



*Dancin'  
Mates!*

*Performing Arts Dancing School  
Established 1994*

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# **SCHOOL POLICIES & INFO**

For **2025**

**31<sup>st</sup> Year of Business**

*Directors/Principals:*

**Bronwyn Carey-Russell, ARAD**

**Robert Russell IV, BFA**

**ABN: 64 242 217 279**

*Dear Parents & Students,*

*On behalf of Dancin' Mates, its faculty and staff, we want to extend a warm, sincere "Welcome" to each of you.*

*You have been wise in selecting our school for your dance training. We feature one of the largest, most extensive and completely coordinated dance programs on the Central Coast, with the finest professional & experienced faculty. Your needs in all aspects of dance training and performing will be fulfilled here.*

*If you have been with us before you are familiar with our policies. A few changes must be made, from time to time, and we ask you to take a moment to acquaint yourself with changes shown here and update your contact information with us if it has changed.*

*If you are a newcomer to Dancin' Mates, we want you to know that our policies are intended to insure that every student receives utmost attention, an opportunity to advance, and to support the disciplines so vital to the success of every personal achievement.*

*We are pleased that you have selected Dancin' Mates as your quality dancing school.*

*Sincerely,  
Bronwyn & Robert Russell*

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## **ENROLMENT**

Enrolment for ALL STUDENTS 17 years & under is compulsory, and involves:

- The Completion of an Application for New Enrolment.
- The Payment of a \$35.00 Annual Enrolment Fee per student (*incl. 10% GST*) This Fee is non-refundable.
- The financial commitment of Full-term payment of fees for each enrolled term of classes.
- The Commitment to adhere to the conditions and requirements of ***Dancin' Mates***, as defined in this School Policies & Info Booklet.
- The Commitment to attend classes regularly in the Proper Studio Uniform.
- Participation in our mid-year Annual Syllabus Showcase for all students 6 years & over.
- Participation in the Annual School Concert is also encouraged & expected as this is a Performing Arts Dancing School, but certain exceptions to Concert Participation can be discussed with the Directors.

A Try-out Period of up to 3 lessons is permitted prior to enrolment. Please obtain your trial lesson price from a director or reception. Once your trial period has expired, you must enrol (see prior page) to continue to participate in the class.

Once enrolled, a student is continually enrolled from term to term throughout each year unless a director is properly informed otherwise.

Towards the end of the year, a schedule for the next year will be distributed for each enrolled student via email. A confirmation of this schedule and the payment of the Annual Enrolment Fee will be required to ensure a continuing position in each new year.

*Dancin' Mates* reserves the right to deny enrolment or withdraw any continuation of enrolment.

## FEES

Lesson Fees for enrolled students are required for each term in its entirety, payable at the commencement of each term. After the end of each term, an account for the next term's fees will be emailed directly to the parents who have submitted to us an active and verifiable email address.

The option for paying your term fees in Weekly, Fortnightly or Monthly Instalments can be applied for by those families that have more than one class per week on their enrolment account. This payment option will incur a non-refundable \$20.00 Administration Fee per annum upon application. You may obtain your **Application for Instalment Payments** from Reception. All missed weeks must be paid for, and 'make-up' lessons are offered for most styles. If your application is successful, it should be noted that your term class fees must still be paid in full by mid-Term 4 prior to the distribution of Concert Costumes.

Mid-Term letters will be distributed each term to any family whose fee payments are not current. These letters incur an administrative penalty fee of \$15.00 per letter per term. Anyone not current with payments may be denied class participation, and the remainder of the term fees will be payable at once.

*Dancin' Mates* is registered to levy and required to collect on behalf of the Commonwealth Government of Australia a 10% Goods and Services Tax on all class fees and miscellaneous purchases. (ABN: 64 242 217 279)

## WITHDRAWAL

If for some reason you must withdraw an enrolment before the end of a full term, you are still responsible for payment of the entire term's fees. To officially withdraw an enrolment, a director must be informed by the parent/guardian. Simply failing to attend classes is not regarded as cancellation of enrolment, and doing so may result in being invoiced for the remainder of the fiscal year's classes.

If you withdraw your enrolment with us during this year, and later wish to return again in the same year, you will then be required to re-enrol as a new client, and the necessary Enrolment Fee will again be payable.

## GENERAL MONETARY POLICY

*Dancin' Mates* will accept the following as payment at reception:

- Cash
- VISA  
Mastercard  
American Express  
Apple Pay  
Android Pay  
and EFTPOS (Chip Only)

Through our Squareup Tap, Chip Insert or Swipe Terminal.

