

# Dorothy Cowie School of Dancing



## Policy + Guidelines 2020

### CONDITIONS OF ENROLMENT:

Students (girls, boys and adults) are given the opportunity to participate and enjoy dance classes at the Dorothy Cowie School of Dancing. It is the purpose of the Principal, Teachers and Assistant Teachers to encourage each student to learn dance in a safe and friendly environment. All students must be enrolled; our Student Enrolment Form becomes the basis of the agreement with the Dorothy Cowie School. All students, parents/guardians must respect all decisions made by the Principal and the Dance School.

Enrolments for current students, who wish to remain in the same class and time for the upcoming term, commence in Week 7. New students and current students wishing to change to a different class, enrolments commence in Week 8. After Week 8, enrolments will be opened to all students and current students WILL NOT be guaranteed their previous place. Please check our website and signage around the studios for specific enrolment dates.

Trial lessons are available for new students to assist with suitability of appropriate class and genre. There are no parents/guardians allowed in the room for any trial classes. Where viewing windows are present you are welcome to have a look – but please understand this can be distracting to all students in the class.

End of year Concerts are not mandatory for students to participate in, but all students are encouraged to perform in this event.

Each Term re enrolment is required – either via email or DC reception. Once a term has commenced, students are enrolled for the whole term regardless of attendance. No Credits/Refunds are given if classes are missed. Classes missed can only be made up on other days and classes, within the term of absence.

### CODE OF CONDUCT:

- Students are not permitted to leave the premises during the hours of dance tuition unless prior arrangements are made with a parent or guardian
- No students are permitted to play in park (in front of Croydon studio) unattended by parent or guardian
- Students travelling between Croydon & DCA studios are to do so sensibly and cautiously as staff are not responsible outside of studio premises
- Students are to be punctual to class, and be picked up punctually after their classes by a parent or guardian from the studio foyer.
- Students not collected promptly at finish of class, unless prior notice given will be charged an additional 'student minding' fee of \$30. All unavoidable late pickups are to be considered on an individual basis.
- No children will be released from the studio to the carpark or playground.
- No eating or drinking in the Studios
- Students are permitted to go to the local shops in groups ONLY with notification to Reception and parent/guardian permission.
- It is acknowledged by all parents/guardians that student's photographs will be used by the Dorothy Cowie School of Dancing on its website/DVDs/Video/PR/Media in an appropriate manner.
- No photography or videoring of any student/s in class time is permitted by parents/guardians.
- No smoking/alcohol is allowed in or around any area of the Dorothy Cowie School of Dancing studios.
- All parents/guardians are responsible for checking nominated email address, studio notices and School website at least once a week for updates, notices and changes in timetable etc.
- No parents/guardians are allowed into Studios whilst dance classes are in progress – by Invitation Only.
- Holiday Workshops & Scholarship Classes – all above rules apply.
- No responsibility is taken by the Studio, for student items lost on school grounds. It is the responsibility of the student to check the Lost Property Box.

It is the responsibility of the parent/guardian to explain to their child/ren the behaviour that is expected of them to ensure their safety in the Dorothy Cowie dance classes, whilst on studio premises and for the duration of any off-site performances. The parent/guardian takes full responsibility for their child's conduct and actions.

### CLASS DISMISSAL POLICY

- Students will be dismissed from their class in small groups
- No student will be dismissed without a parent/guardian to pick them up
- Students will not be dismissed to the parking area/carpark or street on their own. Parents/guardians must be sighted and are expected to collect their child/ren from the studio foyer
- If a parent/guardian is running late for pickup, please phone the relevant studio to let us know
- Any student not picked up on time at the end of class will be returned to inside the studio classroom to wait
- The (late) parent/guardian will be able to collect their child from the foyer – Reception/Admin staff will bring student to the foyer

### ATOD EXAMINATIONS

Examinations are not compulsory – however students (especially Test Grades) are encouraged to take part in the examination process (with the advice of teachers). Examinations are great experiences for children and are something that they can work hard towards in the first half of the year. They will receive professional critique from respected Australian Teachers of Dancing Examiners and have a professional record of their studies in dance. Students that receive high results in their exams are invited to compete in the ATOD Scholarship Solo Competitions.

Examination fees are to be paid by the DUE DATE. Non-compliance of payment by the due date will not allow the student to be entered into the Examination.

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There are no refunds or credit notes for examinations once payment has been finalised. Special considerations for injury may be considered but must be discussed with Dorothy Cowie reception only.

This rule must be adhered to as an ATOD policy. Absolutely no late applications or date change requests will be accepted.

ATOD Examinations are offered to students with considering of their ability and skill level – no student will be sent for an examination if an unsuccessful result is expected from their teacher – regardless of parent/guardian accepting this. It is up to teacher discretion as to who is ready for an examination and if compulsory extra lessons are required and not attended – Dorothy Cowie has the right to refuse participation of examination without cause for refund or credit note.

