



ENROLMENT

At the start of each year an enrolment form must be completed fully online. If your contact details change, then you must inform WSDA. For new enrolments/students there is a non refundable registration fee of \$25. For mid term enrolments- registration fees still apply and invoices will be charged pro rata depending on when you join us in the term. If you wish to cancel your enrolment, a minimum of 2 weeks notice must be given IN WRITING VIA EMAIL TO WSDA. Parents to note however that no refunds will be given, the 2 week cancellation notice period will apply during the school holiday period and will not be able to apply mid-term. No student is allowed to be enrolled in or take dance classes at another dance studio without prior consent with WSDA. WSDA reserves the right to discontinue enrolment due to misconduct or misbehaviour.

PAYMENTS

All fees are strictly due in full two weeks after each invoice is sent. Fees paid after this date will incur a \$50 late fee. Fees outstanding after the seventh week of term will then begin to incur \$50 every consecutive week after that. WSDA will be enforcing late fees as we have obligations as a studio to meet. However, we understand that challenges come from time to time and we are always open to discussing payment plans with those in need. Term fees are based on enrolment in the class not on attendance. Therefore, refunds for missing classes or going away on holiday are not given. If wishing to cancel an enrolment before completing a full term, term fees and registration fees are non-refundable and the 2 week cancellation notice will run over the school holidays. Students with outstanding fees will not be permitted to perform in the end of year concert.

Payments can be made either by cash or cheque (only given to Miss Whitney in an envelope with the students name on it and with the payment advice attached) or by bank transfer to:
Whitney Schofield Dance Academy
BSB- 062 264

Acc No- 1023 1604

DISCOUNTS

WSDA offers sibling discounts in the following format;

1st child enrolled term fees payable in full

2nd child enrolled will receive 10% off ONE style of dance (to that of the lesser value)

3rd child enrolled will receive 15% off ONE style of dance (to that of the lesser value)

4th child enrolled will receive 20% off ONE style of dance (to that of the lesser value)

CLASS ATTENDANCE & PUBLIC HOLIDAYS

Please contact WSDA if your child will be missing class or will be going away on holiday. Public Holidays fall on different days throughout the year and it is still part of payment for the term even though the studio does not run classes on public holidays. No discounts or refunds apply if a student goes away on holiday/is sick or if public holidays fall on one of your given dance days.

WATCHING CLASSES

Watching classes will be available to parents and families on the last lesson of terms 1 & 2. This may be subject to change. To maintain dancer's concentration and focus, watching classes is not permitted on a week to week basis.

UNIFORM & GROOMING

Each student is to have the correct uniform required for each class along with the correct ballet shoes/jazz shoes/foot thongs. Hair is to always be neatly slicked back in a bun for all styles of dance with no hair on the face. Jewellery is not allowed to be worn into class.

CHOREOGRAPHY

To protect our creative teachers and choreographers, all dances and choreography remain as the intellectual property of WSDA. As such, may not be used or entered into competitions' without the permission of the principal of WSDA.

LOST PROPERTY

While WSDA will store lost property we take no responsibility for any items left on the premises. We ask parents to please label all clothing and shoes. All lost property will be kept til the end of the term. Any unclaimed items will be given away or disposed of.

FOOD & DRINK

NO food is to be brought into the studio or consumed during class. Only water can be drunk and we ask parents to please label their children's water bottles.

TIMETABLE

WSDA reserves the right to change the timetable at any time. In the event of such changes, parents and students will be notified in advance. At the conclusion of all ballet examinations, WSDA reserves the right to change the timetable to allow for concert preparation.

WSDA reserves the right to schedule extra rehearsals for exam preparation and/or concert preparation.

CECCHETTI BALLET EXAMINATIONS

All students enrolled in ballet from Pre-Primary level upwards are required to take part in a Cecchetti ballet exam held once a year (normally around August) if WSDA feels the student is ready. Parents are to please notify WSDA if they do not wish to take part in the ballet exams or if they will be away. Costs are involved with ballet exams which include the Cecchetti examination fee, pianist's fees on exam day & the cost of the examiner and these are liable to the parents.

ANNUAL CONCERT

We hold an annual end of year concert around November at The Concourse Theatre in Chatswood and each student within WSDA participates. Parents are to alert WSDA if they will be away for the annual concert by the end of Term 2 in order to not be charged for their concert costume as costume orders and preparation are done at the end of Term 2. Parents are accountable for the concert costume costs if WSDA has not been informed at the conclusion of Term 2 that they will be unable to participate. Typically each year, WSDA's concert occurs in week 7/8 of Term 4 with classes continuing for one more week post concert. The last 2 weeks of term are made up by extra/dress rehearsals prior to the concert.

EISTEDDFODS

Selected students are chosen by WSDA to compete in Eisteddfods from our audition process. A private lesson every week will be needed for students competing in solo's and parents are responsible to pay for the Eisteddfod costume, props and entry into numerous Eisteddfods. Eisteddfod troupe team members are to understand that they are a part of the WSDA troupe team and will be required to attend ALL rehearsals (unless otherwise discussed with Miss Whitney or extremely unwell) and to be available for ALL eisteddfods entered over the year as well as a costume hire fee per troupe accepted into.

GENERAL SAFETY

WSDA is committed to providing a safe and healthy workplace for both our teachers, dancers, parents and visitors. The nature of dance tuition occasionally requires teacher contact for the purposes of placement and correction of technique. "All teachers hold a Working with Children Check and undergo annual First Aid Training. A First Aid Kit is available on site, however in the event of an emergency a student's parents will be called. In the case of a serious emergency, an ambulance will be called. WSDA is not a licensed child minding facility and we are therefore unable to look after other children who are not attending our classes. Please ensure that students are punctual to class and that they are picked up on time by a parent at the conclusion of their class as WSDA will not be held responsible for the safety of a student outside of their class time. When a dancer leaves the studio, he/she is out of our care.

ANTI-BULLYING

WSDA is committed to creating an environment in which all dancers feel safe and secure and free from bullying or harassment. Each student has the right to a safe environment and the responsibility to see that this occurs. At WSDA we do not tolerate bullying in any form. We embrace the ideals of tolerance and mutual respect. No person has the right to harass another person and no person has to put up with being harassed or bullied. Bullying and Harassment is behaviour that is hurtful, intrusive, offensive or frightening. It can be prolonged and ongoing over time. All students will be responsible for respecting the rights of other dancers. Dancers and/or parents are encouraged to inform a staff member of instances of bullying behaviour and should expect assistance from them to take the appropriate steps necessary to ensure this behaviour is stopped.

PHOTOGRAPY & VIDEOGRAPHY

By enrolling you accept that any photographs or video footage taken during performances or class may be used for publicity, advertising and on our website.

DAMAGE TO PROPERTY

Parents are liable for any damage to the studio and its contents caused by their children.