*These payments will incur a 1.94% surcharge using the terminal at reception.*

Term Fees can also be made via Direct Bank Deposit with OSKO using our email address as the PayID: [dancinmates@yahoo.com.au](mailto:dancinmates@yahoo.com.au)

...or via Traditional BSB/Account Number Bank transfer using the following:

|                 |                                 |
|-----------------|---------------------------------|
| Bank:           | Community First Credit Union    |
| Account Name:   | R & B Russell T/A Dancin' Mates |
| BSB/Account No: | 512 170 1072822                 |

Please obtain your personal Customer Reference Code from a Director for use with any OSKO or Direct Bank Deposit Payments. This is to be used in the description of payment for identification purposes.

## ATTENDANCE

Regular Attendance is a must. Interest is kept when there is progress and development. "Practice makes Progress!" Irregular attendance slows both. Missed lessons may result in lower performance standards and may therefore require a restructuring of your lesson time.

It might be possible to *make-up* a missed lesson. Please ask a Director. In the case of lessons to be made up, they must be done within two weeks of the affected absence. Make-up lessons cannot be carried over to a new term.

Please arrive a few minutes prior to class time. Please pick up students promptly and clearly discuss the pickup details with your child. We cannot be responsible for any child outside his/her class time.

A student's class level will be determined at the teacher's discretion. If necessary, the teacher may move a student to a different class that best suits the student's ability.

Any scheduled class having less than 6 enrolled students may, at the Directors' discretion, be cancelled. Semi-private lessons rates will apply for those classes not cancelled or re-scheduled.

## BEHAVIOR

*Dancin' Mates* reserves the right to remove any student from class for failure to behave in an acceptable manner, without recourse. Any student or member of a student's family who behaves in a disorderly fashion at any *Dancin' Mates* class, rehearsal, or function will be asked to leave and refused further service, also without recourse.

## STUDIO UNIFORM

All enrolled students aged 6 yrs & over are required to attend all classes (except for Modern classes & Privates) in the Official Studio Uniform. Please obtain your Green Studio Uniform Sheet from reception.

For Modern classes, Pre-Schooler Classes and Private tuition: Uniform is optional, but suitable dance attire and appropriate footwear is still required.

*Dancin' Mates* provides a Notice Board for the advertising and private selling of second hand dance related items. *Dancin' Mates* does not participate in any exchange of these private sales.

Please note: Street shoes are not permitted in the studios – and dance shoes are not permitted to be worn on the street. Bring your dance shoes with you and put them on before you enter the studios.

## ANNUAL CONCERT

We are pleased to offer live performance opportunities for all *Dancin' Mates* Students in the form of an Annual Concert. Detailed information about the Concert(s), venue(s), times, and requirements will accompany a Concert Announcement mid-year.

Participating involves the following:

- The Concert Performance(s) held towards the end of 4th Term
- a Dress Rehearsal (in costume), usually held within a week before the Concert
- a Full-Run Thru Rehearsal (not in costume), usually held the week before the Concert. This rehearsal involves all Primary, Intermediate, and Teen classes.
- the payment of a Concert Fee, which helps cover the extra costs incurred with operating all of the Concert-related events.
- The payment in full for each required costume, which includes a 10% GST. Participants can expect one costume for each class they do during the week. The average cost is \$60-80 per costume, which includes material, labour & shipping where applicable. A \$60.00 deposit for each required costume will be taken at the time the Concert is announced, and a Concert Consent Form for each participant must be signed and returned to the Directors.

## USE OF IMAGES

From time to time we use images of our students for promotional purposes as well as a form of encouragement. By enrolling a student with *Dancin' Mates*, you consent to the use of and hereby release all photos and videos with your child's image to be used in various media as deemed appropriate for the promotion, advertising, publicity, curriculum, products, and articles of *Dancin' Mates*, including but not limited to my child's dance participation at *Dancin' Mates* and any related *Dancin' Mates* performance event – or any event with my child performing under the banner of *Dancin' Mates*. These images may be on the *Dancin' Mates* Website, Instagram, Facebook, and for use with any in-house publications and the general media.