Students in grades of Silver Medal and higher that only attend one class a week are to expect that examinations may not be offered to them yearly. This is up to the discretion of the class teacher

Students in grades of Gold Medal and higher are expected to take a minimum of 2 years to complete each grade – unless accelerated by their class teacher.

## INDEMNITY

Every parent/guardian acknowledges that they will not have any claim of any kind or nature against the Dorothy Cowie School of Dancing for any illness, injury or adverse changes in medical condition or state of health arising directly or indirectly from any dance class. This includes any claim of any kind against any class teacher, assistant teacher or Administrative/Receptionist personnel at Dorothy Cowie School of Dancing.

## RESOLUTION PROCESS FOR COMPLAINTS/GRIEVANCES

All complaints/grievances in the first instance should be directed to the School Principal, marked Private & Confidential in either: mail, email, phone or in person. Appropriate steps will be enforced to resolve any situation or circumstances for the safety and care of each and every student.

## PHOTOGRAPHS, CONCERT DVD, WEBSITE, PR MEDIA

All care will be taken when recording concert media, however Dorothy Cowie is unable to guarantee coverage of individual students during concerts or other functions. DVDs are not available for refund. It is NOT compulsory to purchase a DVD. The videographer/photographer gives no guarantee that each and every student will be individually videoed on the DVD or captured in a photo.

NO personal photography or videoing will be permitted at Dorothy Cowie School of Dancing in classes or during Concerts. This policy is strictly enforced due to Child Protection and Privacy Laws. It is an offence to publicly record, display and/or distribute a work without the written consent of all participants. Everyone's cooperation to ensure this policy is adhered to will be appreciated.

## CLASS UNIFORM / EXAM UNIFORM

DC uniform and merchandise are available from our DCA Shop.

### TODDLER DANCE

Students are permitted to wear any comfortable suitable clothes. Footwear must be worn.

### PRESCHOOLERS

Students are permitted to wear any comfortable suitable clothes. Appropriate footwear must be worn ie. Ballet shoes for ballet, camel jazz shoes for jazz (boys black), camel tap shoes for tap (boys black) and sneakers for hip hop. Song and Dance footwear is subject to teacher discretion and can be discussed with reception.

### PRESCHOOL READY SET DANCE

As of Term 2 2020, compulsory T-Shirt/Dress is required once enrolment is confirmed – this will be strictly enforced. No uniform required for trial classes or drop-in where applicable.

### TEST CLASSES AND HIGHER GRADES

#### Ballet (girls)

- Black leotard (examination students MUST wear Dorothy Cowie logo leotard – transitional 2020/compulsory 2021)
- Pink ballet tights
- Black ballet skirt
- Black crossover (optional)
- Pink leather ballet shoes – students from bronze and higher must have ribbons sewn on for examinations
- Hair off face in a bun – students in examinations must wear pale pink ribbon around bun
- Ballet theory book – required for bronze and higher students for examinations

#### Ballet (boys)

- Black tight fitted singlet or T-Shirt
- Black tights or shorts
- Black ballet shoes
- Black or white ballet socks

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## Tap (girls)

- Black leotard (examination students MUST wear Dorothy Cowie logo leotard – transitional 2020/compulsory 2021)
- Tan tights
- Black leggings or shorts (optional)
- Black crossover (optional)
- Black T-shirt/single for class only (optional)
- Camel tap shoes – for test and bronze grades
- Black lace up tap shoes – for silver grades and above
- Hair off face in a bun – students in examinations must wear black ribbon around bun
- Tap theory book – required for bronze and higher students for examinations

## Tap (boys)

- Black tight fitted singlet or T-Shirt
- Black shorts
- Black lace up tap shoes
- Black socks
- Tap theory book – required for bronze and higher students for examinations

## Jazz (girls)

- Black leotard (examination students MUST wear Dorothy Cowie logo leotard – transitional 2020/compulsory 2021)
- Tan tights
- Black leggings or shorts (optional)
- Black crossover (optional)
- Black T-shirt/single for class only (optional)
- Camel jazz shoes
- Hair off face in a bun – students in examinations must wear black ribbon around bun

## Jazz (boys)

- Black tight fitted singlet or T-Shirt
- Black shorts
- Black jazz shoes
- Black socks

## Hip Hop

- Any comfortable gym-like clothing preferably black
- Sneakers

## Contemporary/Lyrical

- Any comfortable gym-like clothing preferably black
- Barefoot, contemporary shoes or foot thongs

## Acrobatics

- Tight fitted clothing
- Barefoot

## ACTIVE KIDS/CREATIVE KIDS VOUCHER – SERVICE NSW

Dorothy Cowie is an approved and registered business to accept Active Kids Vouchers from Service NSW. These vouchers can be used for only the student whose name is on the voucher and is non-refundable and non-transferable. As per the guidelines from Service NSW – it must be used towards a minimum 8-week course (one voucher per course) and must be redeemed and spent before the expiry date on the voucher. It cannot be used towards examinations, holiday classes, costumes, DVDs, uniform or shop purchases. Vouchers will not be accepted as a deposit towards term fees - see Deposit Terms and Conditions document. Those who have paid Annual Payment and still wish to spend their Kids voucher may discuss with reception.

