

**fees, enrolment & studio policy**

**student Handbook**

**Contents**

**About Us, Our Principal ……………………………………….………………………………. Page 2**

**Location, Our Faculty, Studio Features, Office Hours ………………………………………. Page 3**

**Studio Policy ……………………………………….…………………………………………… Page 4**

**Safety Privacy …………………………………………………………………………………... Page 5**

**Social Media, Enrolment ………………………………………………………………………. Page 6**

**Fees Policy, Administrative Fees ..…………………….………………………………………. Page 7**

**Changing & Withdrawing from Classes, Quarterly Newsletter, Troupe & Crew, Private Lessons, Class Prices & Packages ……………………………………….………………………………. Page 8**

**Uniform & Shoes ……………………………………….………………………………………. Page 9**

**Clothing, Uniform & Grooming ……………………………………….……………………… Page 10**

**Lost Property, Costumes ……………………………………….……………………………… Page 11**

**Annual Concert, Awards, Account Details, Contact Information ………………………….. Page 12**

**About Us**

Constant Groove Dance Studio is now in its 20th year and has gone from strength to strength with over one hundred students participating in an abundance of styles. Located in the hills district we are one of the top dance schools in the area.

Our dance studio in Seven Hills specialises in performance and technical excellence for boys and girls from three years to teens. The Tiny Tots Classes are a great way to introduce your preschool-aged child to the main styles of dance, allowing them to learn about dancing in a fun environment before specialising later in life. We offer ballet, tap, and jazz. So, if you want to learn to dance in the hills district, head to our dance school.

Students of Constant Groove Dance Studio are taught co-ordination, rhythm and build self-confidence. Whether it be fun, fitness, performance, competition or career opportunities, this is what Constant Groove Dance Studio can offer your child. Students will have a wonderful and rewarding time with us. Our students are taught by teachers who have outstanding professional careers, very high standards and are well respected in the industry. Our diverse range of highly skilled, qualified and experienced teachers and student teachers are the pride of Constant Groove Dance Studio. Many of our teachers have progressed through the ranks, starting as tiny tots and working their way through various examinations and accreditations, ensuring a consistency in standards and a thorough practical knowledge of the operations of the studio and the industry. They are trained industry professionals, having their finger on the pulse, of the latest and current trends and requirements in this field.

The achievements in our short history speak volumes about us as a dance school. We also congratulate the achievements that our staff and students have made in the industry as professionals.

Constant Groove Dance Studio we are the top dance school in the hills district and we look forward to welcoming you as part of our 'family'.

**Our Principal**

Michelle started dancing at the tender age of 5yrs attending the Gloria Seaton Dance School, studying Ballet (RAD exams primary to majors), Tap and Jazz. Michelle spent many years doing eisteddfods under the guidance of her mother Noeline Brown (Miss Noeline, choreographer of eisteddfods only) while joining the Janice Breen School of Dancing. Michelle was a member of the Breen Machine (Performance Group) and participated in many shopping centres shows while herself competing and winning many talent Quests. The Sydney Junior Talent Company then become a big part of Michelle's life constantly dancing as the lead role and singing in many shows, telethons, shopping centres, and clubs. Michelle's first professional job came when she auditioned and was accepted into various cabaret shows throughout Asia (mainly Korea and Japan) touring for up to 6 months at a time. Once the opportunity came up to audition and join "Copacabana Theatre Restaurant" here in Sydney she was a cast member for 5 years.

In 1998, Michelle saw the opportunity to open up a dance school in the Hills District. Today it is one of the Hill's most respected dance schools. Since then, Michelle has choreographed and performed in the "Impossible Princess the Kylie Show", and has run a very successful Show Group within the school. The latest achievement for Michelle and the studio was the Kids 4 Kids Benefit Concert for the "Day of Difference Foundation", raising $10,500. Stars alike joined forces to this much-needed cause, from Big Brother 2006 contestants, "Dancing with Stars", Alana and Carmelo and "Australian Idol", Anne Robertson.

Recently, Michelle received an award in recognition for her dedication to dance. The award was presented at the Showcase National Dance Champions held on the Gold Coast, January 2013.

**Location**

Constant Groove is located at 1/3 Bearing Rd, Seven Hills. We are conveniently located around the corner of Winston Hills Shopping Mall, Centre Stage Dancewear and a bus stop located down the road from our studio.

