

DANCE CENTRAL

STUDENT POLICY 2017

OUR ETHOS

/ˈiːθɒs/noun

the characteristic spirit of a culture, era, or community as manifested in its attitudes and aspirations

OUR MISSION STATEMENT

To build confidence and resilience in our students through quality dance classes.

OUR PURPOSE

To provide a fun, welcoming, inclusive environment for all ages and levels of ability, while empowering our students with independence, strength, a sense of freedom, acceptance, and love.

We are a hub of opportunities for dancers, and we provide an environment where students can grow into themselves, where they can develop a strong sense of self and explore in a creative and safe environment.

OUR VALUES



OUR VISION

To continue creating beautiful dancers who go on to further their passion for the arts by studying dance, finding a career in the performing arts and entertainment industry, or becoming a teacher or choreographer.

To continue loving what we do and constantly progress, learn, and adapt so that we grow with the same pure and positive energy that has got DC to where it is today.

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OUR COMMITMENT

OUR FACULTY

DC is made up of incredibly talented people who are dedicated to their job and their students. Each staff member is well respected by the DC Family and is considered a positive mentor and role model.

We are mature, responsible, reliable, professional, understanding, and compassionate. The Faculty is a constant inspiration as we lead by example; we show enthusiasm and are known for our creativity. We have a great attitude and motivate our students to be the best versions of themselves. Students and members of the DC Family community look up to us.

Positive role modelling begins in the class; how we conduct our classes and ourselves speak volumes to our students about boundaries, discipline, and finesse.

STAFF CODE OF CONDUCT

Dance Central employs teachers with a high calibre of experience, knowledge, and the qualifications required to educate and train our students through a journey of basic- to- semi-professional standards.

We tailor our classes to run at a suitable capacity, age, and standard among students to ensure quality communication and sight between the teacher and each student.

We provide effective assessment procedures that ensure students and parents receive, or have access to, advice when necessary. Dance Central conforms to sound business practices, and provides a safe environment constructed to minimise risk of injury.

Teaching and choreography are focused on anatomical safety, with all teachers prepared to deal with accidents and emergencies. Our faculty takes responsibility for constantly developing their knowledge in all aspects of their work and to remain sensitive to students varying abilities.

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Our **teachers** practise effective and flexible methodology to create a productive and safe learning environment. We are committed to:

- Communicating of our love of dance;
- Displaying professional attitudes, including punctuality, reliability and responsible care of students;
- Developing self-discipline and self-motivation in the students;
- Encouraging and supporting each individual;
- Inspiring all students to be the best they can be, including challenging them with technique and choreography;
- Encouraging an appreciation of the characteristic style of each specific technique taught.

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YOUR COMMITMENT

STUDENTS & PARENTS CODE OF CONDUCT

We are always working towards something, as we believe there is always something greater to strive for! Whether it's improving technique, preparing for a competition or performance, or even working towards an event that we long aspired to be a part of, we are always motivated to achieve our goals and are hungry to find the next!

Every student at Dance Central should feel safe and welcome. Dance Central is a family friendly environment. Honesty, trust, respect and integrity is expected at Dance Central. Conversely, we do not tolerate bad language, and verbal or physical abuse. Students and parents are required to demonstrate respect for staff and other students at all times. If disrespect or inappropriate behaviour occurs, the individual or family may be asked to leave Dance Central.

Dance Central also does not tolerate bullying; bullies may find themselves dismissed from Dance Central. For clarity, bullying is defined as intentionally aggressive behaviour, repeated over time, that involves an imbalance of power.

This includes:

- Verbal/Emotional: name-calling, sarcasm, humiliation, rumour-spreading etc.
- Physical: kicking, hitting, pushing, pinching etc.
- Sexual comments or unwanted physical contact

We require parents to respect and follow the advice and direction provided by office staff, teachers and the Director, while being supportive of their children's efforts. We promote the importance of focusing on your child's efforts rather than whether they've won or lost, or moved into a higher grade. We request that parents do not enter the studios when a class is in progress, as it can be distracting to the class. In the last week of term, we offer an 'Open Week' for family viewings during the last 15 minutes of class.

Should a student or parent have any issues that need to be resolved, please refer them to our office team or Director (Julie Scheer) rather than a teacher.

Above all, remember that manners and respect for one another go a long way in getting things done, and getting along with everyone. It's absolutely the way we roll here.

COMMUNICATION AND INFORMATION

It is the students' and parents'/guardians' responsibility to read all class notices. This may be in the form of email or 'take-home' notes given to students at the end of class. Failure to do so may result in missing out on important information, events, and opportunities.

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Extra newsletters are always available in the reception area. The Dance Central office is manned from **Monday-Thursday 9am-8pm, Friday 9am-6pm, Saturday 9am-12pm, and during school holidays 9am-5pm**. Our team is always happy to assist you with any questions that you may have, so please feel free to approach us!

STUDIOS AND COMMON SPACES

Please respect and care for our studios, and for other property that does not belong to you.

