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**DANCEOLOGY
INFORMATION PACK**

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www.danceologygoldcoast.com
0413 375 503

ABOUT US



Welcome

Step into the vibrant world of Danceology, where we celebrate diversity and embrace the joy of movement for everyone. We extend a warm welcome to individuals of all ages, and abilities to join our inclusive dance studio. At Danceology, we believe in the transformative power of dance, fostering a community where everyone can express themselves and find their unique rhythm.

Whether you're a seasoned dancer or taking your first steps, our supportive environment is designed to inspire and nurture your love for dance. Join us on this exciting journey where inclusivity takes centre stage, and the magic of dance is shared by all.

We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins.

While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise!

ABOUT US

Welcome



To start us off, it's important to us at Danceology that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Danceology is a place where kids of all ages shapes and sizes learn to dance, and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students.

We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

QUICK REFERENCE STUDIO INFORMATION

Mobile Number: 0413375503

Email: danceologygc@hotmail.com

Website: danceologygoldcoast.com

Principal Belinda Chattin

INFORMATION

Registration

Before lacing up those jazz shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / Insurance contract.

Our Early bird registration offer not only means that you will have the chance to win some merchandise (only the first 50 students) but it also ensures that in the event of classes reaching capacity before Term/Semester kicks off, You will be guaranteed a place in the class/es of your choice.

You can register online and take advantage of the early bird special at Danceology any time from Saturday 10th December, or at our registration day TBA.

Our annual registration fee is \$37.00 per student/per family and must be paid in full prior to the commencement of classes. Make sure you get your payment in via EFTPOS, Credit Card, Internet Bank Transfer, or Cash as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception if you would like to try a new class and we will happily schedule a time to fit you in for a trial (provided the class has not reached capacity).

REFERRAL PROGRAM

**** REMINDER **** Don't forget - if you refer a friend or family member to enrol at our registration day, you'll get 10% off your registration fee for the whole year! So don't miss this chance to bring your friends.

INFORMATION

Communication

By now you have probably noticed that we are BIG on communication here at Danceology. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on 0413 375 503 between 10-2.00pm. Please leave a message if there is no answer.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address Danceology to your contacts so we don't end up in the dreaded Spam folder!

We are also proud to provide you information round-the-clock via our very own Dance Studio app. You can download Class Manager at <https://app.classmanager.com/portal/danceology-3750/login> Just follow the prompts to install our app on your mobile device and you'll receive alerts as they happen.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed Danceology Dance Fam Facebook group. This group can be found at www.facebook.com/groups/danceologyparents/ and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 0413375503 to chat with one of our helpful team members.

INFORMATION

Code of Conduct

To ensure the smooth, safe running of Danceology and an enjoyable experience by all, below you will find our code of conduct. 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.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection 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.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a Danceology staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

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 Danceology 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.

Danceology 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.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

Danceology 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 Danceology and may not be reproduced or sold by any students, parents or staff without permission of the principal.

INFORMATION

Code of Conduct

.With the safety of our families a number one priority, Danceology is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed 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.

We have parent viewing sessions within the studio rehearsal space which can be checked by parents and family members from the comfort of our studios. All of our teachers and staff members have undergone official checks allowing them to work with children.

The directors and staff at Danceology 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.

We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events.

Danceology 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.

You will find within our enrolment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio



INFORMATION

Privacy

When you purchase or hire a product or service with Danceology the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information. 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 may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

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 by email danceologygc@hotmail.com





EXAMINATIONS

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in Jazz, Hip Hop, Ballet, Tap, Contemporary and Musical Theatre, Acro as a part of the Asia Pacific Dance Association. This year, our exams will be held in July with the exact date to be confirmed via EMAIL/FACEBOOK/APP/NOTE . We encourage all students who attend classes to enter exams.

While exams are not compulsory, our syllabus APDA - Asia Pacific Dance Association is a modern new up to date dance syllabus that is recognised throughout Australia, New Zealand and many other countries. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your APDA exams annually. **All students sitting examinations require a Danceology Uniform.**

On a side note, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes.

Our exam students always find their exam experience to be uplifting, beneficial and rewarding. As part of the exam preparation, exam dancers will also need to attend an intensive vacation/holiday workshop on the June/July Holidays.

The cost of exams Will be notified in term 1 and payment for exams is due no later than April by cash, cheque, credit card, EFTPOS, or direct bank transfer. If you have not paid by this date, unfortunately your child will not be eligible.

What happens in an exam?

The students will come to the studio about an hour before their exam begins. Their hair will be done by our teachers. Uniforms must be ordered and purchased from the studio months prior to examinations.