## DC 10-CLASS-PASS

### TODDLER DANCE

Valid for 12 months from date of purchase

Non-refundable and only transferable to Preschool classes for that specific student. It is not transferable to other another student or parent/guardian

### ADULT

Valid for 12 months from date of purchase

Non-refundable and non-transferable

# Dorothy Cowie School of Dancing



## FEES

- Full Payment of Term Fees only
- No weekly fees
- Enrolment Fee applies for new students (\$35)
- Late Fee applies after week four (4) of each term (Late Fee is \$30 per week added to account)
- Term fees **owing** must be finalised BEFORE student commences a new term. Non-payment of Term fees means student will not be permitted to continue classes - Non payment of Fees (Exam, Concert, Costume, Scholarship, etc) by due date means student will not be permitted to participate
- Credit Card fee applies for credit card payments -1% per transaction
- If you are experiencing any type of hardship, please speak to reception for considerations or payment plan before the due date.

## PAYMENT & DISCOUNT STRUCTURE

- 15% discount applies for three (3) children from one family. Discount applied to third family member only.
- Annual Fees (4 Terms) paid in total, in advance. 1-2 classes attracts 15%, 3 or more classes attracts 20% (not including Burwood, Acro or Membership) NB: This option is ONLY available in Term 1 of any calendar year and must be paid in full within the first 4 weeks of Term 1. NO refund/credit for change of mind/change of classes during the calendar year – see Annual Enrolment Policy Document.

Other discounts (applicable per student only):

4 Classes per term	5% discount
5 Classes per term	10% discount
6 Classes per term	15% discount
7 Classes per term	20% discount

Payment can be made by cash, cheque, EFTPOS or Credit Card (Visa or Mastercard ONLY – American Express & Diners cards not accepted). Payment of fees can also be made by bank transfer – PLEASE EMAIL details once transfer actioned (ie: invoice number, student name) with receipt number etc. to [info@dorothycowie.com.au](mailto:info@dorothycowie.com.au).

Account: Dorothy Cowie School of Dancing  
BSB: 012 245  
Account No.: 2217 50868

Classes missed can be made up on other days/classes within the term of absence ONLY. NO Refund/Credit of classes or fees will be transferred to another Term or to another family member. In the event of a waitlisted class to confirm a student's place the fees must be paid in full when notified, within 48 hours. After this time if payment is not made the position will be open to other waitlisted students without further notification. As of 2019, current students are required to pay a compulsory minimum deposit of 15% required to reserve enrolments. Please see Deposit Terms and Conditions document.

## DC STUDENT MEMBERSHIP PROGRAM

Students may opt to pay for a Student Membership, on a Term by Term basis, allowing the student to attend unlimited classes applicable to their ability and choice. Whilst classes are unlimited, students are expected to be committed to their classes, be punctual and attend regularly. If students fail to meet these requirements, Student Membership will be assessed for future Terms and can be refused at the discretion of the Principal.

- Student Membership classes included are Ballet, Tap, Jazz, Hip Hop, Pointe, Contemporary, Lyrical, Song & Dance, Performance Jazz, Performance Tap, Performance Ballet, Performance Hip Hop, Progressive Ballet. Student Membership excludes Disney, Acro, private lessons, Examination fees, costumes, Workshops and ATOD Scholarship/Australasian classes/entry
- Student Membership Payment per Term is to be paid in full by Week 6. Normal late fees apply weekly thereafter
- Formal enrolment process is required each Term. It is compulsory for students to enrol and commit to classes individually from the beginning to end of the Term.
- Student Membership is on a Term by Term basis and renewal is required at the beginning of each Term. Please see Reception for Student Membership fee.
- There is no refund/credit of Student Membership, including missed classes. Special considerations for long periods of sickness and injury will be considered with submission of a doctor's certificate. Classes missed due to holidays or school commitments will not be considered.

**Enrolment at Dorothy Cowie is with the assumption that you have read and agreed to above Policy and Guidelines. Changes to this document can be made at any time and will be re emailed to enrolled students when updated. It is up to Parent/Guardians to check updates on this document. Document is also available at DC Reception and via our website [www.dorothycowie.com.au](http://www.dorothycowie.com.au)**