**Our Faculty**

Michelle Smith, Principal of Constant Groove Dance Studio, leads a team of 10 teachers as well as student teachers with years of professional experience. Additionally, our teachers have been industry renowned dancers and choreographer's majority accomplishing/appearing in Wicked, Fame, Strictly Ballroom, Hairspray, Westside Story and many more, whilst some have been featured in live shows such as X-Factor, The Voice, So You Think You Can Dance and the Arias. Our faculty brings their abundance of creative knowledge from their experiences to our students.

**Studio Features**

* 3 studios;
* 1 Large (air conditioned)
* 1 Medium
* 1 Small (Air conditioned)
* Acrobatics equipment
* Ballet Barres
* Mirrors
* State of the art sound systems
* 2 Bathrooms
* Kids/Parents waiting area (Air conditioned)
* Outdoor Lunch area both at the front of the studio and back
* Office
* Kitchenette

**Office Hours**

If you need to contact any of the staff at Constant Groove or have any inquiries, please send an email. Please refrain from calling the teachers directly or approaching them before, during or after class time as all matters need to go through the principal (Michelle Smith) first. If you need to contact the principal (Michelle Smith), please send an email or call her mobile only if the matter is urgent. All emails will be read and answered during office hours only. If your child is unable to attend class for any reason, please advise us via email.

The Constant Grove office is opened Monday to Saturday from 10 am – 2 pm, please only ring between these times.

**Studio Policy**

Constant Groove Dance Studio has high goals and standards as we wish to create a friendly, safe and happy environment to work as well as learn. The following studio policies and procedures have been established to ensure a high standard of tuition and to encourage improvement in all our students. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio’s code of conduct.

* Regular attendance is a must. Each student is important to the whole class and studio. We believe interest is kept when there is progress and development, whilst irregular attendance slows both. Please notify the office via email or text if an absence is going to occur. This is particularly important during Terms 3 and 4 when concert routines are being choreographed and cleaned.
* Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. A late fee may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.
* We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. Any questions or complaints must go through reception – parents and students are not permitted to contact Constant Grooves teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the principal first. Personal meetings with the studio principal can happily be arranged via reception.
* In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.
* Constant Groove takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.
* Constant Groove management reserves the right to change teachers or timetabling when necessary at any time throughout the year.
* Choreography, costuming and studio policies remain the intellectual property of Constant Groove and may not be reproduced or sold by any students, parents or staff without permission of the principal.
* A student’s class level will be determined at the teacher’s decision. If necessary, the teacher may move a student to a different class that best suits the student’s ability.
* Food and chewing gum are not to be consumed during class hours or within the studio. Students who have a break between classes may consume their food outside or in the students waiting area. We encourage that each student brings a bottle of water to keep them hydrated during classes. No mobile phones are allowed in the classroom due to constant distraction. Students must wear the correct shoes for each particular style in class, if a student does not have shoes for a class they will not be able to attend class, this is for the student’s safety and prevention of injury.
* The viewing of classes is not allowed under any circumstance as it distracts the students from the class. For new students, we ask that the parent introduces their child in their first class making sure they are settled before leaving them to participate with the other students. There is a waiting area near reception for parents. Additionally, at the end of each term, we have a parent viewing week, this is the only time parents can come into class and view.
* Please inform us of any medical problems your child may have. We wish to ensure that our teachers be fully informed in case of an emergency. Knowledge of issues which may affect your child's learning will also enable us at Constant Groove to provide a higher level of tuition to meet the individuals' needs of each student.
* All updates and news will be printed in the quarterly newsletter and emailed. Please make sure you check these frequently as these may be important.
* All choreography for eisteddfods, performances, talent quests, and concerts remain the exclusive property of Constant Groove Dance Studio. Permission from the principal is required for the public use of any Constant Groove images, footage, choreography or routines.

**Safety**

The safety of our students is our number one priority, Constant Groove is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online world (website and social media).

As part of your registration, you will have read and agreed to a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you. You will have also read and agreed to a public liability / insurance statement. Please read this document carefully prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

We have a closed classroom policy with scheduled parent viewing sessions during the last week of Terms 1, 2 and 3. All of our teachers and staff members have undergone official checks allowing them to work with children. The directors and staff at Constant Groove are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming.

**Privacy**

When you purchase or hire a product or service with Constant Groove Dance Studio, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection. Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office or phone 0414 277 677.

