

School Policies 2024



These terms and conditions are effective as of the 17th January 2024.

They are subject to change and review at any time and you will be notified as such.

By enrolling your child or yourself with Art Evolutions Dance School, you agree to and accept the following terms and conditions:

Punctuality and Attendance

- *Be punctual to class (arrive 5 minutes before class starts).*
- *If a student is absent for a large period of time, she/he may not be ready to participate in examinations or the annual concert.*
- *Notify the school if a student is going to be absent for any reason.*

Behaviour in Class

- *Give 100% effort in every class.*
- *Arrive with appropriate dance attire, shoes and filled water bottle.*
- *Make sure long hair is tied back and no jewellery is worn (studs or sleeper earrings are accepted).*
- *Turn mobile phones off or on silent during class.*
- *Do not lean on or touch mirrors, or hang/swing from bars.*
- *Respect teachers, fellow students, and their property.*
- *Do not engage in any negative talk about another student, teacher, routine etc. associated with Art Evolutions Dance School. Any ill treatment towards staff or students will not be tolerated.*

Withdrawal from Class

- *If a student is not returning to class, please notify the school immediately in writing (email or letter). Invoices will still be sent and you will be liable for payment until the school has been notified in writing.*

Fees

- *All fees are non-refundable.*
- *Fees must be paid on time. Overdue payments will lose any discounts and will incur a \$5 administration fee for each additional week they are overdue.*
- *There is a compulsory enrolment fee for all students payable each year. This fee can be paid online via <http://www.artevolutionsds.com/enrol-now>*
- *If payment of class fees has not been received after 28 days, your child's/your enrolment will be suspended until the debt is recovered. Costumes may also be withheld.*
- *Fees can be paid monthly or by term*
- *Payments can be made by bank transfer, automatic direct debit or credit card online. No cash payments.*

Parent/Guardians and drop off/pick up

- *Parents/guardians are not permitted to watch the class unless they have special permission.*
- *This above rule excludes parents/guardians of children participating in a free trial class, and is limited to ONE parent/guardian and no siblings. Adults who enter the premises must adhere to all behaviour and covid-safe policies.*
- *Keep noise level to a minimum during class.*
- *Do not interrupt the class or the teacher.*
- *Turn mobile phones off or on silent during class and do not answer your phone when in the hall.*
- *Parents/guardians are responsible for their child during arrival and departure. Art Evolutions staff are only responsible of the children whilst in the hall during their class.*
- *A child must never be left in the church car park on their own.*
- *A staff member will supervise young students at pick up and drop off times.*

Parking

- *Parking in the St Chads church car park is off limits unless you have special permission to do so.*
- *The best place to park your car is the large car park behind the Chelsea Library. Park next to Longbeach Place and you can access the hall through the back gate.*

Food and Drink

- *Food of any kind CANNOT be brought into the hall.*
- *You MUST bring your own filled drink bottle to class.*
- *Consumption of alcohol and smoking is prohibited within the hall and throughout the St Chads property.*

Newsletters

- *All newsletters will be emailed.*
- *Read newsletters carefully so you don't miss out on important information.*

Costumes

- *All costumes (including competition costumes) are hired at \$35.00 (inc. GST) per costume.*
- *You are liable for any damage/loss to hire costumes.*
- *All other accessories (tights, shoes etc.) are at your own cost.*

Concert Deposit

- *A non-refundable concert deposit of \$40 will be required to secure your place in the annual concert.*
- *This deposit includes a \$20 concert administration fee and \$20 towards the total costume hire invoice.*
- *All participants in the concert will receive a free concert action photograph of their choosing.*

Cancelled Classes

- *Classes are cancelled if the temperature has reached 34 degrees or above unless a cool change occurs. An SMS and will be sent out to alert everyone about cancellation of classes. If you are unsure about whether your class has been cancelled, please contact 0401 468 173.*
- *Classes on hot days may still run if they are too close to an event such as examinations or the concert.*
- *Classes may also be cancelled due to teacher sickness, or a teacher having to isolate.*
- *If we are able to move the class(es) to online or a make-up class organised, there will be no credits/refunds.*
- *If a zoom alternative or make-up class is not available, credit for cancelled classes will be applied.*

Risk

- *Activities in class are physical and may involve the risk of accidents occurring. Art Evolutions Dance School and its teachers accept no legal responsibilities for any injuries.*
- *In the case of an injury or health concern of a student or someone in attendance, all reasonable efforts will be made to contact the parent/guardian or emergency contact.*
- *In the case of an emergency, or in the event that a parent/guardian or emergency contact cannot be reached, Art Evolutions will seek medical attention for the student either by rendering first aid or calling an ambulance. Art Evolutions does not take responsibility for any costs incurred by obtaining such emergency medical attention (e.g. ambulance fees).*

Photograph/Filming Policy

- *Upon signing that you have read the policies and school information, you are granting permission to Art Evolutions Dance School, it's representatives and employees the right to take photographs/video of my child during their time at Art Evolutions Dance School and/or external performances. These photographs/videos may be posted on our website, social media and advertising. Please let us know if you do not wish to have the identity of your child revealed in descriptive text or commentary.*
- *Students/parents cannot video or photograph classes, students or staff at any time in the hall or the theatre, unless given permission by the staff or individuals involved.*

Privacy

- *We only collect personal information that is necessary for our work. We never disclose the personal information of our clients or enquirers to third parties, unless they are working directly on our behalf or we are required to do so by law. Nor do we publish personal information in publications or on our website, without explicit/express consent.*

Complaints

- If you have a complaint it is to be directed to the Principal via email and an appointment will be set up if further discussion is required. Please do not make verbal complaints to any staff.

Covid-19 policy and waiver

- Students, staff and parents must abide by our Covid Safe Policy which can be viewed on our website.
- Students, staff and parents must NOT attend Art Evolutions Dance School if they:
 - Have any symptoms of cold, flu or fever.
 - Are required to self-isolate
 - Live in an area that is in "lockdown"
- Art Evolutions Dance School and its staff will use all reasonable efforts to minimise the spread of COVID-19; however, Art Evolutions Dance School cannot guarantee that you/your child(ren) will not become exposed and if exposed, that you/your child will not be infected with COVID-19.
- Upon enrolling yourself or your child, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you/your child(ren) may be exposed to or infected by COVID-19, by attending Art Evolutions Dance School.
- You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any exposure or infection that your child(ren) or yourself may experience or incur in connection with you or your child(ren)'s attendance at Art Evolutions Dance School and hereby release covenant not to sue, discharge and hold harmless, Art Evolutions Dance School or its staff.