

*Julie Ryan*  
D.A.N.C.E.R.S. 



2021 POLICIES  
AND  
PRODECDURES

# PERFORMANCE OPPORTUNITIES

**Annual Concert**– We hold three concerts at the end of each year (See “Important Dates”). These concerts involves all students from our First Steps, The Academy and Performance Teams. This is a professional standard production held at Lowanna College Auditorium, Newborough. The concert is a highlight for the year and provides all students the opportunity to shine!

**Performance Teams (Troupes)**– Troupe teams are chosen by the Principal and represent Julie Ryan Dancers at competitions and eisteddfods throughout the year. This team requires a high level of dedication, ability and commitment.

**Performance Team (Soloist/Duo/Trio)**– Soloists are chosen by the principal each year and represent Julie Ryan Dancers at competitions and eisteddfods throughout the year. Soloists require a high level of dedication, ability and commitment.

**Promotional work**– Each year opportunities arise to promote our school at local parades, showcases and community events. These opportunities (depending on type of event) can be open to First Steps, The Academy and Performance Team students.

# POLICIES

## **Class Size**

At JRD we strive to provide an engaging learning environment and a duty of care for all students. Class sizes depend on the style of dance and the age/ability level being taught. JRD reserves the right to combine or divide classes depending on enrolments.

**Extreme Weather**-In the event of excessive heat (eg forecast of 37 degrees or over)- ALL Traralgon classes will be cancelled. Newborough classes will continue as the studio is air conditioned.

If in the event classes need to be cancelled for any other reason, students will be notified via our Facebook page and a note on the studio door.

**Parents**-Our classes are closed to parent viewing. Parents will be welcome to view their child's class at the end of each term (generally the last week of term). Photos and video may be taken of your own child at the discretion of other parents and class teacher. Parents are requested to be punctual in the collection of their children. The school IS NOT RESPONSIBLE for students outside of their allocated class times. Students who have breaks between classes must remain at the studio until they are collected by a parent/carer.

**Parking**- Our studios share parking with other businesses that are open similar hours to us. We ask that you respect other customers and refrain from staying in the venue if your child is in class for a number of hours. We do need to share the parking and there are many shops and cafes around the area to visit while you wait.

**Lost Property**- No Responsibility will be taken for clothing/ballet wear left at the studios. Lost property boxes are located at both Traralgon and Moe/Newborough studios.

**Studio entry**- There will be no entering studios whilst private lessons or classes are in progress. Latecomers will be frowned upon.

**Notices/Newsletters**- All notices/ newsletters will be available in the studio foyers and on our website. Please make sure you check regularly to keep up to date. Reminders and important information will also be communicated via our Facebook page.

# POLICIES

**Social Media**– Any photo, Video or social media posts which depict JRD students, staff or choreography require permission of the principal before being uploaded. Failure to do so is a breach of copyright and privacy and may result in expulsion. ( This includes Facebook and YouTube!)

**Outside Tuition**– JRD students are prohibited from attending classes at other dance school whilst enrolled at the school, unless permission has been granted by the principal. Failure to comply may result in expulsion.

**Auditions**– Outside audition opportunities for students to extend their dance training do become available throughout the year. These auditions are only open to students in our Performance Team (troupe and solo) and are strictly at the principals discretion. JRD must be informed of a students attendance at an audition prior to registering.

**Contacting staff**– Staff can be contacted via phone call or text message between the hours of 9am and 4pm Monday to Friday. Staff are not to be disturbed in class time or between classes at the studio as this is vital preparation time to ensure classes run smoothly.

**Enrolment**– Enrolment is completed annually and all documentation must be completed and signed before entering a class at JRD.

**Class attendance**– If a child is absent due to holidays, parties or illness we do not offer discounts on fees. Any public holidays will be deducted from accounts at the beginning of the term. Students are expected to attend most/all of the classes they are enrolled in.

**Uniform**– Teaching staff reserve the right to refuse entry to students who are not dressed appropriately for class (Please see UNIFORM for more information). Attendance in class in the wrong attire can pose as a safety issue and makes it very difficult for both student and teacher to do their job. Please note– New coloured leotards (Lilac/Deep Purple/Black) will become compulsory at the beginning of Term 2.

