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Hello and welcome to N Sync Dance Academy!! We hope that you enjoy your time with us and not only learn to perform but also have fun, get fit, and make new friends!!

**Dance Class Fees:**

Fee discounts increase as weekly class hours increase. Families with **more than one student** at the studio, enrolled in **more than one class** each a week, will have their **hours combined** to ensure the **lowest price for each family\*\***. **Full payment for the term's classes must be received within the first two weeks of the invoice period to avoid late payment fees**. Enrolments mid-term are charged pro-rata with respect to remaining weeks and must be paid within seven days of enrolment.

Total weekly class time:	Class fees (approx.) :	Potential savings:
30 minutes	\$14 per week	**Students from the same family that are enrolled in one 45 minute or less class per week will be charged separately
45 minutes	\$14 per week	
1 hour	\$16 per hour	
2 hours	\$27 per week	**Students from the same family whose total class hours are in excess of 2 hours per week will be charged as combined hours to receive greater savings
3 hours	\$35 per week	
4 hours	\$42 per week	
5 hours	\$50 per week	
Unlimited classes*	\$48 per week	Savings for one student doing over 5 hours of classes per week.

\*Unlimited classes for one student only and cannot be combined into family discounts.

\*\*Family discount for combined hours only applies to students doing 1 hour or more per week each. Discount **does not** apply to families where each child is doing only 1 x 30 or 45minute class per week each.

**Invoice Period**

Invoices are broken into 3 Periods for the year (approx. 12-13 weeks in duration). Typically invoices are sent out in February, May and August.

**Unlimited Classes:**

This payment option allows students to enrol into an unlimited amount of classes in their specific age groups for a very reasonable cost. Students will not be allowed to cross over age groups unless advised by Principals as it makes for impossible programming at concert time. While the Unlimited Classes option is a fantastic way to get the most out of your tuition fess please note that it is not exempt from Additional costs – this includes multiple costume hire.

**Additional costs:**

**Public Liability Insurance - \$20:**

This is a once-yearly fee, which every student must pay **before dancing** at the studio. This fee is due **before your first class**.

**Costume hire - \$30 hire (per costume) + \$20 refundable deposit:**

Costumes for the End of Year Concert are hired from N Sync Dance Academy . The deposit will be refunded to you when costumes are returned in the same condition they were received – note that no student will be permitted to take costumes home or perform in the concert unless payment has been made. **Each class you attend will require at least one costume**. Many classes may require 2 costumes per style. Costumes are hired per item in concert, not per class.

## **Costume Levy**

Parents and students make choose optional termly payments to lessen the burden at concert time. We suggest \$30\*\* per term however you may choose to pay more or less. This optional termly payment will be included on your term fees. Please note if costume payment isn't made in instalments FULL payments for ALL costumes must be paid in Term 4.

\*\*In a lot of cases this \$30 will not completely cover costumes costs as most students are in multiple items and the additional cost will be charged in term 4. For those who have over paid the balance will be refunded in term 4. This is only meant to assist with costume hire and to lessen the burden at Christmas time.

### Alternatively:

If you wish to pay some money towards costumes OTHER than our suggested \$30 please nominate the amount on your invoice each period. A record detailing each student's contributions will be kept. You are not obligated to partake in this scheme, however please understand that you will be required to pay all costume hire in full when required. Please put all monies in an envelope clearly marked with your child's name and class.

NO replacement costumes will be available. LOST or damaged costumes will be replaced at the parent's expense.

\*\*\* As I am sure you can imagine, the job of making costumes is an enormous undertaking, and any assistance would be greatly appreciated. Please notify Paula prior to commencement of Term 3 if you are able to help in any way.

### Costume Purchases:

Parents may be asked to purchase certain items as part of their child's costume (eg: stockings, socks etc). You will be notified of any such requisites as the concert time draws closer.

*PLEASE NOTE : Students are not permitted to wear jewelry in any of the concerts*

### Holidays/Absences During Term:

We understand that students may miss class for many reasons including illness, school commitments, family commitments and holidays. Please note that classes missed are not refundable however can be made up at another time in a style they are not enrolled in or in the age group below their own. For extenuating circumstances such as prolonged illness/injury or holidays over 4 weeks please contact Principals.

### Terms

We run in line with the Victorian school terms, finishing our year with our Annual Performance approximately late November/early December. **No classes are held on public holidays.** To see term dates, visit <http://www.vic.gov.au/Victorian-School-Term-Dates.html>

## Class Etiquette

- During classes, we ask that parents refrain from interrupting the teacher as they are trying to keep to the scheduled class time. If you need to speak to the teacher, please use the time before or after class, or contact Principals via email or phone.
- If you have an injury or illness during class, please inform your teacher immediately.
- We ask for all students to respect their teachers and pay attention during classes.
- Always bring a bottle of water with you to class.
- If you are going to miss a class, please contact the principal as soon as possible.
- No chewing gum is allowed in the studio and no food is to be consumed in class. Food may only be consumed in breaks and we encourage healthy snacks to be brought along.
- N Sync has a strict NO BULLYING policy. Under no circumstances will any discrimination of any kind be tolerated between students, teachers or parents. We encourage any students who are having problems to please speak to their teacher immediately.
- Respect for classmates and teachers is expected at all times and unacceptable behaviour may result in students not being able to participate in class or in extreme cases being asked to leave the school.
- Students are not to leave the building until parents have arrived to collect them.
- Please do not wear dance shoes outside and ensure you cover up when leaving the studio.
- Parents are not permitted to watch classes as this often distracts students. Watching Day for parents is held in the last week of each term.

