



2018 INFORMATION PACKAGE

Our motto "Dancing Should Be Fun for Everyone"

Purpose Statement

This booklet will provide you with all the basic information that you, as parents and students, will require as a member of the KP team. Kalamunda Performers is committed to maintaining a team focus whilst building confidence and learning new skills in a positive environment.

Please read this package in full and keep a copy handy for reference during the year.

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Policies & Procedures

Firstly thank you for choosing to be a part of the Kalamunda Performers Team and opening yourself up to the learning of dance and singing. To facilitate the best learning environment possible we need to commit to a few rules and regulations. These rules are here to assist the staff, parents and children so it is imperative that you read, understand and abide by them in order to make our school friendly, cooperative and a smooth running facility.

By signing the enrolment form you are agreeing to the policies and procedures of Kalamunda Performers and the information that is provided in this booklet. If you as a family do not think that you can abide by these policies and procedures please liaise with the Directors - Angie or Michelle.

Enrolment

CONDITIONS OF ENROLMENT

- All enrolments will continue through to the subsequent terms. If you wish to discontinue or transfer any class please email Michelle two weeks prior to the end of the previous term – failure to comply will result in full fee's being payable for relevant classes. You will be responsible for all fees incurred if you do not notify Michelle in the given time period mentioned above.
- Annual Enrolment Fee currently \$30 (fee subject to change) per person will be charged no matter what time of the year enrolment occurs.
- Failure to pay fees will result in loss of the enrolment position and legal action. You will also be responsible for any costs associated with collections.
- If unable to pay fees within the above period you must contact Michelle in Accounts IMMEDIATELY to arrange an alternative payment plan.
- All discounts are subject to management approval and management reserve the right to revoke discounts without notice.
- Penalties will apply to late payments and/or broken agreements.
- Any fees overdue by 3 weeks will result in the student being asked to sit and watch class and unable to participate.
- At the end of the year each student must re-enroll for the following year. Automatic enrolment will not occur.
- In some cases of illness or injury, make up classes can be organized but they must be within the same term and only when positions are available and upon management discretion.

REFUNDS

- Should the enrolled class be cancelled prior to commencement, Kalamunda Performers will refund all payments made by the student. (Not including enrollment fee)
- After the commencement of classes, should your child not want to continue, a refund will be given at the discretion of the directors, less a \$40 administration fee.

Medical Issues

- It is the Parents and/or older student's responsibility to notify their teacher in the event of injury/medical condition, prior to class.
- The first aid box is available to every student through their teacher. Due to government regulation we are unable to provide anyone with Panadol or equivalent medication, unless Parental consent is given at the time by phone call.

Uniform Requirements

It is imperative that all students have the correct clothing and footwear for all classes for their safety and to enhance learning. In addition please ensure hair is always neatly pinned back and long hair must ALWAYS be tied up preferably in a bun.

- All students must be appropriately dressed for class, with correct footwear.
- All students must be appropriately groomed for class, with their hair tied back securely.
- Any student inappropriately dressed or groomed will not be able to participate in class activities.
- All students must come to dancing in appropriate dance attire for the chosen class
- Our studio colours are- royal blue, black and gold. Any style or colour varieties are acceptable.
- NO JIFFY shoes are to be worn for any class.
- No general clothes are to be worn after your trial class, once enrolled appropriate foot wear and clothing must be worn.

We stock a range of dance supplies, 2nd hand shoes, tights, leotard, our team uniform and more – ask at Reception and one of the team will be happy to help. Uniform Price list is on our notice board at studio.

DRESS REQUIREMENTS BY CLASS / GENRE

PRE-SCHOOLERS

GIRLS Any style Leotard & Ballet skirt **NO WRAP AROUND SKIRTS PERMITTED**
BOYS Any style stretch Shorts Fitted T-Shirt/Singlet

JAZZ (Junior – Intermediate – Senior)

GIRLS KP Uniform any combination or Leotard and Fitted shorts, any style
FITTED DANCE WEAR ONLY
Jazz Shoes or Acro pumps (ballet pumps 2/3yrs and 4/5yrs)
Exam Classes – exam leotard & shorts
Hair in bun/ponytail/plaits with fringe pinned back

BOYS Any style stretch shorts fitted T-Shirt/Singlet

BALLET (Junior – Intermediate – Senior)

GIRLS Blue leotard, Black elastic waist skirt, ballet pink tights **NO WRAP AROUND SKIRTS PERMITTED**
Ballet Pumps
Hair in a bun – no exceptions!!

