

# NORTHERN BEACHES DANCE ACADEMY

## School Guidelines

- \* All information can be found in your parent portal.
  - \* Fees must be paid within the **first two weeks of each term**. Fees are non refundable. Invoices will only be sent for overdue fees.  
**Fees can be paid online** through your parent portal. Follow the prompts to make a payment.  
Alternatively fees can be mailed to the above address or handed to the class teacher **IN AN ENVELOPE** with student's name, class(es) & amount enclosed noted. Fees will not be accepted without being in an envelope. Classes WILL NOT be interrupted to address fee queries.
  - \* Students participating in the RAD Ballet examinations/class awards must be attending **two ballet classes per week** to enable them to achieve their personal best & ensure examination success.
  - \* **Eisteddfod Groups (Performance Jazz & Contemporary)**  
**N.B. These classes are for the extremely committed students only**  
All students **MUST** be attending at least one ballet class per week to be eligible for these classes. **NB** There is also a flat rule of three lessons missed **per term** (ballet or jazz) & you're out. It is impossible to rehearse students with team members missing. Students must also be prepared to participate in extra rehearsals, competition work, extra costs and be able to get to and from Eisteddfod locations (in Sydney). These classes enable the students to perform and compete with students from other areas, in the same age group. It also teaches them the importance of working as a team. Not to mention the **FUN** factor. Anyone interested in these classes please contact our administrator at [accounts@nbda.com.au](mailto:accounts@nbda.com.au) for more information. There will be an audition process and a one off \$20 registration fee for these classes.
  - \* **UNIFORM** Students MUST wear correct attire to ALL classes. (Please see uniform pages)
  - \* NBDA provides classes in RAD classical ballet, jazz, tap, hip hop, musical theatre & contemporary. We endeavor to ensure there is a balance of discipline, creativity, enjoyment & a strong technical foundation given to all students during each class.  
**NB** We trust that students will be loyal and respectful to their Academy & training by being enrolled **exclusively** with NBDA. Outside tuition can cause confusion for students due to conflicting teaching methods practiced by other dance schools. Students **SHOULD NOT** be enrolled at another dance school if enrolled at NBDA. This **is not** practiced nor accepted at other dance schools unless classes are not available &/or qualifications are lacking. We appreciate your respect, loyalty & cooperation.
  - \* Watching Classes - Parents are welcome to view the last class of **term 1 & 2 only**. All other classes must be **UNINTERRUPTED**, as this can be very distracting for students. It also makes some students very self conscious & therefore difficult for them to focus.
  - \* Parents are asked to allow children to enter the studio by themselves. Please kiss your child and leave them to enter the studio alone as the admittance of parents whilst classes are in progress is incredibly distracting an unfair to students in their class. This is especially the case for Saturday classes as it doesn't take much for young minds to become unfocused. There is always a teacher in the studio and they will assist students with shoes etc if necessary. Please ensure your child is dropped off and picked up at the scheduled class time.  
**(no earlier than 15 minuets before class & no later than 15 minuets after class)** N.B.D.A. is not responsible for your children if they arrive early for class or picked up late.
  - \* NBDA has a show at the end of each year. This show will held at Chatswood Concourse, Victoria Ave Chatswood. Show & rehearsal dates & times will be announced at the end of the first term. Costumes are hired out to students at a fee of between \$10 - \$30 per costume. Each class usually has two routines therefore two costumes. **Concert packs including invoice** will be available in **WEEK 4 of TERM 3** and will have all info regarding Concert and costume requirements.
- N.B.** Notification of any students who will **NOT** be participating in the show will need to be given to the school, in writing **NO LATER** than **WEEK10 of TERM 2**. Concert Costume invoice will need to be paid by Week 9 of Term 3. All students will be expected to take part in the show, all rehearsals, responsible for attending costume fittings (during class time) and **paying for costume hire**, unless written notification has been received by the above time (Week 10 of Term 2). Costume hire fees are not able to be refunded after this time as we do not get refunds from our costume providers after the above date. **Ballet student will need to attend Saturday classes as of Term 3 to learn concert work.**