**Social Media**

Constant Groove Dance Studios Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook and Instagram). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

* Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
* Remain mindful that your behaviour on Social Media remains in keeping with Constant Grooves Studio Policy as outlined on page 4 of this handbook.
* Any comments or posts perceived to be indecent, defamatory, threatening, harassing, discriminatory or hateful towards Constant Grooves staff, students or families may subject the owner to disciplinary or legal action.
* Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with righteousness, respect, and adhere to privacy and confidentiality policy.
* Any content revealing or referring to sensitive studio information is not allowed to be shared online.
* Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
* While affiliated with our studio, (for example, images of your child in Constant Grooves uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
* All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open-door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
* Families found to be engaging in ‘hidden’ or ‘private’ groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
* Photos or Videos taken from performances or rehearsals may NOT be posted online without permission from the principal.
* You may not post photographs / videos that feature Constant Groove dancers other than your own online without the proven consent of their parent/guardian.
* Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

**Enrolment**

At Constant Groove, we require an annual enrolment payment to secure your spot in the classes of your choice. New students are able to attend their first 2 lessons as a trail, free of charge. After this period, the enrolment fee must be paid and will be included in your first terms fees. Our enrolment fees are as follows

**Fees Policy**

Constant Groove runs their classes to coincide with the NSW school terms. Class fees are invoiced per term, for the whole term and are paid in full by the second week of each term. Variations to the invoice must be approved by the Constant Groove office. Please be aware that class teachers are not in a position to discuss your invoice or fees and all queries need to be directed through the Constant Groove office during office hours. New students may pay casually for the first two weeks of term to ascertain if they wish to continue classes. After this, they will be invoiced the remaining fees for the term. Fees are still payable if your child is absent from class. Additionally, you will not be charged for any lessons that are cancelled due to public holidays or other issues. While no general class is conducted during the school holidays, Ballet exams classes, Workshops/Open classes, Troupe rehearsals, and Eisteddfods may occur during the break.

Invoices will be dispersed at the start of each term by email and mail. If you don’t receive your invoice within the first week of term, please contact the office immediately

Payments can be made by cash, cheque or bank deposit. If you are paying by cash or cheque, please put your payment in a sealed envelope with your child’s name, invoice number and the amount on the front. If you are paying by cheque please make sure that it is written to **Constant Groove Dance Studio.** Please hand this payment directly to the reception. Please use the following details (on page 12) for payment by direct bank deposit.

When making a bank deposit, please quote your invoice number in the transfer. Once you have made your payment through either cash, cheque or bank deposit, we request that you send an email to the office to confirm that you have made your payment. Receipts are not normally issued, however, if you would like a receipt of your payment we would be more than happy to present one request.

Payments are accepted in a weekly installment for families where the weekly cost for classes is over $80. This weekly payment system is a commitment until the end of the term. Please advise the office if you will be using this system.

All fees are paid per term in advance, and are non-refundable. Fees can be paid via direct debit, or in person at the office. Credit Card payments incur a 1.9% processing fee. Invoices 14 days overdue will incur a late fee of $15. If fees remain unpaid 30 days past the due date, a further $50 collection fee will be applied. At this stage students will not be permitted to participate in their lessons until the overdue invoice is paid in full.

Casual Payment is only available for our Industry Thursday classes only. Payment can be paid as you attend via cash, to be paid to the office staff prior to the class.

**Administrative fees**

|  |  |
| --- | --- |
| **Late fees (14 days overdue)** | $15.00 |
| **Collection fee (30 days overdue)** | $50.00 |

**Changing & withdrawing from classes**

Written notification before the fourth week of the term will be required if you wish to change or withdraw your child from any classes. You will be required to pay the fees for the whole term if any notification is given after this time period. Verbal notification will not be accepted.

**Quarterly newsletter**

At the beginning of each term, a newsletter will be released with all relevant information for the upcoming term. It will be distributed through email and our website as well as hard copies available at reception. Please ensure that you read the newsletters as they provide an abundance of useful information that will keep you up to date with both news and events.

**Troupe & Crew**

Troupe and Crew are by audition or through invitation by the teacher only. If we think your child is up to the standard of Troupe and/or Crew, then they will be asked to join. All students enrolled in Troupe and/or Crew are required to pay an enrolment fee of $100. This goes towards covering all Troupe/Crew eisteddfod entry fees. A Troupe/Crew policy will be handed out which needs to be signed by the student and parent. If any of the rules listed in the policy are breached, you will be asked to leave Troupe or Crew group and will not be refunded any money that may have paid towards costumes etc.