# FEES AND PAYMENTS

## **Class Rates**

All fees are invoiced per term and payments can be made by cash, direct deposit or EFTPOS. EFTPOS facilities are now available at both Newborough and Traralgon Studios. Class costs are dependant on the length of the class being attended. Please see below for costing.

30 minute class—\$12\*

45 minute class—\$15\*

1 hour class—\$18\*

Discounts packages do apply to students/siblings attending more than three classes per week or students who attend multiple classes providing fees are paid by the due date. Payment plans are available– these must be arranged before the due date of invoice and balance finalised by the end of each term. For more information on our discounts please speak to our friendly administration staff.

Fees are NOT to be paid to teachers—only office staff! Fees must be paid regardless of reason for absence.

All payments must be finalised by the due date, otherwise places will not be held for students with outstanding balances.

\*Rates are subject to change at the beginning of each year.

# TERMS AND CONDITIONS

## PAYMENT METHODS AND CONDITIONS

All fees are inclusive of GST. Customers will receive an invoice per-term, this includes all costs for the term (class tuition) • Where a customer enrolls part way through a term/month they will be billed for the remainder of the term (minus their first class trial) • Payments are taken via cash, eftpos or direct debit. • While we encourage a yearly enrolment to ensure you see improvement and results with your training, the minimum enrolment at JRD is for (1) term and should a student decide to cancel enrolment or change classes/packages, this can only be done via writing to [julieyandancers@outlook.com](mailto:julieyandancers@outlook.com) prior to the commencement of the new term. The full term's worth of payment will still need to be paid should a student stop attending part way through a term, as a student holds a place in their classes for the duration of (1) term minimum. • Please note: Fees are non-refundable, (unless a class is cancelled by JRD).

## FEES / INVOICING:

• By enrolling at JRD parents acknowledge they are purchasing a 'full terms' worth of classes', not 'individual' class payment, fees are paid on a term basis, not weekly. • Parents acknowledge that if their child withdraws from a class/es these amendments will need to be made in writing to JRD prior to the commencement of the new term. Where JRD is notified after the commencement of the term and the student has already participated in one or more of these classes, the invoice will not be modified, as JRD needs to ensure all positions in every class are filled prior to the commencement of each term as we now have waiting lists for our classes. • JRD is not in a position to administer credits or refunds for missed classes. Classes will only be refunded and credits applied in the event that a class is cancelled by JRD. Fees cannot be transferred across to other siblings/students. • JRD do offer 'Make-up' classes (if there is a suitable class in the schedule), classes will need to be 'made-up' in that term and will not be transferred across to other terms. An appropriate 'Make-up' class will need to be discussed with the principal prior to the student attending another class. • Where a student withdraws from JRD, official notification in writing must be made otherwise the customer will be liable for all outstanding fees, as your child will be 'holding' a position in his/her classes that is not available then to another student. • Once invoices are distributed, customers are expected to pay the full amount owing and it cannot be changed to accommodate missed classes. • If a student decides to withdraw before the term is finished and the invoice has still not been paid, the amount will not be adjusted to reflect classes only participated in. The full amount owing will need to be paid. • The Parent/Guardian acknowledges that their child may be refused entry into the classroom after numerous attempts have been unsuccessfully made to obtain any tuition fees outstanding. • The customer acknowledges that where any outstanding invoices remain, this will be forwarded onto a debt collection agency and will be liable for debt collection fees. • Enrolment is valid for one calendar year only. All students are to re-register online to commence classes in a new calendar year.

**ABSENCE / DISCOUNTS / TRIALS:** • Where a student is going to be absent for a number of weeks due to travel, these classes will still need to be paid for, as your child is 'holding' a position in their class/ es. A special discounted rate may be discussed with the principal for periods of 4 or more weeks, however final decision will be at discretion of the principal. • Where a student is severely unwell or injured, prohibiting them from dancing, a medical certificate will need to be supplied before any special circumstances regarding fees may be applied.

