

## **ENROLMENT AND IMPORTANT POLICIES**

### **Amy Newton Dance Studios PTY LTD! PLEASE READ CAREFULLY!**

**\*ENROLMENT FORMS:** All students (new + current) must fill in an Enrolment form before entering classes. Can fill in at reception or online through our website.

**\*AGE CRITERIA for classes:** Age is taken by how old the student will be by Nov 1st within the year of enrolment. Eg: Seniors must be minimum of age turning 13 by Nov 1st or they will be intermediates 10-12. In the case of Mini age groups, 3 yr olds may begin classes if turning 4 within 6 months of enrolment.

**\*MEDIA RELEASE:** In Signing your enrolment You have given Amy Newton Dance Studios the consent to use photography and/or video footage of the student to use for dance school purposes only such as advertisement, sales, social media, events, posters, concert footage etc. If you do not give consent to any photography or footage during classes for protective purposes please hand in a letter expressing so and it will be attached to their enrolment and staff notified.



**\*STUDENTS/PARENTS MUST JOIN BAND APP:** Upon enrolment to A.N.D.S all parents/Guardians and students are **required to join Band**. This platform is designed for sporting groups and studios to maintain all important school info, this is almost like our own facebook. *(Detailed HOW TO INFO SHEET available at Reception)*

- Important Newsletters, notices etc.
- All concert info costuming
- Class videos for practicing at home
- Contact Principal Amy via chat groups
- Games and trivias for students and families throughout the year

Download the Band app, search for club Amy Newton Dance Studios and register. Please fill in details required and request for membership and your membership will then be approved by a staff admin. Once you have been approved you will then be invited to your/students groups to access practice videos. Eg: if you/or child is a senior will be invited to ANDS-SENIORS Band, if Junior? To ANDS-JUNIORS etc.

**\*STUDENT + STAFF POLICIES:** At Amy Newton Dance Studios we aim to provide all our members and students with the best tuition and experience of dance. We firmly believe in ALL students learning at different capacities and strive to accommodate for all levels of learning. Amy Newton Dance Studios (ANDS) also reserves the right to move, remove and adjust students and classes accordingly and to the discretion of staff and teachers recommendations for safety, ability and continued dance development of an enrolled student. We also reserve the right to move or remove students where staff believe the student is not at a sufficient level of dance experience to safely continue participation in all or particular classes. We insist on safety of kids in dance and ensure to abide by all protective actions necessary.

**\*ZERO TOLERANCE TO BULLYING:** We have a ZERO TOLERANCE RULE to any kind of bullying and bad behaviour in our school. Students are to be respectful to all teachers, staff and class mates at ALL TIMES! Failure to adhere to our Zero Tolerance Rule may result in students being suspended or expelled from the school. This includes behaviour at concert times also. Every student has the right to dance and should never feel uncomfortable or fearful at any time whilst in our care. Any situations that arise and have been seen/declared to STAFF will follow up with contacting parents of students to ensure situations are sorted and solutions are met.

**\*PARENTS/GUARDIANS/FRIENDS ARE NOT TO BE IN THE CLASS ROOM:** All parents/guardians or friends are to remain in the showroom or waiting area while class is in session. Please ensure any younger children not enrolled are not distracting or entering the area of class at any given time.

**\*CONTACTING STAFF:** We ask that all students under the age of 18 for all important or urgent matters if needing to contact a staff member that they do so via Text , Band or Email. Rather than social media platforms such as messenger /Instagram/ Tik Tok or snapchat. Some social Media platforms are not accessed quickly enough and also not a stable platform for contact of important negotiation. If a student does contact a staff member of Amy Newton Dance Studios via a social media platform we will express that we need to confirm with their parent/guardian on the subject first. If a parent or guardian has then agreed and is happy for this form of contact to continue only then will this be allowed.

**\*NO FILMING OR PHOTOGRAPHY:** NO filming is permitted at any time of any students during class, rehearsals and or performances without the permission of Amy Newton. Filming is only permissible by the staff of Amy Newton Dance Studios only. This is to protect all students in our duty of care.

**\*CHOREOGRAPHY COPYRIGHT:** All routines & choreography are copyrighted to the choreographers and cannot be replicated or used for any other purposes outside of Amy Newton Dance Studios **without the permission** of the choreographers themselves.

## FEES + PAYMENTS

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#### \*OPTIONS ON HOW TO PAY:

- YOU can pay through INVOICES via credit card FROM HOME
- EFTPOST at RECEPTION
- CASH or CHEQUE at reception (cheques must be made out to 'Amy Newton Dance Studios')

**NEW BANK ACCOUNT as of 2025. You can no longer transfer funds online. The above options are now only available. You can arrange for a direct debit system for silver and gold pack members.**

#### \*TERM FEES + LESSON FEE RULES

- **TERM FEES MUST BE PAID BY THE DUE DATE**
- Invoices will be made within the week of Enrolling in classes.
- You can opt to pay per lesson at Lesson rates (not split Term fees).
- **If Term fees are not paid** up front, to be able to attend class still **students MUST pay a lesson fee.** You cannot pay off term fees by paying by the lesson as the lesson fees are higher overall, Term payments and packages are designed with discounts for the purpose of paying up front.