**Private Lessons**

Solos, Duos, Trios are only available to Troupe/Crew students and there are no exceptions to this. These Solos/Duos/Trios are by the request and invitation of the teacher and not the parents. This also applies to music and costumes. Parents are under no circumstance to approach a teacher and ask to teach their child a Solo/Duo/Trio, nor, is a parent permitted to sit in their child's lesson. If you need to discuss any matters with your child's teacher, please send an email to the office. Furthermore, you are not allowed to approach the teacher before or after your child's lesson as this will cut into your/other students lessons. All students doing private lessons must take 2 Ballet classes a week.

Private lessons are made up of two components, teachers cost and studio hire. Studio hire will be invoiced for the whole term at a rate of $20/hour and is to be paid to Constant Groove Dance Studio. The teachers cost; as an indication, will be between $50 - $65/hour, however, will be determined by the teacher and needs to be paid directly to the teacher.

**Class Prices & Packages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mini Groovers (4-5years)** | **Juniors Through to Seniors** | **Emerald Package Per Week** | **Ruby Package Per Week** | **Diamond Package Per Week** |
| 1 Class: $12.00 | 1 Class: $17.00 | 3 Classes: $42.00 | 5 Classes: $70.00 | 8 Classes: $87.00  |
|  | 2 Classes: $32.00 | Normal Price: $51.00 **(Saving $9.00)** | Normal Price: $85.00 **(Saving $15.00)** | Normal Price: $136.00 **(Saving $49.00)** |

Please note: These packages do not include Troupe, Crew or Private lessons

**Uniform & Shoes**

At Constant Groove, every student represents the studio in both classes and out of class. Thus, it is compulsory that every student wears full Constant Groove dance attire to every lesson. If a student consistently comes to class without the correct uniform they will be asked to not attend their lessons until they are wearing the correct attire. For most classes such as Jazz, Tap, Lyrical, Acrobatics, Technique, and Troupe, the uniform remains the same. However, Tiny Tots and Pre-Juniors are required to wear a purple leotard. They must wear pink ballet socks in the summer terms and pink ballet stockings in the winter terms. Juniors, Intermediates, and Seniors are required to wear any style Constant Groove Top with any style black bottoms. Boys of all age groups must either wear the black Constant Groove top with any style black bottoms.

Second-hand shoes are available for purchase from the office. If you would like to see what second-hand shoes we have for sale, please see/notify our receptionist. Money for the items will need to be paid to the reception at the time of purchase. Furthermore, if you wish to sell your shoes through our second-hand system, please put each item into a separate zip-lock bag with your name on the front, how much you would like for the item, size, and a contact number. Please hand this to reception who will then record the item/s for the sale book. Please view the table below for what shoes are required for each class:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Age Group**  | **Jazz** | **Tap**  | **Lyrical/Contemporary** | **Acrobatics** | **Technique** | **Troupe** |
| **Mini Groovers** | Pink Ballet Shoes | Tan buckle up Tap Shoes |  |  |  |  |
| **Pre-Juniors** | Pink Ballet Shoes | Tan buckle up Tap Shoes |  |  |  |  |
| **Juniors** | Tan Jazz shoes | Black buckle up Tap Shoes | Foot thongs | No shoes  | Tan Jazz shoes | Black & Tan Jazz shoes |
| **Intermediates** | Black Jazz shoes  | Black or lace up Tap Shoes | Foot thongs | No shoes  | Black Jazz shoes | Black & Tan Jazz shoes |
| **Pre-seniors** | Black Jazz shoes | Black lace-up Tap Shoes  | Foot thongs | No shoes  | Black Jazz shoes | Black & Tan Jazz shoes |
| **Seniors** | Black Jazz shoes | Black lace-up Tap Shoes  | Foot thongs | No shoes  | Black Jazz shoes | Black & Tan Jazz shoes |
| **Boys** | Black Jazz shoes | Black lace-up Tap Shoes | Foot thongs | No shoes  | Black Jazz shoes | Black Jazz shoes |

**Clothing, Uniform & Grooming**

Please note that troupe students may be required to have both tan and black Jazz shoes depending on the costume chosen. We do not permit students to dance in Jazz boots or socks due to safety reasons

All new students do not have to wear our studio uniform for their trial, however, must purchase the uniform by their fourth week of attendance. Until then, we recommend wearing studio colours.

