



THE JAZZ CENTRE.

STUDIO

29 BURKE ROAD EAST MALVERN VIC 3145
Phone • 9572 3770 Fax • 9576 9110

POSTAL ADDRESS

PO BOX 322
ELSTERNWICK VIC 3185
ABN 88 456 643 423

STUDENT INFORMATION AND POLICIES 2018

I acknowledge that I have read the information and policy note relating to my commitment to the Jazz Centre. I understand that by enrolling in the Centre my child/children and I will:

- *Agree to pay all fees as set.
 - *Attend all rehearsals for workshop and concert; except for special arrangements where prior notice has been given or in the case of illness.
 - *Participate in mid year workshop and end of year concerts.
 - *Agree to pay production levy and costume hire.
 - *To not attend any other dance school whilst enrolled at The Jazz Centre or VSC
 - *Give at least one full term's notice of my child/children's discontinuance of a class or classes, especially 4th Term or any term where a student may be involved in a performance.
 - *Agree to pay all money outstanding should my child/children discontinue with the centre.
- NOTE** Students cancelling during a term are obligated to pay that term's fees in full.
- *Understand and accept that our child/children dances/dance at her/his/their own risk and that the Jazz Centre accepts no liability for injury or loss to her/him/them under any circumstances.

SIGNED

.....
PARENT/GUARDIAN (Please print)

.....
STUDENT (Please print)

DATE.....



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STUDENT INFORMATION AND SCHOOL POLICIES

DANCE WEAR REQUIREMENTS

Uniforms are required for all ages except for Adults. However, please see attached uniform list and speak to your teacher prior to purchasing your uniforms to ensure you know what your child should be wearing. Students are able to purchase uniforms whilst in stock at The Jazz Centre. Classical uniforms vary according to Grade levels and Jazz and Theatrical also have a preference for each age group. A second hand uniforms sale is generally held at the beginning of 1st term on a Saturday. Blochs of Chadstone also offer The Jazz Centre students a 20% discount sale in March. Students will be given a voucher on confirmation of date of sale.

HOLIDAYS

Holidays will follow school schedules. No classes will be held on Public Holidays unless notified. It would also be appreciated if parents could **not book** holidays during 4th term as this really disrupts rehearsals for the end of year production and quite often stresses the students out when they miss class and rehearsals. Students missing more than one week in term 4 may not be able to participate in the concert routine.

ATTENDANCE

Good attendance is imperative as absences and tardiness can hold back an entire class. In the case of illness or a particular event interfering with attendance, we would appreciate that parents notify the school so that we are not left in the dark. It is important class etiquette that if someone is unable to attend class for any reason, a courtesy call is made to the centre or the student or parent has notified the appropriate teacher.

ATTENDING ANOTHER DANCE SCHOOL

It is our policy that students do not attend another dance or performing arts school whilst at the Jazz Centre. Not only is there often confusion for the student with the different techniques taught but the clashing of rehearsals at concert time which affects both schools and puts pressure on teachers and team members. If you have an issue with this please discuss it with the Principal.

REHEARSALS

Students must attend all rehearsals prior to any workshop, concert or any other performance. Failure to do so may result in the student losing their place in a particular presentation.

PRIVATE LESSONS

Private lessons are available by arrangement only. These are available for students wishing to learn a routine for competitions, help with extra technique, preparation for examinations or to catch up with class work. Private lessons must be booked through the Director or the front desk at the beginning of term 1.

CLASS OBSERVATION & PARENT/TEACHER INTERVIEW

Parent observation days are the last of each term. Observing the class at other times is not allowed unless prior arrangements have been made.

STUDIO RULES

NO DISTURBANCES DURING CLASSES-IN-PROGRESS

Teachers are not to be interrupted during class time. All matters of concern or enquiries must be directed through Gaynor or via a message left at reception. Teacher's mobile phones or telephone numbers will not be disclosed for privacy reasons. Messages may be left on the studio answering machine at any time

If any parent has any concerns regarding their child or class please make an appointment with the Teacher or Director by phone or speak to someone on front desk.