In groups of 2-8 students, they will enter the studio and greet their examiner.

Exam students will learn their examiner's name prior to the exam so they can greet them by name. For example: "Good Morning Mrs. Hartley."

Over the course of 30mins / 45 mins / 1hr, they will perform their entire syllabus for the examiner, both as a group and individually.

There is not a theoretical/written exam involved.

It usually takes about 6 weeks for all exam data to be compiled, but once the examining body has completed the marking process your child will be presented with their exam grade, percentage, an exam certificate, as well as comments and areas for improvement on their performance.

Your child's exam results and certificate will be awarded in class once they are ready at the studio.



UNIFORM

At Danceology, we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased at certain periods throughout the year. For a complete price list, see our facebook page. Students sitting examinations and representing the studio at competitions **MUST** have a uniform.

Please ensure all parts of your child's uniform are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

CONCERT

The Concert will be held in term 4, there are two shows. A concert information pack will be handed out prior to this. Students will be expected to attend a dress rehearsal and a photo shoot day. Routines that are worked on for examinations will be finished and will be part of the show. Costume invoices will be handed out late in term 3 or early term 4, please expect to pay anywhere from \$80-\$150 per costume. Teachers will make every effort to ensure costumes costs are kept to a minimum.

We are extremely excited to have you on board to join our dance family.

I promise you will love our classes and our staff. Have a wonderful dance year.

Belinda Chattin
Principal

OUR CLASSES

Tinies Classes

This class is a favorite among many of our little students from ages 18 months to 3yrs. Everyone loves the opportunity to explore new yoga and dance moves taught in class, while also having fun with Mum or Dad. Our amazing instructors make sure everyone gets individual attention while keeping the class collaborative. Classes offered in Creative Dance , ballet and student led adventures from week to week. Building on students gross and fine motor skills.

Hip Hop

Whether you're looking to learn new dance moves or hone in on your existing talent, this class is what you are looking for. The instructors are committed to giving each student individual attention while also moving the class forward.

Teachers are registered with APDA and will offer examinations with Urban Ignition in term 3. The Syllabus is fresh and inline with modern hip hop culture, students will learn floorwork, tutting, footwork, armwork and different styles and routines.

Ballet

Led by a dedicated team of instructors, this class will have you on your feet in no time. Many of our dancers love taking Ballet, as it gives them the opportunity to learn new movements and easily showcase their talent. We offer classes for tines right through to Adult open classes. Students will learn from the APDA syllabus La Beauté Ballet. Examinations will be offered from term 3. Students in higher grades are required to attend 2 classes per week to be considered for examinations.



CLASSES

Heels

Heels is a feel good, sensual, fun and sexy class that will have you dancing with confidence. This class is done in high heels (preferably stilettos) that incorporates genres of pop, jazz and hip hop. Be open to building your confidence, performance, technique and lines in the class!

If you are new to dancing in heels, please make sure that you are comfortable walking and moving in them before wearing them in class. Choose a pair of heels that are thicker, lower and have ankle support. Please start with the Foundation/Beginner moves before progressing to the more advanced movements.

I.D.E.A

A tried and tested syllabus that has been specifically designed for students with additional needs. Ballet, tap, musical theatre and Jazz with exercises working towards students current goals. We build on gross motor skills and co-ordination of movements. With examinations at the end of term 2 to show off our students progress.

Acrobatics

We are currently registered with to teach IDT acrobatics syllabus. Many of our dancers love taking this class, as it gives them the opportunity to learn new skills to showcase their talent. When done correctly, acrobatics can be one of the most artistically creative sports to watch especially when combining with dance

Interested in learning more? Get in contact with a member of our team, we're happy to answer any questions.



CLASSES

Jazz

This class is a favorite among many of our students. Everyone loves the opportunity to explore the new dance moves taught in this class, while also mastering the classic moves. Students will be taught the APDA Jazzaddict Syllabus, which includes Jazz, Musical Theatre and Contemporary and Lyrical, giving students a wide range of styles and techniques to adapt to. Examinations will be offered in term 3. Jazzaddict provides each student with solid technical training, performance training, and the platform to create, achieve and grow as a dancer and artist. We are also introducing IDT (International Dance Technique) to our Jazz classes to improve technique and flexibility in students. All students from Elementary onward will be required to attend 2 classes per week to be considered for examinations.

Contemporary

Contemporary dance is a style of expressive dance that combines elements of several dance genres including modern, jazz, lyrical and classical ballet. Contemporary dancers strive to connect the mind and the body through fluid dance movements.

