



Exposé Dance Centre

INFORMATION BOOKLET

2012

CEO / Principal Teacher: Colleen Ower

Teachers:

Lisa Wooley
Angie Glikson
Nicole Dimou
Eylsia Cardona

Ekaterina(Katia)
Kourilova
Gemma Maddock
Michaela Jones

Student Teachers:

Bailey Beale
Lucy Hibbert

Studios:

*31/993 North Road, Murrumbena 3163 (head office)

*1/282 – 284 Chesterville Road, Moorabbin 3189

Email: colleen@exposedance.com.au

Head Office Ph: 9563 7493

Dance mobile:

0429 093 085

PHILOSOPHY

The Expose' Dance Centre feels a learning dancer needs to have the best possible training and this is what we aim to do by having the best possible teachers that have offer the best training in the industry. At the Expose' Dance Centre we aim to provide a dance safe and friendly environment, whilst giving your child the opportunity to participate in a high quality program, operating in accordance with the requirements of Dance safe practices, Cecchetti, BAL (Ballet Australasia limited) and the Department of children's services requirements.

Our programs are designed to meet the individual needs and interests of each child. Students will be given many opportunities to learn through play (younger years) and structured syllabus work.

For the younger members of the school, the emphasis is always on the process used by the child rather than the end product, as it is through doing that a child learns. Therefore experiences and materials provided will be allowing the child to develop their dance interests through both structured and unstructured experiences to suit the individual needs of the child: example use of props

- Make individual choices
- Challenge themselves physically and mentally
- Extend their overall learning
- Develop as an individual

The basic aim of our program is for all our students

- Problem solving/memory skills
- Positive self esteem
- Kenesthetic awareness
- Develop a wide knowledge of dance technical skills, dance safe practices, performances skills, theatre knowledge
- Understanding practice of dance skills creates a balanced and more confident dancer
- Understanding that being prepared including being in correct uniform, enable the training dancer to perform and develop to their very best. Dancing is a disciplined sport and needs to be conducted as such.

HOW THE DANCE SCHOOL FUNCTIONS

The Dance school is run by the Expose' Dance Centre Management Team which is comprised with the CEO, staff, accounts team, communications officer and parent representatives. All parents are welcome to become parent's representatives for their part in the school. If you are interested please let Miss Colleen know.

The functioning of the centre depends on the assistance of all involved particularly around concert time. The best dancers usually have their parents and families support.

ENROLMENT PROCEDURES

Children must be 2 years old before attending and must be able to separate from their parents as parents DO NOT WATCH classes. Enrolment Forms are available online or at either of the studio's. Classes must be discussed with Miss Colleen prior to enrolment to ensure your child is enrolled in the most appropriate class for their age and standard. All classes are based on a student's standard rather than their age. It is not **dance safe** to start a student in a higher grade without doing the lower grades.

Once enrolment forms have been received, confirmation & invoice will be sent out. Parents are required to pay the term fee. If a parent cancels a student's enrolment once confirmation has been emailed to the parent, a cancelation fee applies 50% of the terms fees. Parents need to understand that classes are based on enrolment forms received. (See enrolment policy)

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Dance School term dates for 2012:

Term 1:	30 th January (students start) to 31 st March
Term 2*:	16 th April to 30 th June
Term 3:	16 th July to 22 nd September
Term 4:	8 th October to 30 th November

No classes are held on Public holidays or the entire (cup weekend - Sat, Sun, and Mon)

A

ABSENCES

Please phone, text or email if you know your child is going to be away. We ask parents to keep absences to a minimum as students do not progress to an acceptable standard when they are constantly absent. Students must not be absent one month prior to an exam, concert or competition. It is the **teacher's discretion** to whether a student's is ready for the competition, exam and concert routine and absences will reflect on the child being ready to do these activities.

ACCIDENTS

In the case of an accident your child will be taken to one of the staff for first aid. You or your contact person will be notified if medical attention is necessary. Please make sure that the dance school has a **current phone number for emergencies**.

ALLERGIES

Children in our community have a wide range of allergies that can have an effect on their health and well being. Some of which are deadly and we need to be extremely careful not to put our children in any danger. At the Expose' Dance Centre we have a **NO NUT** policy. This means no child **MUST** bring anything that contains **NUTS** under any circumstances. All children who have a severe allergy or medical condition must have a full medical report/action plan with photo available to the staff at the dance school.

