



TERMS AND CONDITIONS AND POLICIES

Issue Date: December 2017



ENROLMENT

Students enrolling at Innis Dance Studios will need to complete and sign our Registration/Enrolment Form. By signing this form you are agreeing to comply with our:

1. Terms and Conditions and Policies
2. Concert class term fees and associated costs
3. Costume fees for the year

New and existing students are required to complete the Registration Form annually.

A non-refundable \$30 registration fee for 2017 is payable per registration to secure a place at Innis Dance Studios. This also incorporates all administration costs for the calendar year including copyright fees, accounting services, eftpos and merchant fees and other associated expenses.

Students will not be able to participate in lessons until the Registration Form and fee have been submitted and the Registration Form signed.

Student placement in classes is carefully considered and is at the full discretion of Lisa Innis, Director, Innis Dance Studios.

CODE OF CONDUCT POLICY/BULLYING AND HARASSMENT POLICY

Defamatory comments, disrespectful comments or harmful conversations by students, parents or family members towards Innis Dance Studios staff, volunteers or other students or parents will be seen as a breach of the Innis Dance Studios Code of Conduct Policy.

The Code of Conduct Policy/Bullying and Harassment Policy includes zero tolerance for both students and parents of:

1. Inappropriate language
2. Physical and verbal abuse
3. Purposeful exclusion
4. Criticism or belittling

The above will not be tolerated in any form, either by face to face confrontation, social media, texting or emailing.



This Code of Conduct Policy/Bullying and Harassment Policy is applicable both on and off Innis Dance Studios premises and includes all forms of social media (please see Social Media Guidelines attached).

If a parent has a particular grievance with another Innis Dance Studio student, ALL communication must go through the Director (you must not approach that student directly on or off Innis Dance Studios premises).

If breaches of this policy have occurred, it will be at the discretion of the Director, Lisa Innis, as to whether the student's enrolment will be cancelled effective immediately without any further explanation given. Cancellation of your enrolment will also mean that any term fees or costume fees already paid are not refundable.

CHILD PROTECTIVE PRACTICES POLICY

Innis Dance Studio staff rely on the fostering of positive relationships between students and teachers. The studio setting is a place where staff can have significant influence in the lives of students because the relationship involves regular contact over long periods of time. For this reason all Innis Dance Studios staff value and understand how to foster positive relationships in ways that do not compromise students and their welfare.

All Innis Dance Studios teachers have current Working with Children accreditation which includes police clearances.

GRIEVANCE POLICY

A grievance is where something has caused significant distress from an unjust, unfair act.

If at any stage you wish to report a grievance, the following process is required:

1. Email Innis Dance Studio Principal (email: innisdancestudios@icloud.com (please note that this email address is not accessed by any of our volunteer parents). Please include date/s of events, a description of incident/s and persons involved.
2. All attempts will be made to resolve the incident/s in an informal manner, with clear communication and consultation with all parties involved.



LOYALTY, COMMITMENT AND COURTESY TOWARDS INNIS DANCE STUDIOS

It is a conflict of interest to have students dance at more than one studio as all studios expect their students to be available to them. Students are discouraged from attending other dance studios.

It is expected that Innis Dance Studios students show loyalty to our studio, teachers and their fellow class mates.

Out of courtesy, it is expected that students notify the Director, Lisa Innis, if they are committing to another dance studio's classes. It is then at the Director's discretion as to whether the student can remain a student at Innis Dance Studios.

Where a student is participating in another dance studio's classes or events, the parent/guardian must ensure that the student can still fulfil their Innis Dance Studios dance class and financial commitments.

Students participating in other dance studios

1. Students or student families must not speak of Innis Dance Studios in a defamatory way – comparing studios or clubs in terms of staff, costumes or routines will NOT be tolerated.
2. Students must be able to commit to all Innis Dance Studios classes that they are enrolled in, including any additional rehearsal times that will be arranged before concerts, competitions and exams.
3. Students must not wear any dance attire that belongs to any other club when representing Innis Dance Studios, either during rehearsals, competitions or concerts.
4. Students in exam classes must also participate in Innis Dance Studios concert classes – students are NOT permitted to attend exam or competition classes only. (With the exclusion of acrobatics and hip hop classes.)
5. If the Director, Lisa Innis of Innis Dance Studios feels that the above requirements are not being met, your enrolment and participation at Innis Dance Studios will be cancelled effective immediately without any further explanation given. Cancellation of your enrolment will also mean that any term fees or costume fees already paid are not refundable.

COMMUNICATION POLICY

Innis Dance Studios use a variety of communication forums – this includes text messages, emails, Facebook posts via the Innis Dance Studios Parents Private Page and when directed by Innis Dance Studios Principal or staff, communication will also at times be provided by dance teachers and designated “group mums” (a group mum is a parent or teacher allocated to coordinate selected class/es communication regarding performances etc).