Tap

This unique tap syllabus is stimulating and dynamic - it merges old-school tap and modern styles. There is emphasis on rhythm, performance and musicality. Exercises are set to a range of exciting and up-to-date music. Technique progresses logically through the levels; no new steps are introduced until they have either been mastered at the barre, or at a slower tempo to ensure students acquire new skills from a strong foundation. The syllabus has been designed to complement styles performed at competitions/eisteddfods, and in the higher grades, what students may be asked to perform in auditions.





Dance Ability

All abilities dance is open to students with varying disabilities who are sometimes unable to participate in mainstream classes. The music is lowered and all sensory issues are catered for. Instructors are certified with Rhythm Works Integrative dance and Performability.

Rhythm Works Integrative Dance is a ground breaking rhythm and dance class that uses evidence based therapeutic practices to achieve developmental goals. To our students it's a fun and exciting activity that provides participation and socialisation skills, our teachers work together with developmental teams to incorporate elements and strategies that best support your dancers needs and learning styles..

Musical Theatre

Encore Theatre Dance provides a broad exploration of core genres within Musical Theatre. This performance syllabus has been created to: build performance, confidence, develop understanding of dramatic role-playing, teach character immersion (learning to become/play characters with conviction) educate students of the history and evolution of musical theatre styles by exposing them to the core classic and contemporary genres within musical theatre, prepare students who wish to pursue careers in Musical Theatre.

The syllabus and examinations are predominantly performance based. The focus is on achieving conviction of character and confident role playing through acting and dance. Singing is encouraged but not compulsory. This syllabus requires candidates to be training (or have trained) in another form of technical dance.

Encore Theatre Dance is an examination based syllabus.



FEEES

Child	1st child	2nd child	3rd child
1 x 30 min class	\$13.00	\$12.00	\$11.00
2 x 30 min class	\$24.00	\$22.00	\$20.00
3 x 30 min class	\$35.00	\$32.00	\$30.00
1 x 45 min class	\$16.00	\$14.00	\$12.00
2 x 45 min class	\$30.00	\$26.00	\$22.00
3 x 45 min class	\$40.00	\$38.00	\$35.00
1 hr class	\$17.00	\$15.00	\$13.00
2 x 1hr classes	\$33.00	\$30.00	\$24.00
3 x 1hr classes	\$45.00	\$42.00	\$38.00

Unlimited lessons \$70.00 per week/as many classes as you choose.

Performance Team Classes are \$12.00 per lesson

.Private Lessons 30mins/\$50.00 45mins/\$60.00 1hr/\$70.00

People wishing to pay by the week will need to organise with staff, weekly payments may incur administration fees.

Fees will be charged in blocks of 10 weeks in accordance with school terms.

A one off enrolment fee of \$37.00 will be charged upon enrolment.



STUDIO RULES

- To enrol at our studio a parent/guardian and student must read and agree to our policies and procedures.
- An enrolment form with photography permission must then be completed and handed in. Fees will then be charged accordingly. Most terms are 10 weeks closely following school terms
- Students will be enrolled into suitable classes according to age and experience and this is determined by a qualified dance teacher
- Enrolment is for an entire year. Cancellation must be made in writing to danceologygc@hotmail.com or handed to reception. No refunds are given for term fees paid in advance. Two weeks' notice is required.
- The studio must be contacted if a student will be absent from class for any reason.
- Enrolment information must be updated if it changes. This includes your email address and mobile phone numbers.

Fees Policy

- Fees are payable on or before the first class of the term. If payments are not made in advance or prior to the commencement of class, your child will may not be able to participate in class until all monies due are paid in full.
- Payments can be made by direct deposit, cheque or cash.
- Overdue accounts with the exception of those with payment schedules will be charged an additional \$10.00 late fee if not paid within 2 days of the due date.
- If parents have difficulty paying fees, please email danceologygy@hotmail.com or hand a note to Belinda to discuss financial arrangements prior to due payments.
- No refund or credit is given for missed classes (extreme medical conditions considered). Makeup classes are offered at a similar standard or style if the same class is not available as long as there is space in the class.
- There are no refunds for concert fees once costumes are organised.

Query & Complaint Procedures

- We appreciate sometimes parents need to talk to teachers about their children but this may not be during class time. Please make a time outside class time when teachers are free.
- If your query about your child is lengthy or of a private nature please arrange to make an appointment with Belinda or your teacher. Requests can be made in writing or by emailing danceologygc@hotmail.com or phone the studio. Please advise if you need a specific teacher at the meeting.
- If you wish to lodge a complaint about another member of the studio please email or write to Belinda at danceologygc@hotmail.com All complaints and queries will be dealt with promptly, seriously and with sensitivity and remain confidential.