We are a smoke-free school, so please don't smoke in or around the property.

Always arrive on time, and place your belongings into a cubicle. Remember that warm-ups are important for your dance safety, so aim to be there one time, if not a little early!

All mobile phones must be on silent.

Students are not allowed in studios without teachers present or if you're not enrolled in that class, while it's in progress. Please do not bring your friends to classes or rehearsals.

No food, lollies, chewing gum, or soft drinks are allowed in the studios at all times.

When you have a break in between classes, you are welcome to use the ground floor study area, kitchenette and waiting room. Make it pleasant for everyone — remember to respect these spaces, consider one another, and keep these spaces clean and fresh!

No students under the age of 18 years are allowed to use the kettle, microwave, and sandwich-press without adult supervision.

Lost something? Dance Central does not take responsibility for lost property, should any be found it will be placed in the lost property boxes until the end of term.

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DANCE ATTIRE

We're a Uniform-free school! That means you don't have to run out and buy a uniform to dance at DC.

However, you are still expected to wear appropriate clothing and shoes for each class; bring a change of clothes if you attend two different genres in one night.

- Not sure what to wear? Check our website for the recommended attire for your dance class.

Always bring a hand towel and a water bottle to keep hydrated. You'll need them!

If coming straight from school, please change out of school uniform into fresh clothing.

Deodorant is required for all students above junior level.

If possible, please tie your hair back to keep your face free from distractions during class. Please also remove jewellery and watches; small ear studs are fine, but do put all other bling away.

SOCIAL MEDIA

OFFICIAL CHANNELS

Dance Central have dedicated Social Media Channels (Facebook, Instagram & Youtube), with the possibility of branching into other applications soon.

We love your support across these channels! Social media liking and sharing posts helps gets the good word out. The more we expose our news and events to different circles, the more buzz we can generate in the community – and the more exposure we can gain for our school and our amazing dancers!

We request that all students and parents direct all enquiries, comments, and other communications through our Dance Central channels when liking, commenting or sharing. Should you encounter an issue that is troubling you, we strongly encourage you to talk this over with our Director first before taking to social media to voice your concern. Often, issues can be straightened out faster and more fairly through a chat than through social media chatter! At DC, we are always mindful of building up our students and fostering an encouraging and safe environment both online and offline. Your delicacy on such matters would be greatly appreciated.

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POSTING INFORMATION

We have a zero-tolerance policy for release of any information that compromises Dance Central. This includes sharing personal information about the Director, staff members, students, student's families, or any information that is proprietary and/or confidential to them or Dance Central.

We do not allow social posts that could compromise the self-esteem of students, teachers or staff who attend Dance Central. Negative comments include derogatory, bullying or shaming comments about school activities (i.e. competitions, conventions and performances) or other dance schools, teachers or directors..Such comments will be moderated by the Dance Central admin team.

Dance Central owns the copyright to all choreography taught within the school. You will therefore need to seek permission from the class Teacher or Director before you can post any videos or photos of classes, rehearsals and .

We request that all students and parents respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

STUDENT PRIVACY

At Dance Central, we take our students' privacy seriously.

Dance Central does not take pictures and videos of students in class unless permission is granted. Students under the age of 18 years must have parent consent by signed waiver before appearing in any of our photos or videos. Routines and technique may be filmed in class by teacher for analysis purposes only. On occasions where we have full permission by all guardians for each student in the class, we may post snippets of routines on our social media channels.

Our teachers are advised not to call or email students and parents directly. All communication must go through the office directly unless otherwise pre-authorised by the Director. Crew and Eisteddfod Faculty may often seek permission to have contact direct through Facebook messaging for ease of communication.

It is Dance Central's Studio policy for staff not to exchange private contact information, including social media access.

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ENROLMENTS & PAYMENTS

ENROLMENTS

Our priority is to ensure all our existing students are catered for before those on our waiting lists are called and offered places. All classes from junior through to teen require re-enrolment and term payment during **week 7 to week 9** to secure a class placement for the following term. Failure to re-enrol during this period may unfortunately result in losing your place in the class.

TERM FEES & PAYMENTS

Must be **pre-paid** before the term commences. In special circumstances, we can make arrangements with you to organise a payment plan or instalments until the end of week 4. Late payments after week four are charged a late fee of \$10 per week if no arrangement has been pre-arranged and approved by our Administration Team. Fees can be paid over the phone with credit card, 'Ezi Debit' Web Pay (safe online payment gateway) or in person at Dance Central studios. If you require another copy of an invoice, please contact the office directly.

Pre-payment is required to confirm all bookings.

Payments can be made via the following methods:

- **Ezi Debit** safe online payment gateway (link listed on invoice)
- **Ezi Debit** full or part payments to be debited from your nominated bank account or credit card
- Credit Card over the **phone** — please call 6282 7609 or 0433 111 800
- Credit Card, Eftpos or Cash in **person** before or after your class (Dance Central studios, Phillip)

REFUND POLICY

We offer all students an obligation-free class (applicable to first class only). This will entitle all students who have participated in one lesson a complete refund of term fees. Should a student wish not to continue after their second lesson, we offer a complete term refund less the initial 2 classes. Any refund requests after this period are not eligible for reimbursement.