Innis Dance Studios teachers also use private pages to post recorded choreography for certain classes for students to practice their routines at home. Parents are NOT PERMITTED to post Innis Dance Studio choreography.

Innis Dance Studios forbids the use, set up or membership of other “Innis private parents” groups on social media.

All communications with the Director, Lisa Innis, should be strictly via email at innisdancestudios@icloud.com. Please note that any text messages and/or Facebook Messenger messages to the personal phone/Facebook account of Lisa Innis will not be responded to.

WITHDRAWAL POLICY

Four weeks’ notice is required in writing to innisdancestudios@icloud.com if you wish to cancel your child’s place in any of our classes.

If you wish to withdraw your child from Innis Dance Studios during the year, please notify the Innis Dance Studios via email as soon as possible.

Any fees owing at the time of withdrawal will need to be paid within 7 working days of withdrawal.



Any costume fees paid or term fees already paid are not refundable.

DANCE COMPETITION POLICY

It is with the discretion of the Innis Dance Studios Director, Lisa Innis, if students are invited to participate in either solo, duo , trio or troupe competition classes.

Additional competition class and costume fees will apply.

It is up to the discretion of the teacher as to whether students are of the level required to compete in competitions (regardless of whether they have been taking competition lessons).

Students cannot participate in competition classes unless enrolled in one of our concert/performance classes for our annual concert.

If your child has already competed in competitions in previous sessions, this does not necessarily mean that they will be invited to participate in competitions for following sessions.

Students must not enter dance competitions without permission from the Director.

All choreography and costuming remains the intellectual property of Innis Dance Studios.

EXAM CLASS POLICY

Students are able to participate in tap, classical ballet and jazz exam classes.

Additional exam class fees will apply.

It is not compulsory for students of exam classes to take the formal examinations.

It is up to the discretion of the teacher as to whether students are of the level required to sit an examination.

It is with the discretion of Lisa Innis, Director of Innis Dance Studios as to which level of examinations your child should be entered or trained in.

Students cannot participate in exam classes unless enrolled in one of our concert/performance classes for our annual concert.



COSTUME FEE POLICY 2018

Prices are set to cover all dressmaking costs, materials, online purchases, postage, travel, GST, and many other associated costs. As many of you know first-hand, sourcing costumes for such a large amount of students is a large and time consuming task.

Obviously, many of our costumes total to more than the budget we have allocated, and some of our costumes come to less. Administratively it is not feasible to reconcile each costume/s individually.

Any remaining revenue/profit margin (or loss) that may be acquired by Innis Dance Studios is allocated towards operating expenditures.

Should any class costumes be excessively under the budget we have allocated, Innis Dance Studios will credit the fair and reasonable amount to the following year's Term 1 invoice. Notification will be given to those concerned.

Costumes will not be issued to students unless costume payments and dance fees are paid in full.

Innis Dance Studios ask that you take into consideration the additional costs that are incurred if your child participates in other classes in addition to concert/performance classes (eg acrobatics, tap, ballet) to ensure that fee payment is still obtainable for you.

DANCE TERM FEES POLICY

All payments are non-refundable.

Invoices are emailed to families at least two weeks prior to date of payment. Non-payment of term fees will result in termination of enrolment.

Payments can be made by direct bank transfer:

BSB: 805050

Account no: 2328023

Account name: Innis Performing Arts Academy

Reference: Invoice Number (preferred)

or EFTPOS is available at reception.

ABSOLUTELY NO CASH PAYMENTS FOR TERM FEES WILL BE ACCEPTED AND YOU CANNOT MAKE PAYMENTS IN INSTALMENTS UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS WITH OUR



OFFICE MANAGER, Emilia Lewis (email: innisdancestudios@icloud.com). If you wish to pay at reception you MUST HAVE your invoice number with you and quoted to reception so it can be written on your receipt to track your payment.

Four weeks' notice is required in writing to innisdancestudios@icloud.com if you wish to cancel your child's place in any of our classes.

Innis Dance Studios ask that you take into consideration the additional costs that are incurred if your child participates in other additional classes other than concert/performance classes, to ensure that fee payment is still obtainable for you.

Innis Dance Studios cannot allocate separate invoices to two separate parents. Only the person who registered their child will be issued the invoice. If other parties also contribute to your child's fees, you will need to arrange for payment to be issued to you directly, and then forwarded onto the studio.

WORK, HEALTH AND SAFETY POLICY

All Innis Dance Studios staff are trained in Emergency Procedures and the studio's Assembly Point.

Required Emergency Map, Fire Extinguishers and Designated EXIT and lighting are in place.