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## Terms & Conditions of Enrolment

- 1/ I understand and agree that fees must be paid within the **first two weeks of each term** and there is a no refund policy.
- 2/ I understand and agree that it is my responsibility to collect my child at the time their class finishes.
- 3/ Whilst N.B.D.A. staff endeavor to collect any belongings left behind by students at the end of classes, I understand and agree that any property lost or misplaced is the responsibility of the student. Please name all items. Lost property without names will be kept until the end of each term then donated to good will outlets.
- 4/ I understand that as a part teaching dance, it may be necessary for teachers to have physical contact with students for corrective and technical purposes only.
- 5/ I understand and agree that dance related images may be taken of students & used on the NBDA Website, Facebook & Instagram pages. However I understand that it is strictly prohibited for parents to take photographic or video footage during classes unless prior written consent has been given by NBDA management and parents. This also applies to the use of such footage publically. If you **do not** wish for dance related images of your child to be posted on the NBDA Social Media pages you **MUST** email the office.
- 6/ N.B.D.A. teachers make every effort to keep classes fun, caring and positive. However, to ensure students are executing class content safely, correctly and with the aim of advancement, I understand and agree that constructive criticism is a necessary and healthy part of each class. (Refer to student code of conduct for more information)
- 7/ I understand and agree that if a student's behaviour becomes disrespectful or disruptive to the class or a teacher, management reserves the right to call the parent to have the student removed from the class or the Academy altogether as inappropriate behaviour (refer to student code of conduct) will not be endured. We aim to keep a fun, happy, healthy and safe environment for all students **AND** teachers.
- 8/ I understand and agree that all students must wear the correct attire to all classes, especially footwear. This is a safety issue.
- 9/ I understand and agree that during Term 3 and leading up to the annual show it is compulsory for all students to attend all classes and rehearsals. **I also understand and agree that unless written notification is given to the school by week 10 of term 2, I will be responsible for the costume hire fee for the show.** (Refer to School Guidelines for more information)
- 10/ I understand and agree that N.B.D.A. provides numerous styles of dance and it is N.B.D.A's policy that students enroll with us exclusively for reasons explained in the "Academy Guidelines". This is for the benefit of the students.

In consideration of Northern Beaches Dance Academy accepting this application and providing the services to the student, I/we agree to release and indemnify N.B.D.A., its officers, employees and contractors from and against any claim, demand or liability for any injury, loss or damage whatsoever and howsoever caused.

PLEASE ENSURE YOU HAVE READ, UNDERSTOOD AND AGREED WITH THE DOCUMENTS TITLED, "STUDENT CODE OF CONDUCT", "SCHOOL GUIDELINES" AND "TERMS AND CONDITIONS OF ENROLMENT" BEFORE REGISTERING FOR CLASSES ONLINE.

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## Student Code of Conduct

Here at N.B.D.A. everyone has the right to a caring, fun, creative, safe & healthy environment. To assist in keeping things this way we have a code of conduct and a level of behaviour that students are expected to maintain. This will ensure that both student and teacher are getting the most out of every class.

Students are expected to:

- \* be respectful to teachers at all times.
- \* accept dance corrections without argument or dispute.  
(Teachers give corrections to students to help and enhance student's skill and technique and this should not be taken personally)
- \* dress in the required uniform for every class. (This is a form of showing respect for themselves, fellow students and their teacher)
- \* **not** take part in negative or defaming gossip regarding teachers or fellow students.
- \* respectfully ask questions if there is something in class they don't understand. Teachers encourage students to let them know if there is something that they don't quite understand. Asking questions is an important and necessary part of learning.
- \* turn off mobile phones during all classes. Photo and video footage of classes or students is strictly prohibited.

If students do not meet the above expectations, it may result in the student being asked to leave the class or the Academy.