- * **NO FOOD OR DRINK** (ONLY WATER BOTTLES) IS PERMITTED IN THE STUDIO
- * **NO CHEWING GUM IN CLASS**
- * STUDENTS **MUST WAIT IN FOYER AREA** TO BE PICKED UP BY PARENTS
- * **NO JEWELLERY** TO BE WORN IN CLASS, including watches, bracelets & chains
- * **NO MOBILE PHONES** ARE PERMITTED IN THE STUDIO. These can be left with the teacher or receptionist for safety.
- * In the waiting area, there is a notice board that has the current newsletter and relevant information. Please take the time to read this information carefully

GROOMING

Grooming and discipline are all part of classical training. Students should always enter the studio with hair neat and tidy in a bun or with a headband. The correct uniform should always be worn to class including ballet tights or ballet socks. Leotards and tights must be in good clean condition not just on the day of the exams but at all times, and so must shoes - if they are not in good condition new ones should be purchased for the exams, but do not buy them too big for the students to grow into. They must fit well to show the students full point.

The Jazz Centre appreciates the amount of money that parents must spend on their classes and all associated costs such as exam fees, and therefore suggests that not only for exam students but ALL students look after their uniform by:

- Labelling all your dancewear, shoes (please write name inside of shoe not underneath) and personal items. We are not responsible for lost, stolen or damaged articles or personal property
- Hand wash leotards and tights, and only wear them to class (not as dress-ups)
- **DO NOT WEAR** ballet shoes or tap shoes outside the Studio

HAIR

Students must wear their hair in a bun for classical, with a headband to keep hair off the face. Jazz and Theatrical students should also have their hair off their face either in a ponytail or with a headband.

WORKSHOPS AND CONCERT

Our mid year workshop is held on the last Sunday of Term 2. This is treated as a demonstration day and all students are involved. Our end of year concert is held towards the first Saturday of December. Further details with dates of performance and rehearsal times are given on our Calendar and appropriate Newsletters.

FEES

Fees are due by the first lesson of each term. Invoices are sent out electronically on the last week of previous term. As from 2018 we would prefer fees to be paid online. The Jazz Centre bank details are on your invoice. Please quote Student name and Invoice number when making payment.

Late payment of fees will incur a 10% surcharge to cover administrative and recovery costs unless a prior arrangement has been made with the Director Gaynor Maxwell.

INDEMNITY FORMS & REGISTRATION

The annual registration fee for all Cheer & Dance students of \$60 is added to Term 1 Invoice and covers the following.

- Administrative costs including postage, printing/photocopying handouts and notices.
- Dancers Accident Insurance. All Cheer and Acrobatic students are required to sign an indemnity form at the beginning of the year. Students will not be allowed to participate in any tumbling or cheer class until form is signed by parent.
- First aid supplies including ice-packs, band-aids, tissues etc. Please note no Panadol is given to students at anytime. If your child requires Panadol at anytime it is the parents duty to administer.
- Club t shirt

TINY TOTS REGISTRATION

The annual registration fee for Tiny Tots is also \$60 but instead of a club T shirt your child will receive a beautiful lilac tutu to wear to class. This tutu is theirs to keep should they chose not to continue with class.

COSTUME HIRE FEE

Students are not required to make any costumes although help is always appreciated. Costumes are provided by the Jazz Centre and hired out to students at an annual hire fee for each costume hired throughout the year. Competition students are required to pay a deposit of \$50 which is refundable at the end of year when costumes are returned. Hire fee will be added to term 3 & 4 invoices.

PRODUCTION LEVY

An annual levy of \$70 per family contributes towards The Jazz Centre end of year production costs (backdrops, props, lighting) and concert DVD. Each family will receive one professional DVD copy of the concert. This levy will be included on Term 2 invoice and can be paid either at the beginning of 2nd or 3rd term.

FUNDRAISING

The Jazz Centre may hold fundraising events during the year with all money raised, going into equipment, production and costume fund.

VIDEO TAPING DURING CONCERT

Videotaping and flash photography are not permitted during the end of year performance. The Jazz centre hires the services of a professional photographer and video company who provide us with a professionally edited DVD.

If you have any further queries or comments please feel free to discuss it with your class teacher or Gaynor (whenever it does not interfere with a class), as we are always interested in improving our dance program.

THESE POLICIES ARE CURRENT FROM FEBRUARY 2018