BOYS Any style stretch and fitted T-shirt/Singlet

TAP (Junior – Intermediate – Senior)

GIRLS KP Uniform any combination or Leotard and Fitted shorts, any style
FITTED DANCE WEAR ONLY
Tap Shoes - Tan

BOYS Any style stretch and fitted T-shirt/Singlet
Tap Shoes - Black

MUSICAL THEATRE

Street clothes may be worn but ensure you can move in them as some movement and dance will be done in this class. **NO THONGS PLEASE!**

ADULT CLASSES

Comfortable clothing of your choice, class appropriate foot wear!

HIP HOP

Comfortable clothes may be worn, ie cargo or ¾ pants, t-shirt or fitted top, must be able to move in them. **NO DENIM**

Sneakers or high tops any style

ACROBATICS

There are safety requirements for acro classes and strict clothing guidelines must be adhered to for the safety of students and teachers:

- Leotard
- Bike style Shorts
- NO LOOSE CLOTHING

Shoes – Acrobat shoes only! Junior Acro - bare feet

Hair tied back with fringe pinned back (imperative for their safety as it is easily pulled when doing various acrobatic tricks).

If unsure please see the teachers and they will advise you on what you require.

DANCE ABILITIES

Comfortable easy moving clothing, no jeans or dresses and bare feet to start with! Hair must be tied up in a ponytail.

COMPETITIONS

The KP uniform is available for purchase from our shop with the following items a requirement if you wish to participate in Competitions:

- Team Jacket.

Team uniform and or jacket **MUST BE WORN** at all public performances and competitions. Order forms are available at reception.

Administration & Accounts

CONTACTS

Directors Michelle Ginbey 0433055423

michelle@kalamundaperformers.com.au

Angela Jowett 0407838049

angela@kalamundaperformers.com.au

Studio Village Shopping Centre Unit 2&3 120 Wittenoom Road High Wycombe

Accounts admin@kalamundaperformers.com.au

Front of House Dawn Cox and Alicia Knowles

Any issues should be directed to Michelle or Angela FIRST!

ACCOUNTS

All invoices are emailed out; please ensure that you add the KP email to your contacts to avoid the mail going to junk folders. There will be penalties for late or non-payment unless an agreement has been made in advance.

Payment Options

- **Option One** Paid in full by end of week 1 of each term and receive 10% discount off term invoice
- **Option Two** - Fortnightly Instalments by EziDebit (NO discounts apply)
- **Option Three** – Regular weekly or fortnightly cash payments (NO discounts apply)
(total invoice must be paid by the end of each term)

If payment difficulties arise, special agreements can be arranged with accounts, please contact accounts as difficulties arise. If you choose this option please ensure you contact accounts at least a week prior to commencement of next term or as soon as payment difficulty arises.

Payment Methods

Direct Deposit	Bank Details as follows:
Account Name:	Kalamunda Performers
BSB:	016454
Account No:	483733259

All payments must be accompanied by an email with a copy of your transaction receipt to accounts so they can be reconciled.

Eftpos and/or Cash Payments - See Reception during opening hours.

Private Lessons must be paid for at the time of the lesson.

Transfer / Withdrawal from classes, if you wish to discontinue, transfer or withdraw from any class please email us two weeks prior to the end of the previous term. Failure to comply with this condition will result in full fee's being payable for current and previous enrolled classes and you will be liable to pay these.

If payments are dishonored the dishonor fee will be invoiced to you in an additional invoice (amount varies depending on Banking institutions).

Fees - Subject to change without notice.