It is expected that all students, parents and visitors behave in an appropriate manner at all times, so that our studio is a safe environment – inappropriate behaviour will not be tolerated.

Students are not permitted to wait outside of the studio at the end of lessons for collection. Please collect your child from the studio waiting area or your child's class entrance/exit door.

FIRST AID POLICY

A trained First Aid Innis Dance Studios staff member is on site at all times when students are participating in lessons.

Please ensure that you indicate on your child's Enrolment/Registration Form if your child has any medical conditions including allergies and asthma.

If your child has asthma, it is a requirement that your child has their medication with them for all dance lessons, competitions, examinations and concerts.

If your child may require any other form of medication during dance lessons, please ensure that your child has this available.

If your child is diagnosed with a medical condition during the year, please ensure that you notify the Office Manager, Emilia Lewis, via email so the information can be disseminated to required staff.

If an Innis Dance Studios staff member deems it necessary to call an ambulance for your child, please note that you will incur the cost of the ambulance fee.

In the event of an emergency, Innis Dance Studios staff will use the contact number of the person provided on the Enrolment/Registration form.

Any injury that occurs during your child's dance lesson, costs incurred will be at the expense of parents – Innis Dance Studios is not responsible for any out of pocket costs.

FOOD AND BEVERAGE POLICY

Students are required to bring a NAMED water bottle to all lessons – please only provide water for your child.

Food is not to be consumed inside our dance studios.

During performance rehearsals, concerts and competitions please do NOT provide your child with any NUT based foods. As an "allergy aware" dance studio we try and prevent nut based foods being consumed. However, if your child does have an allergy to nuts (or other foods), we also ask that parents make them aware of the importance of not sharing food. AN ACTION PLAN SHOULD ALSO BE PROVIDED TO THE CHILD'S TEACHER AND AT RECEPTION.



MISSED LESSONS/CANCELLATION OF CLASSES

From time to time it is necessary for Innis Dance Studios to cancel classes. Innis Dance Studios does not refund cancelled lessons as these have been calculated throughout the dance year to be fair and equitable. Classes are very often extended and extra classes added without Innis Dance Studios passing on any additional fees to parents and more than make up for any cancelled lessons.

Innis Dance Studios does not provide 'make-up' lessons for students who have missed classes.

It is important to be aware that student absences effect not only your child's progress in class, but also that of the rest of the class. Students who habitually miss class, take large blocks of time away from class (due to holidays etc) may be excluded or have positions changed in some routines.

CHOREOGRAPHY, COSTUMING AND POLICIES

Choreography, Costuming and Studio Policies remain the intellectual property of Innis Dance Studios and may not be reproduced in any way or sold by any students, parents or staff without permission of the Director of Innis Dance Studios, Lisa Innis.





SOCIAL MEDIA POLICY

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WHAT YOU CAN POST:

- Photos of our beautiful dancers – just use your common sense when it comes to other students who are in the photo – you may not have permission to publish another child's photo
- Proud comments regarding your association with INNIS DANCE STUDIOS
- Comments regarding achievements by our dancers

WHAT YOU CAN'T POST:

- Photos of our students in our end of year costumes BEFORE the date of the performance (afterwards is fine)
- Inappropriate photos – always check the background of your photos to ensure that nobody in your photo is only half dressed
- Information revealing any information that compromises INNIS DANCE STUDIOS members. You must not share any personal information about the Director, teachers, other students or their families or anything that is proprietary and/or confidential to them or INNIS DANCE STUDIOS
- Students and parents should neither claim nor imply that they are speaking on behalf of INNIS DANCE STUDIOS
- Posts that could compromise the self-esteem of students, parents or teachers of INNIS DANCE STUDIOS



INNIS DANCE STUDIOS choreography. INNIS DANCE STUDIOS owns the copyright to ALL choreography taught at the studio

- Negative comments directly, or that can be interpreted as being directed towards students, parents or dance teachers of INNIS DANCE STUDIOS
- Negative comments about other dance studios or teachers
- Negative comments about INNIS DANCE STUDIOS activities such as rehearsals, classes, competitions, workshops, conventions and performances or about the organisers of these events
- All teachers at Innis Dance Studios collectively contribute to the training, choreography, technique and performance of our students, often over many years. Please be sensitive to this fact if you find it necessary to thank individual teachers

And above all:

EXERCISE GOOD JUDGEMENT (ALWAYS!!):

- Refrain from comments that can be interpreted as slurs, demeaning, inflammatory etc. Social media is full of varied and different opinions, and it is okay to share yours, but please choose your words carefully.
- RESPECT THE LAW, including those laws governing defamation, discrimination, harassment and copyright and fair use.

INNIS DANCE STUDIOS is a privately owned dance studio, and has the right to terminate student enrolment without notice and/or explanation.