ASSESSMENT & REPORTING

At the Expose' Dance Centre some dedicated students can undertake exams or competitions throughout the year. We do the following syllabi Cecchetti (Ballet, internationally recognised), Ballet Australasia Limited (Jazz, Tap & Hip hop internationally recognised), TAAAD (Jazz, Tap, for younger students as it is less daunting being an Australian only recognised syllabus). Students who undertake this stream need to practice and attend all classes to get the benefit from these classes and to reach the required standard.

ATTENDANCE

Regular attendance is essential to ensure that effective learning occurs. Non-attendance is justifiable on grounds of 'sickness, danger of infection, infirmity, misadventure or unforeseen event'.

Students who miss classes regularly or a month prior to exams or competitions will not be able to undertake the exam or competition as they won't have had enough practice with the guidance of a qualified dance teacher. If students are absent prior to the exam (one month or less) and the teacher feels they will pass, parents must pay for a private lesson to make up for the classes missed, this is separate from term fees .

Parents are requested to ensure that children are punctual for the commencement of the set dance class.

CANCELLING CLASSES or CEASING CLASSES

Parents need to understand that we require written notice to cease classes (See cancel classes' schedule). **"Not turning up"** or **"I have spoken to the teacher"** does not surface as not attending the school or having to pay fees. Parents need to contact our accounts team to cancel classes. You will remain on our database and will be invoiced and expected to pay until written notice is given as accepted by accounts team. Failure to pay based on **"Not attending without written notice"** will be handed to debt collection and all extra fees from the debt collection agency that will be appointed will be charged to the parent (see debt recovery policy)

If your child wants to change classes throughout the term this needs to be discussed with Miss Colleen to see if there are available places and written notice given to our accounts team. Change of class form then needs to be returned to the office / emailed to finalise the change.

A parent who has submitted enrolment forms will be expected to pay the terms fees, cancellation fee will apply when cancelling after form has been submitted. The fee is 50% of the terms fees that was invoiced. (See enrolment policy). If parents do not pay the fee it will be passed onto our debt recovery company and all late fees and all other associated fees issued by the debt recovery company will be the sole responsibility of the parent. (See debt recovery policy). Please note: all these terms and conditions are available in our studio's, online and are mentioned on our enrolment forms stating that you have read, understood and accepted these terms and conditions –signed and accepted by you/guardian(policies). These will be enforced and followed through by the Expose' Dance Centre.

CHANGE OF ADDRESS

It is most important to notify the dance school of any changes of address or telephone numbers so that our records can be kept up to date. It is essential that we have this information in case of emergency or illness. If both parents are at work during dance class hours we need to know your Place of work and telephone number in case of emergency or illness. If you are not working now but plan to commence work later in the year, please remember to notify us of these details.

COMMUNICATION WITH TEACHERS

We are more than happy to provide feedback or discuss enquiries with parents. Parents are asked if they want feedback or discuss any queries with their child's teacher that they arrange an appointment. Classes need to be kept to time so all students receive their full dance class.

We now have a communications officer that you can email with questions you may have, please use this as your 1st point of call for minor questions you may have example when is the concert? What shoes should my child wear? Please note **FQA** are enclosed in this booklet.

COMPETITIONS

Students who wish to undertake competitions **MUST** take the following classes Ballet, jazz & acrobatics (Solo's) and ballet for troupes. The reason for this is to reach the standard required to compete **ballet** is a must. No discussion will be entered into; **no ballet** means **no competition class**. Competition students must have 100% attendance and be completely dedicated to dance. Parents must support their children with keeping the child focussed and rehearsed. Students who undertake this stream have a high chance of becoming accomplished dancers as we only compete in the very best competitions in the state. Families who like going on holidays will not be accepted to compete as students cannot miss classes.

COMPLAINTS PROCEEDURE

Any concerns regarding your child:

- 1) Should be forward directly to the teacher, preferably by appointment or in writing.
- 2) If you are unhappy with the result after consulting the teacher a meeting with the CEO, teacher and parent will be arranged to discuss and hopefully resolve the issue.
- 3) If it is a private matter and you feel you can not approach the teacher, put your complaint in writing and the CEO will arrange a meeting privately.

