographic Policy and Cancellation Policy.
- 2.2 Students/Parents must provide appropriate medical details upon enrolment.
- 2.3 Students/Parents must provide consent (or not, where appropriate) for photographic/video images.
- 2.4 The Office/Principal must be notified immediately if there are any changes to contact details.
- 2.5 Acro Dance Australia reserves the right to cancel or change classes at any time.

## 3. Conditions of Payment

- 3.1 All fees are inclusive of GST.
- 3.2 All fees must be paid for via our online system on the 1st of every month via your nominated bank account or credit card.
- 3.3 You may choose to pay fees 3 month's in advance in cash (in one lump sum). Payment will be deducted on the 1st January (Term 1), 1st April (Term 2), 1st July (Term 3) and 1st October (Term 4). The cancellation policy does not apply. If you pay the term fee and cease classes, no money will be refunded.
- 3.4 No refunds under any circumstances will be given for missed classes. Classes may be "made up" if there are two classes scheduled for that level.
- 3.5 Bank fees will be incurred in addition to the monthly amount charged.
- 3.6 Costume Hire for our end of year concerts are included in your monthly payment. Please note that if your child does not participate in the show, there is no reimbursement of costume fees.
- 3.7 If you default your monthly payment, a \$10 late fee may apply.

## 4. Rules & Regulations

- 4.1 All students are to be dressed appropriately in their Acro Dance Australia uniform at the commencement of class with their hair in a suitable style.
- 4.2 All students must be punctual to class.
- 4.3 No student is to leave the premises of Acro Dance Australia in just their uniform. Appropriate tops, tracksuits and shoes should be worn over the top.
- 4.4 Any student wishing to partake in Examinations/Assessments must attend coaching classes.
- 4.5 It is common courtesy to contact the office if a student is to be absent for any period of time due to illness, holiday, school camp etc.
- 4.6 Any student performing or partaking in any production/class/workshop outside of Acro Dance Australia must notify the Principal of details.

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- 4.7 Any student attending classes at other dance schools and/or ongoing programs co-ordinated by a third party, in addition to their classes at Acro Dance Australia, is asked, as a common courtesy, to advise the Principal so that any conflict of interest can be avoided.
- 4.8 No responsibility is taken for any loss or damage of personal property of students. Personal property is brought to class at the student's own risk.
- 4.9 No chewing gum is permitted on the premises.
- 4.10 Students are not permitted to leave the vicinity of Acro Dance Australia unless accompanied by an adult who is known to Acro Dance Australia. Accordingly, if a friend or relative is to pick up a student from Acro Dance Australia who does not pick the student up on a regular basis, we ask that a parent/guardian contact the office to advise.
- 4.11 No student (under 18yrs) is to leave the premises of Acro Dance Australia during their lunch break unless they have prior written permission from their parent/guardian. Please present notice to office staff before leaving premises.
- 4.12 Parents are only permitted to view classes within our specific viewing area.
- 4.13 Students are encouraged to sign up to Movitae, our online video app which allows us to film class work for students to practice at home. Parents may film their own child during the last 5 minutes of class only but videos must not be posted or shared online through any Social Media forum as this is a breach of copyright, our intellectual property and is against our privacy policy.

## **5. Annual Performances**

- 5.1 All students enrolled in classes are invited to participate in our Annual Performance.
- 5.2 Any student wishing to partake in the Annual Performance must attend rehearsals. The office should be notified immediately if a student is going to be absent for any period of time.
- 5.3 Students not wishing to perform in the Annual Performance must provide written notice to the Principal by 1st August of that year.

## **6. Medical & First Aid**

- 6.1 Any medical conditions, including any allergies, should be disclosed to Acro Dance Australia upon registration.
- 6.2 Any student enrolled at the Acro Dance Australia will, if required, receive first aid from one of our First Aid staff members.
- 6.3 Parents or guardians of any student who requires emergency medical attention will be contacted immediately. If in the event, you are uncontactable, an ambulance, if required, will be called.
- 6.4 Students who require any medications, such as Panadol, will need to bring these from home.

## **7. Photographic/Video Policy**

- 7.1 From time to time, Staff will take photographs/video images of students to use in promotional material for Acro Dance Australia, including our website, newsletters, advertising material and social media (e.g. Facebook/ Instagram), as well as on our Concert's/Performances.
- 7.2 Only images that are appropriate in nature and in context will be used.
- 7.3 Parents who do not wish for their children to be photographed must advise "no" in the consent field provided.

## **8. Cancellation Policy**

- 8.1 Once students are enrolled in classes for the term, the term fee is payable via instalment payments.
- 8.2 At the end of each term, students are automatically "rolled over" to the next term, an invoice is generated and direct debit payments are continued as normal.
- 8.3 We require 4 weeks notice(28 days) of any cancellation or change of class. Fees will incur up until 28 days after cancellation is received.
- 8.4 Changes to classes must be received before the first direct debit payment is made for the term.
- 8.5 Cancellation of classes must be received in writing and a confirmation email of cessation of payments will be received.