Term fees have been calculated for 10 week term, fees will be adjusted accordingly, for shorter or longer terms. 1st term = 10 weeks, 2nd term = 9 weeks, 3rd term = 10 weeks, 4th term = TBA

DANCE CLASSES - 1 class = 45min - 1 hour

- 30 min per week \$88 per term (no further discounts apply)
- 1 class per week \$132 per term per student
- 2 classes per week \$264 per term per student
- 3 classes per week \$363 per term per student
- 4 classes per week \$440 per term per student
- 5 classes per week \$495 per term per student
- 6 classes per week \$561 per term per student
- 7 classes per week \$654.50 per term per student

Unlimited classes package – 8 or more classes per week will be a standard charge of \$726.00 per 10 week term

Family Discount – (No further discounts will apply – early payment discount of 10% will apply if paid in first week of term only)

- 2 family members doing 2 or more classes each 2% discount will apply
- 3 family members doing 2 or more classes each 6% discount will apply
- 4 or more family members doing 2 or more classes 10% discount will apply

GENERAL ACCOUNT / FEE TERMS

- All term costs are inclusive of GST plus Annual Enrolment Fee (paid once per family member per year).
- Additional rehearsal classes for competitions or the concert will be charged accordingly to cover studio costs and teachers time. This includes the Dress Rehearsal for the concert.
- Kalamunda Performers Accounts reserves the rights to apply and remove discounts at their discretion, fees and penalties may be enforced for late payments – family discounts are subject to approval.
- Kalamunda Performers accounts offers payment plan assistance to its families if required and on a case by case situation, all payment plans are subject to approval by accounts. If you do not adhere to a payment agreement or do not respond to payment requests adequately then additional administrative costs may apply and your enrolment revoked. ALL payment agreements in the current enrolled year will need to be in writing and signed and approved by accounts prior to the commencement of the current year.
- If you are asked to leave or withdraw from Kalamunda Performers with monies due, your account will be immediately forwarded to our collection agency for action without notification.
- All of the above applies to all other costs that can be incurred throughout the year i.e. costumes, accessories etc.

COSTUME DEPOSITS

Deposit \$40.00 per student per item

In term three all families participating in the end of year performances will receive a costume deposit invoice. These invoices are to ensure commitment to the concerts and to ensure costumes and/or material can be ordered within a timely fashion, all costume balances will be due in term four on or by costume collection, this is notified closer to date.

If any monies are outstanding by the costume collection date, and no approved payment agreement is in place with accounts, then all costumes and accessories will remain the property of KP and may not be distributed to student, also students may no longer be eligible for concert performances.

If families are experiencing financial difficulty the Accounts department will do their best to help, but families must communicate and remain honest, if the accounts staff don't know they cannot help. Please do not assume that everything is okay and/or is set from Term to Term.

Concert

CONCERT TERMS

- It is not compulsory for a student to be involved in the annual performances, however it is preferred.
- If a student is away for any specific amount of time, it is the teacher's decision whether or not they will be included in the end of year routine/s.
- Teacher's decision is final.
- It is compulsory to attend the dress rehearsal/s for the end of year performance.
- Once commitment is made to the end of year performance it is the student's responsibility to honor that commitment, if the child does not wish to perform in the end of year performance families must notify KP in writing prior to commencement of Term 3.

Costumes

COSTUME TERMS

- Costume deposits will be required for each class if participating in the end of year concert. If a student fails to pay the required costume deposit, no costume will be provided. You will be liable for costume deposits if you do not advise reception of your withdrawal from Concert and costume deposits are non-refundable.
- We have a dressmaker to make some costumes and regularly order ready-made costumes from overseas.

Competitions

RATES

Private Lessons will be charged at the rate as follows:

- Angie, Bre, Michelle, Marisa, Jemma, Vicki, Teagan, Sam, Shenae \$25.00 per ½ hour
- Sophie \$20 per ½ hour
- Shayni \$15 per ½ hour
- Payment is required at time of lesson and an administration fee of \$5 will be charged for ALL late payments.
- A \$10 fee will be charged for all NEW solo's to cover music and cuttings fees, this will include 2 copies of your music on CD. One will be a practice copy the other a comp copy. Student/Parents will be responsible for child's music from now on. Additionally if you bring a USB we will also supply in this format.
- Notification in writing must be received if your child will not be competing in certain competitions. If notification is not received you will be liable for all competition entry fees.
- ALL dance fees must be up to date for students to do private lessons and participate in competitions. NO EXCEPTIONS