#### \*NEW STUDENT TRIALS:

- New students looking to joining Amy Newton Dance Studios **can trial one class FREE** (except during Open week where all classes are free to attend)
- Trials after one FREE class **must pay \$10 trial fee** for any other genres trialed.
- Proposed students or **Parents/guardians of students must sign in our trial book** before entering or attending studio classes. If a student is happy to join classes after the trial a proper full enrolment will be provided.

**\*TERM LENGTH:** Term fees cover the length of the terms states, and is based on a government schooling term. We do not run classes through school holidays. We may run occasional optional workshops for students to attend at outside prices.

#### \*ANNUAL ENROLMENT FEES:

- An **annual membership fee of \$40 is charged** to all students/members upon enrolment. This will be expected to be paid **once yearly**, and is non refundable if a student/member quits this is to be paid by the first lesson upon enrolment (not including trial classes)
- Students of 5 yrs or more you are **exempt from this fee** as a dedication privilege ( 5 yrs works as if you have participated in 5 concert years or more)

#### \*CONCERTS + FEES:

- All students enrolled are automatically expected but not obliged to perform in our end of year Concert.
- Students can opt to not do the concert and continue classes at a lesson rate but must notify Principal Amy as soon as possible if not engaging in the end of year Concerts. Students are welcome to always partake in classes without performing throughout the year so long as staff have been made aware
- **All Advanced students must perform in all concerts/performance required** unless permissible circumstances have been approved.
- Dates + Concert Fees/packages are laid out by Term 2.
- Concert fees are to be paid by July 30th within the year. If payments are not made by these dates the student will not be allowed to participate in the show and costumes not made/allocated.
- **Once concert fees are paid this also is NON refundable**, Due to the longevity and high organisation of costuming hire, and venue hire.
- If a student quits and has paid their concert fees there will be **no refund given.**
- ALL FEES including TERM are to up to date in Term 4 before RECEIVING COSTUMES to take home for any performances. If you have paid your concert fees but term fees are not up to date you cannot pick up your hired costumes. If fees still remain outstanding the student may be pulled from the show and there is no refunds upon this decision.

#### \*REFUNDS/CREDITS:

\*No refunds or credits will be given from term fees /concert fees or other payments required via Amy Newton Dance Studios once paid. A Refund or credit will not be given for;

- Quitting all or one of the term classes during the term
- Not attending classes/concerts
- Public Holidays
- Dropping a class mid term from a packaged term fee
- Lockdowns that may or may not occur due to pandemics or altering situations.

*It is up to the individual student/parent to see within their own schedules on managing payments of per lesson or term. Credits or refund may/may not be agreed to in special or reasonable circumstances such as a severe prove injury preventing the continuation of classes.*

## CLASS/STUDIO POLICIES + INCENTIVES

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**\*DANCE ATTIRE:** Students are to abide by the dance attire laid out on website and that SCHOOL UNIFORMS are not acceptable or appropriate to wear to class this also for their general safety.

**\*INJURIES:** It is vitally important that you tell the current teacher of your class if at any time you have a minor or major injury so that the teacher can modify or show leniency in particular movements or exercises.

**\*WATER BOTTLE:** ALL students are to bring a water bottle to EVERY CLASS!

**\*NO CHEWING:** NO chewing gum, eating snacks or lollies during class!

**\*LEAVING THE PREMISES:** No student under the age of 18 is to leave the studio without authority of being picked up by a parent/guardian. Please ensure you have filled in the required areas of your child being allowed to leave the studio or premises of which the Studio is using at the time.

**\*RESPECTING THE PREMISES:** The studio or any premises being used under Amy Newton Dance Studios are to be respected at ALL TIMES; NO running! NO playing on stairs NO Jumping on couches or furniture! Continued disrespect or bad behaviour within the studios/showroom or any premises used by Amy Newton Dance Studios will be addressed and consequences put into action.

**\*ABSENCES:** We kindly ask to let teachers or staff members know when absent, via text or band to any of our staff members. Any students absent for more than 3 weeks without any notification to staff can incur the student being dropped from the class. Also please notify Staff if students are not continuing classes as a courtesy.

**\*LOCKDOWNS/ALTERING CIRCUMSTANCES:** In the unfortunate circumstances of Lockdowns / or of similar altering conditions preventing the dance school running classes, and of which are occurring for longer than 1 week, Amy Newton Dance Studios guarantees to provide some of the following options;

- Online zoom classes
- Tutorial videos on Band made available weekly to uphold our policy of term payments made. Students paying by the lesson are expected to pay their lesson fees if attending these online substitutes of classes.
- Make-up classes or training days either discounted or free depending on the circumstances upon return.