## POLICIES, TERMS & CONDITIONS:

• Any applied discounts ie. For siblings/families, may be void where invoices are overdue. • Additional admin cost of \$5 per week may be added to invoices that remain unpaid. • Students trialing a lesson will receive one 'trial' lesson only in each genre/dance style, then upon decision to enroll for the term, will be invoiced for the entire length of the term of classes enrolled in. • If a student decides they do not wish to enroll after their initial trial lesson and do not return, they will incur no costs. • Trial lessons are applicable to new students only, not existing students (unless special offers/promotions arise from the principal).

# TERMS AND CONDITIONS

## CLASS PLACEMENT / ETTIQUETTE / ATTENDANCE:

• Students will be placed in a class according to JRD standards. This involves appropriate classes based on age, experience, standard, individual confidence and maturity levels. • JRD will make the final decision regarding your child's class allocation. • Where a class is at it's full capacity, the student will be placed on a 'waiting list'. • It is common courtesy for parents to inform JRD by phone or email, should their child be absent especially throughout term 4, once concert routines are being choreographed, as this can cause many inconveniences to students and teachers. • If a student is injured or unwell they are still expected (to a reasonable extent) to attend class and observe, especially when it comes to Exam, Competition & Concert times. • Please try and arrive on time for your class, otherwise the essential 'warm-up' part of the lesson may be missed, possibly causing injury. Late arrivals affect the flow of the class and it can sometimes be stressful for younger students to be placed in a class environment late. • Older students are to apologise to the teacher when entering the classroom late, as this disrupts the flow of the class and interrupts the attention and focus of other students. • Students where they wish, may arrive early and make use of our 'warm-up' studio to prepare, stretch, limber and practice in. All older students are expected to arrive 10-15 minutes early for their classes to warm up and prepare, especially for private lessons. • Students enrolled in competition teams may be removed from whole or part of routines if attendance is deemed unsatisfactory by JRD staff. Fees will not be refunded. • Students who miss three or more classes in Term 4 may be removed from whole or part of a concert item. The same applies with all competition team routines.

## PHOTOGRAPHY / VIDEOGRAPHY:

• Throughout the year casual class photos, video footage & professional photos at events may be taken and used for a variety of purposes such as; slideshows for performance, DVD & Programme covers, newspaper adverts, JRD website, brochures, flyers, Facebook, Instagram for online promotion & advertising etc. By signing the enrolment form and enrolling at JRD, the parent/guardian gives permission for their child's image to be used where the JRD Principal deems appropriate for advertising/promotional purposes, if you do not wish for your child's image to be used publicly you must note this on your enrolment.

**CORRESPONDENCE:** • By enrolling at JRD, the parent/guardian acknowledges that all correspondence will be primarily done via email and agrees to have an active email account to which they will check regularly regarding any invoices, newsletters, reminders and any other important information. Other means of communication include; Facebook, Instagram. Please come into the studio foyer regularly to check the noticeboard for any last minute reminders. Parents are not permitted to contact JRD teachers directly via phone or in person regarding any issue, unless for the purpose of Private Tuition. Please see reception or Miss Mel and we will respond accordingly. It is the sole responsibility of parents and/or students to keep up to date with important information relating to JRD.

## CAR PARKING;

• JRD has seven car parks (Traralgon) and 7 car parks (Newborough) located directly in front of the studio. Please park carefully so the full seven parks can be utilized. Please refrain from double-parking in our carparks. We share our carparks with our immediate neighbors, therefore care must be taken when parking to be considerate of the surrounding business. We operate on a Drop and Go Policy. We encourage students to be dropped off and picked up without parents staying in the building, with the exception of our First Steps students.