STUDIO RULES

Injury Policy

- Dancing is an activity where injuries can occur.
- Injuries must be reported to the teacher by the students. This is important to be aware they have hurt themselves.
- When an injury occurs at our studio we will complete an injury record for the parent. Depending on the severity of the injury we do expect the parent to take the student to a physiotherapist or appropriate medical practitioner of choice.
- Students who have been injured must present a clearance report from their practitioner stating they are able to return to classes. If the injury is ongoing we must receive reports regularly so we are aware of the restrictions placed on the student
- We are not liable for personal injuries.

Social Media

Danceology is a social media studio. We currently have a facebook page (Danceology) and an Instagram account (danceology_danceandmovement). Please find us and like our pages to stay up to date with current information. A parent Information group will be open on facebook once students have enrolled. Only current students and parents will be invited to join this group, please do not add anyone who is not a studio member. You will find attached to this pack a waiver to allow your child to appear in class photos, or photos for promotional/advertising purposes. If for any reason you do not wish photos to be taken of your child for social media purposes please let staff know, you will need to fill out the form but please cross it off and do not agree to the terms. Teachers will be notified of any children not allowed to appear in photos. You must remember that the concert and any other public performances throughout the year will be recorded and photos will be taken, Unless you choose to not attend. Please share any photos you may take at events in our facebook parent group.



STUDIO RULES

Social Media Policy

- This is to clearly define our expectations and guidelines for members engaging in social media that relates to its studio or members.
- You must be clear and ensure any information is factual and accurate.
- Any information must respect individuals and the studio. Information must not damage in any way the studios or members reputations or bring disrepute.

Studio Rules

- All members must clean up after themselves. Change areas and amenities are to be kept clean and tidy. Bags are to be neatly in the studio or in the waiting area. Food is only to be consumed in the waiting area. Please make sure you dispose of rubbish in the allocated bins
- There is to be no running or acrobatics in waiting areas. Siblings must be supervised at all times.
- We are a smoke free environment so please don't smoke in or around the property.
- There is to be no gum or foods i.e. noodles requiring boiling water at our studios. Drinks must be in sealed containers only
- No food or drink (excluding water) in a sealed container is allowed into the studios. This includes all attending watching day
- All mobile phones must be switched off whilst in class.
- Students are responsible for their own property. We will not be responsible for lost or stolen items.
- Lost property is found in the student change area and is emptied at the end of every term. Please check for lost items. Ensure all dance clothing & shoes are labelled.
- All students must remain inside the studio building until they are collected by their parents or a responsible adult. This is for the safety of all students and must be adhered to.
- Parents are not permitted to view class unless given special permission. This allows the students to concentrate on their class work. We provide an Open week at the last class of each term and an Annual concert for parents to see their child's progress and encourage them to attend both of these events. Parents are welcome to wait in the waiting area. Parents at open days must supervise siblings who need to remain seated and all must watch quietly.



STUDIO RULES

- Students are not permitted to bring friends to classes or rehearsals.
- Communication is imperative please check Facebook and the website regularly for dates and information.
- Students need to practice to improve their skills especially when exams, competitions or shows are approaching.
- Private lessons are offered during school holidays. • Consistent practice is required at home each week to achieve and maintain flexibility. Members Behaviour Policy
- All students are expected to show consideration and respect to all teachers in the school and also to each other. This will ensure a happy and pleasant environment for everyone
- All students must conduct themselves with honesty and courtesy and show consideration to all teachers and coaches, fellow students, parents and staff.
- Students need to remember they are a role model for other students and show leadership by setting an example through their actions and speech. They need to embrace the dance family rules.
- All students need to take responsibility for adhering to the rules of our studios. To bring up concerns with the appropriate person and be willing to receive direction and coaching as appropriate.
- All students need to represent a high level of integrity and avoid gossip, criticism or disparaging comments about fellow students, teachers & coaches or others involved in our studios. Have the willingness to face issues and concerns with maturity and dignity.
- Be committed to giving 100% at all times
- Parents will be notified if student behaviour becomes unacceptable
- Parents must understand that dance is fun but also a discipline, your child may receive corrections, your child may be asked to repeat things numerous times. This is the teacher striving for results, maximising their potential and sometimes working to a deadline (concert, exams, or performances). Corrections mean your child is being watched and the teacher wants the best for them.
- Parents are asked to have their child at the studio ten minutes prior to the lesson.
- Correct foot wear must be worn at all times. Only dance shoes are to be worn in the studios by students.
- Clothing must be clean and washed and appropriate for dance.
- Hair must be worn in a bun or ponytail for all dance classes with hair off the face.