Any Concerns regarding the program:

- 1) Should be forward directly to the teacher, preferably by appointment or in writing.
- 2) Discuss with the CEO either verbally or in writing so that a resolution can be achieved as quickly as possible.

Any Concerns regarding payments, invoicing, receipts etc:

- 1) Discuss directly with Miss Colleen in writing so that a resolution can be achieved as quickly as possible.

CONCERT & COSTUMES

In terms 1 & 2 you will be given a letter asking if you would like your child to participate along with a concert booklet that outlines all requirements. It is the parent's responsibility to read and understand all the contents contained in this booklet prior to accepting our offer to participate. All rehearsals and both concert days are compulsory.

CHOREOGRAPHY/ROUTINES

A student **MUST** not perform any routine that is choreographed or taught by any teacher outside the dance school without Miss Colleen's knowledge. Example at a primary school talent show/assembly/camp etc. All routines remain the property of the Expose' Dance Centre and its teachers.

D

DISCIPLINE CODE

We encourage children to be friendly, to respect others and to take responsibility for their actions. We are very proud of our children's behaviour and we endeavour to maintain our excellent standards. However, if a child's behaviour is causing concern over a period of time, the dance school may request an interview with the parents. The most effective method of discipline is when there is close co-operation between parents and the dance school.

Code of Conduct

1. I will dance safely
2. I will try to do the best I can at all times
3. I will be polite and will not disrupt others learning
4. I will be proud of my self and what I can do

Parents must understand that children don't all develop at the same rate and we must encourage those who are trying their best.

E

ENROLMENTS

When enrolling your child please ensure that you have completed the forms in full so that the dance school has all the necessary information. Children are required to be 2 in the year they are attending. There is a provision that parents can enrol their child at anytime throughout the year where their child is 2 years and there is a place available. See enrolment policy for details on procedures and expectations on enrolments, including cancelation fees.

EVENTS

No parties or other events that are scheduled as an Expose' Dance Centre event can be done without consent from Miss Colleen. Example Expose' Christmas party for grade 1 ballet outside of the school without knowledge or consent from Miss Colleen.

EXAMS

Students that are enrolled in an exam class are expected to attend all classes in order to be ready to sit the exam. Students in Grade 3 Ballet and above need to do two classes per week to reach the required standard. Grade 6 and above need to also take a pointe class if they are able to dance on pointe and after an assessment by a qualified podiatrist at the parents expense. The teacher will discuss this with the parents if they feel the child is ready to commence pointe classes, this is usually around the 13yr age mark and if dancing for many years in the ballet style, as they have developed the required strength in the hip, knee and ankle joints. Only if the assessment by the podiatrist is successful is when the child will be able to commence pointe class. A copy must be handed to the teacher prior to commencing pointe classes. We are a dance safe school and feel strongly in ensuring the safety of all of our students.

Please note it is solely at the teacher's discretion to decide whether a student is ready to sit for the exam. A parent will not dictate to a teacher and demand their child sit the exam. As the professionals, we know the requirements and expectations. Parents **MUST** read and agree to the Expose' Dance Centre exam policy

in order to fully understand the exam requirements and prior to enrolling in exam classes. The exam policy clearly outlines all rules and regulations and will be adhered to at all times.

F

FEE STRUCTURE

All term fees are paid in advance directly to the school via Cash, cheque, direct debit or money order. Invoices are emailed out to parents 2 weeks to the end of term. If a parent wishes to cancel classes it must be done in writing by the scheduled cancellation date. Failure to cancel in writing by the set date will result in full term fees payable. See fees and cancellation date schedule.

Please note: term 4 is a 7 week term (we end the year last week of Nov) but term fees remain the same as students are involved in the concert and these fees cover all rehearsal costs example additional teacher costs, theatre rehearsal costs etc . Rehearsals are in addition to normal class times.

For those students who are not involved in the concert can choose to pay the term fee or casual rate.

All prices are exclusive of GST. 10% GST must be added

Sibling discount 10%

Term rates	Junior	Senior
1/2 hour class	\$85.00	-
3/4 hour class	\$115.00	-
1 hour class	\$140.00	\$140.00
Gold Pass	\$450.00	\$550.00
Competition classes	\$100.00	\$100.00
Hourly rates	Junior	Senior
Casual 1/2 hour	\$9.50	-
Casual 3/4 hour	\$12.50	-
Casual 1 hour	\$15.00	\$15.00
Competition Solo	\$25.00	\$25.00
Competition Duo/Trio	\$12.50	\$12.50

GOLD PASS

* Gold passes include unlimited classes for one term in the following:

* **Ballet** * **Jazz** * **Hip Hop** * **Tap** * **Acrobatics** * **Contemporary** * **Singing** * **Musical Theatre**
- In the Child's age bracket or standard.