# TERMS AND CONDITIONS

**EXTERNAL TUITION:** • Students in our Performance Team have the opportunity to undertake in external programmes that may enhance and compliment their existing JRD training regime, however these must be approved by the Principal. Where a student has permission from JRD to participate in an external class, workshop or event, the parent/guardian must ensure that the student can still fulfil their JRD commitments. Examples of approved extra-curricular activities include; Summer schools, Winter Programmes, workshops and extension programmes with the Australian Ballet, ATOD, VCA, Scimm Dance Company, Transit Dance, Melbourne City Youth Ballet Company, etc. Any event advertised and promoted by JRD is automatically approved and encouraged. • Students are encouraged to refrain from engaging in external private coaching. JRD provides private coaching in all facets of dance and performance, therefore this could be considered a conflict of interest if undertaken. • It is expected that parents and students show commitment and loyalty to JRD by not receiving tuition from other dance providers (dance schools and private teachers) as this can jeopardize the pathway set out by JRD for your child's development. • JRD will take no responsibility should a child be injured as a result of external uncontrolled & un-professional practice. • Caution: There is currently a big 'fad' of cleverly marketed private coaching. Some of these coaches are not qualified and do not have industry experience, however their marketing says otherwise. Students and parents are encouraged to seek guidance from JRD Principal and teachers to utilize their extensive knowledge of the industry before undertaking any external tuition.

**BEHAVIOUR / CODE OF CONDUCT:** • Parents are not to enter the classroom whilst classes are in progress or in between classes to talk to teachers, especially where classes run back to back, as there are other parents paying for that tuition time. • If you wish to receive feedback on your child's progress, please contact reception and the principal will contact you directly. • Parents & students are not to contact teachers and ask for their number or engage with them on social media with the exception of our closed facebook groups for Performance Team students.. All contact aside from brief instances at JRD must be done through the principal. • JRD will not tolerate any bad language, defamatory comments or negative behaviour from parents and students. Parents are not to 'gossip' or communicate negatively about any aspect of JRD whilst at the JRD premises or at any external dance engagements. • JRD is a 'bully-free' zone and any behavior of this kind will result in being asked to leave JRD. At JRD we pride ourselves on our sense of family and inviting atmosphere and this has been on-going since our opening back in 1971 and is something we strive to uphold. • By enrolling at JRD parents acknowledge that all teachers and choreographers are trained professionals and all decisions are based solely on what is best for the class/team, therefore no discussion will be entered into regarding, troupe selection, student placement in positions, formations and students chosen for rewards. immediate dismissal from JRD. • JRD students are required to represent JRD in a respectful, positive, gracious, courteous and humble manner at competitions and events. This means towards fellow peers and outside students and teachers. • Students will demonstrate good sportsmanship by congratulating their competition, including that of fellow schools in the area.

## **UNIFORM:**

Uniform is compulsory for students attending classes at JRD. • Correct uniform, including dance shoes and appropriate hair styles must be worn to all classes. In the event that a student does not adhere to any uniform and hair expectations and regulations, they may be asked to sit and observe the lesson.

**CONCERT COSTUMING:** • Costumes are hired out or purchased by students for all concert performance routines. This amount is minimal (around \$25-30 per item for concert items) and is billed separately from our class fees. • All costumes will be measured, fitted and ordered by JRD and all performance team costumes remain the property of JRD. Costs to replace any damaged or lost items will be incurred by the student/parent. • In the event that the student may be asked to supply their own costume for a routine (eg; a specific character or everyday wear appropriate to that particular dance), the costume hire fee will be void. • To the extent permitted by law, concert costume costs are non refundable and costume costs will be invoiced during term 3 and once the fee is paid, the parent/student is committing to perform in the performance and will not be entitled to a refund of costume hire fees.



# TERMS AND CONDITIONS

**PRIVACY:** • Parents are able to take photos and videos in class on open viewing days, however please ensure your child is the only child in the picture and refrain from posting content to social media where any other children may be in the picture/footage. • Video footage relating to JRD (i.e. Classwork/Showcases/ Exams/Competitions), must not be posted online in any form without permission from the Principal. • JRD may use videos or photographs of students to promote the company through the website, social media pages, flyers and any other business advertising. • When you purchase or hire a product or service with JRD, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection. • We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us otherwise. • We will never sell or pass on any of your information to third parties unless required by government authorities