**\*ADVANCED CLASSES:** Some students may be selected for Advanced classes based on abilities and dedication within the genre specified. These students are expected to hold high demand of strong ability, discipline, attendance and resilience and prepared for a lot of hard work physically and mentally, and expected to attend training days. Although discussions and recommendations by staff are taken into account of students for selection, all final approval and decisions are fully made by Principal Amy. We welcome people asking how the Advanced classes, and selection process works, but we firmly ask that Parents and Students **not request or demand for advanced positions**, it is under the discretion of teachers looking out for the overall students wellbeing. **ANDS staff will not cower to threats of quitting or other malicious intentions** if not receiving an advanced spot, this could further put a student at the bottom of the list, as we look for all selected students to trust our guidelines and show us they can blend, respect and work well with the current advanced students, proving to be an asset to the team not a hindrance. These classes are fast-paced, all students are expected to learn quick, adapt to changing conditions fast and handle expectations set. Ability of dance is not enough. Behaviour, respect and mental stamina must be a part of the Advanced group as a whole. Advanced Students can be dropped from classes if they are no showing strong attendance, or keeping up with the class

**\*ADVANCED STUDENTS LEAVING/TIME OFF:** If an Advanced student leaves or quits they then lose their spot and cannot return into that class as they wish without the assessment and permission of Principal Amy, and availability of spots. If a previous advanced student does return to dance after quitting, they must start back in the standard set genre classes to be able to work their way back into an advanced class, proof of abilities and dedication must be shown. Advanced students may ask for permission to pull back or withdraw from an advanced class for a certain period of time this could be due to health, work, studies etc. In such circumstances a spot can be held until a point of return for instance 6 months or a year off. In these permissible cases a student can hold their spot in advanced but will still be assessed to see they can still keep up with the advanced training and classes set.

## **SPECIAL AWARDS + BENEFITS**

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**\*ANDS LOTTERY:** Fun incentive for parents and Students who pay their Term fees in full upfront within the first week of classes (not lesson or pay off and not if owing money still) can go into our lottery draw and at the end of each term, **3 people will be randomly picked** out to lucky dip one of **50 chance types of possible winnings:**

- **20 of)** BOOBOO prize (Funny random prize)
- **10 of)** \$5 ANDS Voucher
- **8 of)** \$10 ANDS Voucher
- **5 of)** \$20 ANDS Voucher
- **2 of)** \$50 ANDS Voucher
- **2 of)** \$100 ANDS Voucher
- **3 of)** 1 FREE TERM FEES

### **3 ANNUAL END OF YEAR AWARDS**

Throughout the year all students are assessed by their teachers as to their attendance, dedication and behaviour many go on lists that we feel could receive an end of year award. This can be quite challenging. These awards are discussed amongst our Staff and a final decision is made by the principal by concert time. We also take into account a student's behaviour during rehearsals and how they handled the concert week in general. A student can only be in line for an award if they have been enrolled for the full year or years prior. Students can receive these awards more than once but it is very rare as we have many who show such great potential.

#### **MOST IMPROVED—**

*This award is given to a student who shows a great improvement from either start of the year or previous years, in dance ability, attendance, dedication, confidence.*

- Receiving a "Most Improved" engraved Trophy
- 15% discount to following years Term fees + Concert fees
- Granted a Special lead role or solo following year

#### **EXCELLENCE AWARD —**

*This award is given to a student who show great excellence in their dance fields, from either start of the year or previous years, in dance ability, attendance, dedication, confidence & have overall excelled in their skills & performance.*

- Receiving a "Excellence Award" engraved Trophy
- 25% discount to following years Term fees + Concert fees
- Granted a Special lead role or solo following year

#### **DANCER OF THE YEAR —**

*This award is given to a student whom show all the above improvements, excellence and strong dance ability from either start of the year or previous years, including attendance, dedication, confidence & most importantly proves to be a standout in all performances.*

- Receiving a "Dancer of the Year" engraved Trophy
- 50% discount to following years Term fees + Concert fees
- Granted a Special lead role or solo following year

## **SPECIAL AWARDS**

#### **10 YRS DEDICATION AWARD —**

*This is a special compulsory award for all students who have maintained their membership and dedication to the school for 10 yrs straight. These 10 yrs cannot be broken and must be from their 1st yr of enrolment to their 10th. And can only be given to a student once.*

- Receiving a personalised engraving Plaque
- Following year concert fees FREE
- Following year 1st term FREE
- Following year fees Term 2,3 +4 20% discount

#### **5 YRS DEDICATION SCHOLARSHIP AWARD**

*This is a special scholarship award only sometimes granted to a fitting student. To receive this special award a student must have shown (but most importantly) maintained great initiative, improvements and dedication from their 1st year all the way to their 5th. And being heavily dedicated to their classes, and also choosing to be involved in outside class projects, workshops, competitions, gigs or activities etc.*

- Receiving a special personalised engraved Trophy
- FULL SCHOLARSHIP for following year of all fees Term + Concert

#### **5 YR COMPETITOR AWARD —**

*This award is only given to competition team members who have strived & competed continuously for 5 years and have competed more than a 50 separate categories in either solos, duos, trios, quads or troupes within that 5 yrs. This can only be given based from their 1st yr to their 5th yr.*

- Receiving a special personalised engraved Trophy Cup
- Free Comp Team Term Fees + Privates following year
- Free Comp Team Costume Hire following year