For junior gold passes this also includes a full 1 hour acrobatics class.

Note: Gold passes DO NOT cover troupe, solo/duo/trio or drama classes. These are extra.

Private Lessons \$25 (Per ½ hr)

Tuition Payment Schedule -- School year 2012

Term 1- 26th Jan

Term 1 Cancellation date – 1st Feb

Term 2- 20th March

Term 2 cancellation Date – 31st March

Term 3- 29th June

Term 3 Cancellation Date – 16th June

Term 4- 8th October

Term 4 cancellation Date – 29th September

FUN

Dancing is a great place for not only the students to meet friends and have fun whilst learning to dance but when parents are involved they can make friends too. Some parents in the school often go out for coffee whilst their child is on dance class. This is recommended as it is also a great way for parents to communicate with each other about the goings on of the school example if unsure of concert dates/not receiving emails, parents can talk about things they may have missed or not understood. We pride ourselves on being a friendly school with fantastic families! We welcome everyone.

FACEBOOK/TWITTER

The Expose' Dance Centre is now on facebook and twitter. Please look us up! We will have lots of info on our facebook page throughout the year as well as photo's/video's (only those who authorise this!).

Facebook: Expose Dance Centre

Twitter: Expose Dance Centre

Parents may share their thoughts, photo's etc on our facebook page. This is a great way to keep regularly updated.

I

INFECTIOUS DISEASES

Certain common illnesses and conditions spread rapidly among children. It is necessary to exclude children from the dance school from time to time to avoid conditions spreading to other children example cold/flu/coughing. Children with Whooping cough cannot attend the dance school at anytime as this is a life threatening situation for Miss Colleen.

Where a child returns to dancing and is obviously not fully recovered the parents will be called to take the child home.

L

LOST PROPERTY

All lost property is placed in the 'Lost Property Box' near the office. Parents are requested to check the box regularly as the Expose' Dance Centre does not take responsibility for lost items.

Please ensure that all belongings, including hats, jackets, lunch boxes, drink bottles etc. are clearly marked with your child's name.

N

NEWSLETTER

A Newsletter is sent home to you each month so that you are kept aware of happenings at our dance school. Would you please make it a practice of looking in your child's dance bag for this and other important notices which are sent home from time to time informing you of dance activities. Newsletters are also emailed and placed on the notice board.

Parents may contact Miss Colleen via email.

P

PARKING

A staff car park is located at the front of the dance school (Murrumbeena – in front of the garage, Moorabbin on the tan bark opposite the 1st car park). This car park should only be used by staff but parents in an emergency or with the permission of the CEO. Parents are able to park in Bent st or other side streets – Murrumbeena. Parents may park in any allocated car park in Moorabbin.

PHOTO'S & VIDEO'S

Parents/students must not take photos or video footage of any child without consent from Miss Colleen. Due to privacy and child protection laws not all children can have their photo taken. All parents must be informed if photo's are to be taken and agreeable to this prior to photo's being taken. No photo's or video's must be placed on facebook, msn, youtube or any other social media & or other media without written consent from the Expose' Dance Centre. An announcement prior to classes being taken during open days will be made so all parents have the opportunity to state if their child can be photographed or not. If video footage wants to be taken by a parent for home purposes, this must be discussed directly with Miss Colleen prior to footage being taken as all routines & class programs remain the property of the Expose' dance centre, relevant dance society's and it's teacher's.

POLICIES

We have policies to cover not only parents, students and their families but also in the interests of the Expose' Dance Centre. Please note: on the enrolment form it states that you have read, understood and accepted these as our terms and conditions. Copies will be available at all studios'. If you have not received a copy for some reason, it is your responsibility to read them. In this event please don't hesitate to contact our communications officer and she will be more than happy to pass them onto you.

There are the following policies: enrolment, uniform, general, student, exam, fees, debt recovery, privacy and complaints.