MISSED CLASS POLICY

There are no refunds or discounts for classes missed during the term. If a class is missed, we do offer a make-up class (however this is subject to class availability). Make-up classes are only permitted within the term that they are missed. Should a dance class be cancelled during the term, we will offer a make-up class to the students involved or provide a credit of the single class price. (Please note that this does not apply to crew programs).

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DC CALENDAR

ADVANCED/PRO HIP HOP CLASSES/WORKSHOPS

In the second half of the year, our Advanced/Pro Hip-Hop classes run as a 3-week exclusive workshop with sought-after choreographers from all over Australia. Each choreographer holds 3 consecutive weekly workshops. On the last week, a video clip gets filmed at Dance Central featuring the choreography learnt during the workshop.

This is a fun, effective way to get great exposure to different teachers and different styles. The video clip is a fabulous bonus — a keepsake that also beefs up your professional dance portfolio.

END OF YEAR SHOW

Dance Central holds an annual concert at the Canberra Theatre. Concert dates are usually held during November, but may change depending on annual schedule. Dance Central encourages all students to perform in the annual concert from 4 years of age right through to adults — but participation is not compulsory. (Just strongly recommended, because it's a blast!) Information, rehearsal dates and a permission form are generally released end Term 2. All students who commit to the of year concert are expected to attend all rehearsals. A rehearsal levy is charged to assist with the expense of extra rehearsals and the additional costs to hold the event.

Please note: There is no student intake of performance classes from Week 2 Term 3 until the end of year show. Students wishing to joining classes during this time frame will be placed on a waitlist, in preparation for term 4.

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HEALTH & SAFETY

MEDICAL CONDITIONS / INJURIES

It is the student's or parent/guardian responsibility (if the student is under 18) to inform their teacher and office staff if they have an existing injury or medical condition prior to starting a class. Dance Central must be notified of any health conditions such as pre-existing injuries, serious allergies, asthma or anything that may affect a student during their time at Dance Central. All health information is treated confidentially. Dance Central requires an **emergency plan** signed by the parent for all serious health conditions. If an accident occurs to a student in class they will be treated immediately as applicable and based on the emergency plan provided by parents. Parents will also be contacted immediately, noting that in emergencies an ambulance will be called first.

An **Accident Insurance levy** is applicable to each student. This is a one-off fee that covers the student for 12 months at Dance Central.

Scope of cover is limited to you and/or your child's:

- a. Participation during Dance Central organised training sessions, performances, competitions and events.
- b. Travelling to/from their dance/performance activity, to/from their residence, school or place of employment.
- c. Touring world-wide for the purpose of participating in dancing. Or performing art, whilst representing their studio.

Benefits of cover is limited to you and/or your child's:

- a. Medical Expenses: 80% of all Non-Medicare medical expenses up to \$2000 per injury, including; Ambulance, Chiropractic, Masseur, Private Hospital, Dental Services, Theatre Fees (in Private Hospital where Medicare does not apply), Naturopath, Osteopath and Orthotics & Prosthesis (prescribed by a Medical Practitioner for the injury).
- b. Physiotherapy: 95% of initial 5 visits, 80% of the next 6-10 visits and 75% of subsequent visits.
- c. Death and Disablement Benefits: \$30,000 (Under 18 years of age \$10,000)

Note:

- Members who are not covered by Private Health Insurance are subject to a \$50 excess per claim.
- Due to Government Legislation, members cannot be covered for any part of "Medicare", Doctor, Surgeon, Anaesthetic, X-ray or other "Medicare" related account.

"Student Allowance" for full time students (Costs uncured for tutoring, travelling, etc., up to maximum of \$200 per week)

"Domestic Home Help" for non-income earners (Costs incurred [a per policy] up to maximum of \$200 per week)

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REPORTING ACCIDENTS, INJURIES OR INCIDENTS

If you, as a student, has an accident, gets injured or sick during a lesson, rehearsal or performance, no matter how slight, you should do the following.

- Report the incident directly to your teacher or Management as soon as it occurs.
- Your teacher or Management will record all details of the incident in an Incident Report.
- We request that you do not disturb the scene of the accident.
- For incidents involving members of the public, an 'incident form' should be filled out by a senior staff member or Management.
- If you witness an accident, inform Management.
- Where an insurance claim may be made, the student must seek medical review and certification from a registered medical practitioner within the first 24 hours of the incident.
- If the injury or illness leads to medical expenses and/or time off work or school, it is the responsibility of the injured individual to have completed the relevant 'Accident Cover' claim form within 90 days.

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OUR CONTACT DETAILS

Above all we want you to have **fun** and enjoy your time with us developing your love of dance!

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