REQUIREMENTS

- Routines are usually kept by students for 2 years; however this will be left up to the teacher's full discretion.
- Students may only enter solos' if they are attending the required classes as follows:
- Jazz, Lyrical, Classical Students must be enrolled in a jazz, lyrical and classical class
- Tap Students must be enrolled in a tap and jazz class
- Acrobatics Students must be enrolled in acrobat, jazz and classical class
- Hip Hop Students must be enrolled in hip hop class
- Song & Dance Students must be enrolled in musical theatre, jazz and classical class
- You must bring your practice copy to every lesson in a case so as to not damage your disc. A \$5 fee will apply for replacement CD's that have been lost or damaged.
- All solos will be taught at the teacher's discretion.
- All Solo's & Duo's will be allocated to teachers by Angela or Michelle; this is to avoid anyone being missed. Please do not contact teacher individually as it becomes impossible to keep track of what routines have been commenced. We will allocate routines according to what we feel is best for student and teacher.
- Costumes will be required for all solo's and duo's at your cost, please discuss with teacher on what costume is required and liaise with Angie to either order costume or have it made.

- Students competing in jazz or acrobat competitions will need to wear acrobatic pumps.
- All teachers are available in the allocated times within the timetable to conduct these lessons. Private lessons are primarily used to choreograph routines for competitions or exams.
- 48 hours' notice must be given if private lessons require cancellation or you will be charged accordingly for the missed lesson
- All private lessons must be attended with a video camera so that you/your child can learn the routine easily and have a record of it to practice with at home. This is imperative to assist the learning process.
- The Principal Teachers reserves the right to deny students competition participation if she feels it is appropriate to do so; all choreography remains the property of Kalamunda Performers.

Studio Facilities

PARKING

- Shopping Centre has a large parking area and we request that students, please be collected from door and not enter carpark unattended.
- Please also ensure that you drive with care in and around dancing school grounds

Behavior

- Parents and children must speak in a respectful manner at ALL times within the studio. Any negative behavior or discussions regarding other parents, children, teachers and staff will NOT BE TOLERATED. This is YOUR dance school so please always talk about it in a positive way both inside and outside of the school.
- If you have feedback or something is bothering you please say it directly to Michelle or Angela and your feedback will be dealt with and rectified to the best of our ability. Please do this in a private manner and not in the class where all can hear.

General Information

CLASS ETIQUETTE

- Please ensure you arrive on time to class as it really disrupts the class if students are walking in late, it is also a safety concern if they miss the warm-up. Arrive 10-15 minutes before class commences!
- Competition & exam students must NOT be absent from more than 2 classes in one given term as they are working on troupes and exams. Commitment is essential for these classes.

WATCHING CLASSES

- Parents are not permitted to watch the class as it is distracting for the students. If the teachers would like you to come in to watch something at the end of class they may occasionally allow you to watch.
- All parents will be invited to an Open Day during Terms 1, 2 and 3. The Last class of each term.

GENERAL INFORMATION

Public Holidays Classes will continue on Public Holidays, unless notified by us that class will not be held.

Communications

- It is the parents' and students' responsibility to read the notice board on a weekly basis and check emails and Facebook regularly.
- Important dates, links and information are shared on Facebook between the staff and also parents and students so please join the members' page. Follow the link on our web page or look us up.

Absentees

If you or your child is unable to attend class due to illness or planned absence please send an email admin@kalamundaperformers.com.au or message Angie or Michelle - preferably 3-4 hours prior to class commencement.

Whilst it's important to attend all classes, if you or your child become ill please remember bugs spread quickly in close quarters so keep them home. Also note that in the case of contagious illness I may need to let other parents know to look for symptoms.

Risks & Liabilities

All classes are taken at you/your child's own risk; no liability will be taken by any teacher at Kalamunda Performers. KP is covered by DanceSurance Australia.

Thank You for taking the time to read this booklet and for being part of the TEAM at KALAMUNDA PERFORMERS.