We encourage our students, especially during the winter months to keep warm after their lessons. As part of their uniform, students may purchase a Constant Groove jacket to be worn before and after their classes. Furthermore, these jackets are compulsory for all troupe students and must be worn over their costume to every competition. This makes our team clean and professional looking as well as setting an example.

At Constant Groove, we take pride in our appearance. All students, from Mini Groovers to Seniors need to come to class with their hair pulled back completely off their face. If any student is not correctly groomed properly on a regular basis, they may be asked not to attend class until they are groomed correctly.

Below is a list of all Constant groove uniform items available for purchase. Please contact us or visit us at the office during office hours for sizes and prices.

* Crop tops
* Hotpants
* Boys Black singlets
* T-shirts
* Long sleeve T-shirt
* Bomber Jackets
* ¾ Tights

It is not compulsory for Hip Hop students to wear the Constant Groove uniform; however, clothing must be respectable and have no offensive slogans written on them. Students may wear any footwear as long as it is flat soled, comfortable and appropriate to dance in.

Ballet students MUST come to each class in full ballet attire matching their level and must be groomed neatly. If students are not incorrect ballet attire, they cannot be properly corrected and therefore are missing out on learning technical fundamentals through corrections.

The table on page 9 displays each correct ballet uniform needed for your child’s grade:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tiny Tots & Pre-Juniors** | **Grades 1 & 2** | **Grades 3, 4 & 5** | **Majors & Open Classes** | **Boys** |
| * Purple leotard
* Pink Ballet socks (summer terms)
* Pink Ballet stockings (winter terms)
* Purple crossover (optional)
* Leather Ballet shoes with elastic
 | * Purple wide strap camisole leotard
* Pink Ballet socks (summer terms)
* Pink Ballet stockings (winter terms)
* Pink crossover (optional)
* Black character shoes (exam students only
* Black character skirt (exam students only)
* Full soled leather Ballet shoes with elastic
 | * Purple wide strap camisole leotard
* Pink Ballet stockings
* Black character skirt (exam students only)
* Black character shoes (exam students only
* Full soled leather Ballet shoes with ribbons
 | * Black leotard
* Pink ballet stockings
* Black crossover (optional)
* Ballet shoes
* Pointe shoes (exam students only)
 | * CGDS singlet
* Black dance pants or shorts
* White socks
* White ballet shoes
* Black boys character shoes (exam students only)
 |

**Lost Property**

There is a lost property box in the waiting room, please check it as many items are put there on a regular basis. Please make sure your child has his/her name on all dance attire items to avoid loss and for easy identification.

**Costumes**

Students will require costumes for eisteddfods and performances during the year (if your child is involved in a Troupe or Crew routine) as well as for the end of your concert. Costumes will either be hired or brought brand new. Please keep in mind that you may be required to purchase brand new costumes for all classes.

**Annual Concert**

Each year Constant Groove showcases a professional and highly entertaining concert, displaying all class routines. If you would like your child to be in more than one dance routine, we suggest taking up more dance classes during the year. In order to produce a professional concert, a lot of time and effort is put in by our teachers and faculty, whereby, students need to put in the same effort and commitment. A compulsory dress rehearsal is held prior to the concert as well as a stage rehearsal on the day of the actual concert. These rehearsals are all compulsory as they ensure that all routines are up to scratch. You will be informed of the dates and times of these rehearsals and the concert as soon as they are finalized.

**Awards**

At the end of each term, we will award a ‘Most Improved Award' to a student in each class. We will also give out an award for ‘Student of The Term'. We encourage students of all abilities to try their best in every class as their efforts will be recognized and rewarded. At the end of the year, every student receives a trophy and trophies will be awarded throughout the classes. All perpetual trophies are awarded at the annual end of year concert.

**Account Details**

Constant Groove Dance Studio

ANZ Castle Hill

BSB: 012-417

Account Number: 3489-71502

**Contact information**

**Post –** PO box 153, Kellyville 2155

**Telephone** – 0414 277 677

**Email** – constant.groove@gmail.com

**Website** – constantgroove.com.au

**Facebook** – Constant Groove Dance Studio

**Instagram** – constantgroovedancestudio