



# *Copper City*

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## Dance Centre

STUDENT & PARENT HANDBOOK

## WELCOME

Welcome to Copper City Dance Centre. Thank you for joining us on your dance journey. Copper City Dance Centre's vision is to provide fun, quality dance education to children in the Cobar region that focuses on

- Development of flexibility and strength
- Improvement of balance & coordination
- Development of musical awareness
- Stimulation of imagination and creativity
- Boosting self-confidence

This booklet is filled with information for you to refer to. If you have any questions or concerns, please do not hesitate to contact us or pop into the office.

Newsletters will be emailed each Term in Weeks 1, 5 and 10 covering all information needed throughout the year. Any additional information may be sent via email, text or posted onto our Facebook page.

## CUSTOMER PORTAL

Please register for your customer portal on the top of our website. From this portal you can see your account and payment history, track attendance, notify absences as well as add and withdraw from classes. We encourage the use of this service for those busy mums, dads and carers who can't always make it into the studio during office hours.

## WAITING ROOM

Our waiting area has been made available for the convenience of our students, parents and their families.

The waiting area is for relaxing, reading, snacking, conversation, homework, playing with toys or games. Please ask at the front desk if you would like our toy box.

We ask that you please respect the activities of others and the classes in session by not running around or making excessive noise. Please also clean up after yourself, Your courtesy will be greatly appreciated.

## LOST AND FOUND

Lost and Found is located in the Reception/Waiting Area We ask that dance shoes, uniforms and any other items be labelled with the child's name to prevent any confusion if misplaced. Any unlabeled Lost and Found will be donated to Vinnies at the end of each semester

## CLASS OBSERVATION

In the best interest of your child's learning and development we ask that parents and friends do not enter the classrooms while class is underway. We have a waiting room for your comfort while you wait for your child/ren. During the final week of each term we invite parents in to watch our classes so you can see what your child has been learning throughout the term. For the beginners classes, we encourage parents to limit viewing and access to the room to encourage independence

## DRESS CODE

A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers and the art of dance. Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture and alignment.

- Hair must be properly secured and tied up off the face
- Jewellery must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking .
- No loose fitting pants, denim shorts, jeans or baggy t-shirts

Beginner movement - leotard and ballet skirt with ballet shoes and ballet stockings

Ballet - leotard and ballet skirt with ballet shoes and ballet stockings

Modern - leotard ballet skirt/leggings/shorts with half sole shoes

Contemporary - leotard, leggings/shorts with 'toe undie' shoes

Acro - leotard with shorts or leggings, no loose shirts no shoes

KTL - leotard with shorts or leggings with tan jazz shoes

Jazz - leotard or singlet with leggings or shorts with tan jazz shoes

Tap - leotard or singlet with leggings or shorts with tan tap shoes

Hip hop - any uniform pieces with sneakers or jazz shoes

Musical Theatre - Any uniform pieces with jazz shoes

Please do not wear dance shoes outside the studio this will wear them out and track dirt and burrs onto the dance floor and increase the wear and tear of both.

## STUDIO POLICIES

All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Younger children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.

School age children and teens: please practice respect. Students are not to be socialising in a disruptive manner during the class with other students. Please come early or stay late to enjoy time with friends in the waiting area. Please respect your teacher and other students by giving them your full attention and cooperation. Mobile phones are not permitted in the classroom and must be left with other belongings in the bag storage area provided

During class if a student feels ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.

Dance class is both educational and fun. However an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Copper City Dance Centre will be a pleasure for all concerned.

## ATTENDANCE

Consistent attendance is important in ensuring your child is hitting targets required to maintain growth in dance and develop technique. Extended absences without notice causes positioning, spacing and partnering complications for not only your child but for all children in the group.

If a child is away for an extended period of time without notice to the office parents may be contacted in regards to excusing that child from any upcoming performances.  
if you have planned leave please contact the office or notify absences in the customer portal.

## STUDIO FACILITY INFORMATION

The Copper City Dance Centre Studio is located at 28 Linsley Street Cobar NSW 2835.

### Surrounding areas

We ask that you please do not park in the alleyway beside the studio. Our back door is a fire exit and the alleyway is also access to our neighbours driveways and the Harvey Norman delivery entry. Please be aware that across the alleyway beside the building is a delivery/pickup zone for Harvey Norman and a forklift may be operating in this area. We ask that children do not loiter in this area and caution is taken at all times.

### Parking

Drop off zone is directly in front of the studio. If you are planning on spending time within the studio or down the street please park across the road at the supermarket parking lot to keep access to the studio open.

## TUITION AND FEES

By enrolling at Copper City Dance Centre you are responsible for payment of the tuition and fees stated in the Fee Policy

The Enrolment Fee is due before your child begins dance lessons at Copper City Dance Centre.

Costumes for performance will be purchased by Copper City Dance Centre and be hired to students. The Costume Fee does not apply to non performance classes, An additional Costume Fee applies to a few classes as these costumes are significantly more expensive to purchase.

Term Fees for all classes will be sent in Week 2 of each term and are due in Week 5. Fees paid by Week 5 will receive a discount of 10% per term. Please advise if you will not be continuing on with a class so you will not be invoiced in the next term. You can do this through our office or the website customer portal. If we are not notified of withdrawal fees for the term will still be charged.

A Late Payment Fee of \$25.00 will apply if payment has not been made by the end of the applicable Term and you have not contacted Copper City Dance Centre in advance to make a payment arrangement.

Collection Fee - if fees remain unpaid at the end of the Semester (Term 2 and Term 4), you will be liable for the fees and charges made to collect your the outstanding amounts by Third Party Collection Agencies