## **SAFETY**

• JRD operates by abiding by 'safe dance practice' and all teachers are qualified and there is always someone on staff with basic first aid, however the student/parent is to advise JRD before the child enters the classroom of any current injuries. • JRD will not take responsibility for any students mucking around outside of the classroom or unsupervised outside the premises and students are to wait inside the foyer for parent pick-up. • JRD members are required to respect the rights and privacy of their teachers and their fellow peers. • Class attendance is mandatory and JRD members are required to attend and arrive for all classes, punctually. • JRD students are required to revise and practice when preparing for Showcase, competitions and ATOD exams. • Students are required to represent JRD in a respectful, positive, gracious, courteous and humble manner at competitions and events. • Students and parents are required to please respect the studio facilities by cleaning up after themselves and maintaining neat and clean studios, change rooms and amenities. • Students are not to eat food in the dance studios or anywhere other than the dressing room & kitchen area. Water bottles only in the classroom, as soft drinks on the dance floor can become sticky and dangerous to dance on if spilt. • Honesty is mandatory. Lost Property can be claimed from the baskets provided. • Students and parents are to encourage each other and support their peers. All students deserve the right to feel welcome, safe and included.

## **VENUE / SUPERVISION:**

• JRD will not be held responsible for children outside the studio premises. (This includes in the car park, or anywhere outside the building.) Students are asked to please wait in the foyer at pick up times. Smoking is not permitted on the premises. This includes within a 10m radius of the building. • JRD will not be held responsible for missing or stolen belongings. Please leave all valuables at home. Should students wish to bring I-pads and recording devices to help remember their routines, please feel free to leave these at reception to look after when not in use. • Parents are not to enter the classroom while classes are in progress. Any communication with teachers can be communicated at reception, this will then be addressed with the teacher concerned through either the JRD Principal or reception staff. • Whilst waiting for pick up time, parents may leave, wait in the car or come and go into the premises as they wish, however while waiting for your child in the premises, parents are to only wait in the front foyer. Under no circumstance are parent to wait in the student dressing rooms, study nook, student kitchen area, due to the new child safety laws and OH&S policies. These are student only areas and students must be given the opportunity to relax, eat, prepare for classes etc, in their own privacy.

# TERMS AND CONDITIONS

**POLICIES, TERMS & CONDITIONS: TEACHER CODE OF ETHICS:** • Teachers will ensure that students are given the opportunity to learn and train in a safe, secure and nurturing environment • Teachers will use positive, respectful language when teaching and give constructive feedback and criticism to all students, impartially and without prejudice. • Teachers will instruct students regardless of talent or ability and encourage all students to extend themselves and continually improve their individual performance. • Teachers will be punctual and prepared for their classes. • Teachers will demonstrate responsible care of students and endeavour to recognise physical anomalies, modifying their teaching and seeking medical advice when necessary. The teaching and choreography will be anatomically safe, and teachers will be prepared to deal with medical emergencies. • Teachers will respect the rights and privacy of students and faculty members. Teachers will promote positive body image by modelling good choices in nutrition, exercise, language and behavior.

**PERFORMANCES / COMPETITIONS:** • To be eligible for Performance Team participation, students must undertake all compulsory classes per week as a pre-requisite. • To be eligible for 'solos', all students must show their commitment to ballet classes. Please note, it is a privilege to be asked to do a solo/s and a student will usually only be asked after having completed at least a year with JRD, exceptions will be decided by the principal. • Students are to only participate in a troupe or solo in which they study that particular genre. For example, a student will not be able to learn a Tap solo if they don't take Tap class. A student should ideally be studying contemporary if they wish to join the contemporary troupe or learn a contemporary solo. A student will not be able to partake in the Jazz troupe for their age group if they do not take a Jazz class etc. • By enrolling at JRD parents acknowledge that all JRD teachers and choreographers are trained professionals and all decisions are based solely on what is best for the class/team, therefore no discussion will be entered into regarding, troupe selection, student placement in positions, formations, as well as students chosen for awards, etc. • Students must dance in their own age group for competition teams, (criteria set by Comp Committee) and will only dance in two age groups if requested by the principal. • Competition Team rehearsal is mandatory and 80% attendance rate must be maintained otherwise the student may risk being removed from a particular section of the routine they were absent for. • Students & Parents must refrain from communicating negatively about JRD, gossiping or making any defamatory statements in public. Depending on the severity, this will eventuate in either a verbal warning or dismissal. Any information passed on will be done so with appropriate privacy and confidentiality protection. • Information is stored securely in paper or electronic form and is accessible only by authorized personnel.