## Watching Week

Watching Week will be at the Principals and Teachers discretion. Parents will be notified if watching classes is available at the end of the term.

## Uniforms

We have a fantastic uniform for purchase which we encourage all students to wear. We want students to take pride in their school and in their appearance and also want to discourage 'trendy' or 'fashionable' attire causing problems in classes. This uniform however is not compulsory; although we kindly request you wear our school colours. If you are looking to purchase new dancewear, please select from the following colours:

- Black
- Purple
- Classical students may wear Pink also

When coming into class you must be dressed to be able to move without restriction and hair must be pulled back and neat. Jewellery that may restrict movement or become a cause for injury must be removed before class.

**Tap/Jazz/Hip Hop:** Black shorts, leggings or leotard. Tracksuit pants must not drag on floor. Uniform top or singlet/t-shirt, fitted enough for body to be seen. Jumpers and hoodies must be removed after warm ups.

**Classical:** Leotard, Skirt and tights. Leggings or shorts may be worn. Crossovers/shrugs or firm fitting tops may also be worn.

**Contemporary:** Leotard is recommended but firm fitting top is acceptable. Leggings or shorts.

**Acro:** Leotard or crop, shorts or leggings. Firm fitting clothes are required

**Mini Moovers/Pre-Juniors:** Our Mini Moovers and Pre-Juniors may wear a black/pink/purple leotard and skirt and either ballet shoes or bare feet

## Shoes

**Tap:** Tan in colour. Low heel.

**Hip Hop:** Black lace up HiTop Canvas Shoes – strictly no slip-ons as they stretch and become unsafe for students. Please ensure these are only worn inside to prevent dirt being brought into the studio.

**Jazz:** Tan Jazz shoes are required for Junior classes and above. Preferably no laces

**Classical:** Pink leather ballet shoes

**Contemporary:** Bare foot, Inters/Seniors may wear foot thongs

### **Second Hand Uniform and Shoes**

We have a limited selection of second hand shoes for purchase. We encourage the internal selling of pre-loved items to reduce costs for our families. If you have shoes you wish to sell please put them in a bag with your child's name on and pass it on to your teacher.

### **Photographs:**

A date and time for photographs will be provided closer to the concert. Photos will be available for purchase at a later date – usually during Christmas Party and Re-Enrollment. Please note under NO circumstances will parents be allowed to take photos while the photographer is working. This also extends to classes. No photos may be taken during classes due to privacy laws. Any photos taken by teachers are to be used for marketing purposes only with parents/students permission.

### **Concert Video:**

As has been the practice in previous years, a professional company experienced in this type of production, will be booked to record the Annual End of Year Concert performance at a cost yet to be confirmed. You will be advised of the details during Term 4. Strictly **NO** other video or camera equipment will be allowed in the auditorium during concert performances. Mobile phones must be turned off during performances, as requested by Theatre Management.

### **Dress Rehearsal:**

Dress Rehearsal is generally 2-3 weeks before the concert and is held on a Saturday/Sunday or sometimes just in class times. All students are required to be there as important changes are often made to positioning especially in joint group pieces. It is also essential that costumes are practiced in and of course it gives students a chance to practice their performance and get over some initial nerves!

### **Concert:**

Concert Venue and Dates will be released during Term 1. There will be 2 concerts in late November - however this is subject to availability. All students are required at both concerts – Mini Moovers may have the option of leaving at Interval at late shows.

### **Concert Etiquette:**

Please note, NO parents will be allowed side stage or backstage during ANY concert performance, only organized backstage crew permitted. Please DO NOT attempt to come side stage/Back Stage as refusal often offends. Please remember we want students to feel like they are putting on a professional show and working independently gives them confidence.

In the past, we have received a number of complaints regarding the lack of consideration shown by some parents during concert performances. We have had a problem with parents entering and leaving the auditorium while students were performing. Not only is this very distracting for the children, it shows a total disregard for those parents whose child is on stage at the time. Therefore, anyone needing to exit the auditorium may only do so during interval. Please show consideration by adhering to these instructions.

Under **NO** circumstances will performers be permitted into the auditorium either, before, during or after the performance. Ushers have been instructed to refuse entry to any person(s) attempting to bring performers into the auditorium. Please respect these rules as refusal may offend.

Punctuality is a **MUST**. Ticket holders not seated at the commencement of the concert will be delayed entry until such time as it is appropriate to be seated between items without disruption.

Students are not permitted to leave at any time during performance unless organized prior for extenuating circumstances. This is for safety issues as we must sign students in and out and it is too hard to keep track of who has left half way through. It is also extremely unfair on the remaining performers to lose audience members during the show – it is discouraging and can affect performance.

These rules have been put into place to ensure a smooth and professionally run production with minimal distraction, enabling everybody present to have an enjoyable evening.