S

SIBLINGS

Siblings must be fully supervised by their parents when entering the dance school premises. Siblings need to stay at home during full school rehearsals unless prior notification and agreement by Miss Colleen. Siblings are not covered under the dance school insurance hence the reason for them not being allowed on the premises without their parents supervising them. The Expose' Dance Centre is not liable for any injury to a sibling. during open week class's siblings must sit on their parents lap and kept quiet if watching as the children in the class still need to concentrate. Parents are asked not to let the siblings run around the dance studio and especially touching mirrors (young child like to do this). You may be asked to leave if the sibling is distrubtive to the class or causing damage to the studio.

SICK CHILDREN

Where a child becomes ill whilst at the dance school, the parent (or representative) will be phoned to ask that the child be taken home to a more comfortable situation. Where a child is ill before dancing class, it is a fair indication that the child will need close supervision at home for the day. Thus the child should not be sent to dancing. (Please also note information under 'INFECTIOUS DISEASES').



SIGN IN BOOK

The Children's Services regulations require all parents, carers and guardians to sign the child into the dance studio on arrival and sign the child out when departing the dance studio. Parents must not sign the children out on arrival as this makes it the parent's responsibility if anything was to happen. Please also include a contact number in case of emergencies.

T

TEACHERS

All the teachers are qualified in the style or dance/class they teach (see teachers profile letter). In the event a teacher is sick or unavailable the Expose' Dance Centre will appoint a qualified relief teacher to undertake the class. In the unforeseen event Miss Colleen does not get contacted by the teacher to say they are unable to teach or given late notice and therefore a relief teacher cannot be appointed a makeup class will be arranged or credit of the class fee for that week will be given. Sometimes things occur that are beyond Miss Colleen's control and classes may need to be cancelled. Miss Colleen will endeavour to give parents plenty of warning if this is to occur.

TIMETABLE

Please note the timetable is subject to change based on confirmed enrolments this is why we need written notification of 2 weeks if you decide you do not want your child to continue in any class. You need to understand that we hire teachers based on your confirmation of enrolment.

We only run classes with 5 or more students unless it is a private lesson or duo/trio class.

In the event the scheduled class has less than 5 students the management reserves the right to cancel the class with written notification to you and your money will be refunded

U

UNIFORM

Students need to be dressed in the correct uniform for their dance style in order to dance to the best of their ability. Once a student dresses like a dancer, they will feel like a dancer and will in turn dance like a

dancer. Uniforms as of 2012 will only be able to purchase from the Expose' Dance Centre. The correct uniform is as follows:

Ballet (Exam): Ballet shoes (not jiffies); wrap skirt, leotard, ballet tights, and hair in a bun, no jewellery/tattoos/nail polish. Depends on child's standard e.g. Pre Primary- Primary baby pink, Grade 1 – 3 wear dusty pink, Grade 4 -6 lilac, Intermediate and above any Blue (see teacher before purchasing).

Jazz /Tap(exam); BAL uniform, tan split sole jazz shoes/Tan tap shoes, hair in a bun. TAAD black leotard for juniors and some senior classes

Tap (fun): capezio all in one leotard with attached skirt or leotard with sparkle attached tu tu.
Tan tights, tan tap shoes, hair in bun

Hip hop: Anything that you can move in and white sneakers

Combination classes & kinder ballet(Little Groovers, Superstars, Dancing diva's): Hair in a bun, capezio all in one leotard with attached skirt or leotard with sparkle attached tu tu.
MUST have pink split sole ballet shoes and ballet tights

Fairy Ballet: Any fairy dress, Hair in a bun, Pink ballet tights, Pink Ballet shoes (not jiffies)

Boys & Acrobatics: Black Shorts, Black tracksuit/jazz pants, White t-shirt/singlet. Hair in a pony tial (girls)
boys hair neat off the face.

Drama: Anything they can move in

W

WHAT TO BRING

You need to provide:

- Correct uniform & shoes including hair in a bun
 - A bag to carry lunch box, drink container and a change of clothes.
- Please label all clothes, drink bottles etc
- Healthy snack for your child during concert rehearsal period (NO NUTS)
 - Pen and dance book to write down notes, dance routines etc
 - Bring your child at least 5mins early for class so they are ready for the warm up/settling. Doors will close 5mins after the start of the class as the students will then have missed their essential warm up which is a dance safe practice.