## OTHER

- Dance classes can involve risk of personal injury. Whilst *Dancin' Mates* takes all responsible care in the conduct of its classes, rehearsals, workshops, performance events and related studio functions, *Dancin' Mates* accepts NO responsibility and is NOT liable for injury or loss which occur in or out of classes, rehearsals, workshops, performance events or related studio functions. By enrolling a student, you are ensuring that the student is physically and medically fit for all classes and/or related rehearsals, workshops, performance events and related studio functions, during which the student must at all times take care of his/her own personal safety and belongings.
- The Directors must be informed of any medical history that could affect a student's performance. *Dancin' Mates* reserves the right to alter the affected student's class or level due to medical history.
- By enrolling a student with *Dancin' Mates*, you:
  - a) acknowledge that in the conduct of its classes, rehearsals, workshops, performance events and related studio functions that some physical contact may occur between the student and the instructor, or the student and other participating students,
  - b) consent to that contact being made,
  - c) will not hold the Instructor or any other participating member of the class, rehearsal, workshop, performance event or related studio function responsible for any injury or illness which may occur in respect of that contact,
  - d) will inform a Director if the participating student feels uncomfortable in any way with any physical contact from, or conversations with, any teachers, staff, or other participating dancers.
- *Dancin' Mates* are not responsible for lost or stolen items. We recommend that all clothing be name labelled. If found, lost clothing will be placed in our lost property box in the waiting lounge. Unclaimed items will be donated to a charitable organization at the end of each term.
- The replacement of Studio Property or Equipment which is damaged by a student or member of a student's family must be financed by the student's family.
- Chewing Gum is not allowed for any classes or performances.
- No food or drinks are to be consumed by students in the dance studios. The consumption of food and drink in our waiting area is only acceptable providing that due care is taken to avoid spillages. Parental supervision with this matter is greatly appreciated.
- *Dancin' Mates* offers an Open Week at the end of Term 1 to give friends and relatives the chance to view classes, as viewing of classes (other than Pre-Schooler classes) is usually not permitted. You will be notified of this well in advance. If siblings are going to accompany parents to view class during Open Week, they must remain quiet and not enter the dance floor. Parents must attend to these children at all times. Video taping and use of mobile phones are not allowed.
- In addition to our Term 1 Open Week, there will be a Syllabus Showcase towards the beginning of Term 3 for the School Aged Classes. This is a mini-recital where the students will perform on stage their class syllabus material in their studio uniform. More detailed information about the Syllabus Showcase will accompany the announcement of it. The Pre-Schooler/Kindergarten Classes may have a 3<sup>rd</sup> Term Open Week instead of the Syllabus Showcase.
- There will be *NO REGULAR CLASSES* during the school holidays unless necessary. Exam Classes, Workshops, Master Classes, Dance Team Rehearsals, and Eisteddfods may occur during the school break, and private tuition may also be arranged due to the teachers' availability.

- All choreography for Eisteddfods, performances, talent quests, and annual concerts remains the exclusive property of *Dancin' Mates*. Permission by the Directors is required for the public use of any *Dancin' Mates* choreography. Use of *Dancin' Mates* choreography in performances of other dancing schools will result in immediate expulsion and legal action.
- Photographing & Video taping of any *Dancin' Mates* Performance is strictly prohibited. *Dancin' Mates* will aim to provide professional photography & video services for the Annual Concert, so keep your cameras at home.
- All *Dancin' Mates* Studio Events, which includes scheduled classes, workshops, performances, Open Weeks, etc., are subject to change should any guidelines and/or restrictions be implemented by the NSW Department of Health and the Australian Government's Department of Health (ie; Covid-19 Protocols).

## **WORKSHOPS and ADULT DANCE SHORT-COURSES**

*Dancin' Mates* may offer throughout the year various workshops and special courses in Musical Theatre, Acrobatics, Conditioning, Boys-only classes, and Adult Dance Courses. Students (and Parents) interested should seek further information from a Director.

Musical Theatre & Acro classes are held weekly in addition to these workshops.

## **CLASSICAL BALLET ASSESSMENTS & RAD BALLET EXAMINATIONS**

*Dancin' Mates* is fully registered to teach the Royal Academy of Dance (RAD) Classical Ballet syllabus and participate in their Examinations & Class Awards. An outline of the syllabus' level progression is posted on the notice board in reception.

RAD Examinations can be offered due to the availability of teachers and venue only. Attendance requirements will vary by level for students opting to participate in the RAD Examinations. These and other participation requirements for the RAD Examinations will be given out during Term 1 should they be offered. Please note that participation in any Examination offered is completely OPTIONAL and does not affect the student's participation or progress in his/her regular class.

All ballet students have the option of participating in a *Dancin' Mates* Classical Ballet Assessment. An announcement regarding the *Dancin' Mates* Classical Ballet Assessment will be given out in Term 1.

The Directors reserve all rights regarding the final selection for any Examination & Assessment participants, and advise any necessary private tuition.

# **JAZZ/HIP-HOP, TAP, & MODERN EXAMINATIONS & ASSESSMENTS**

*Dancin' Mates* has developed and implements its own *Dancin' Mates Australian Dance Syllabus* for Jazz/Hip-Hop, Tap, & Modern. An outline of the syllabus' level progression is posted on the notice board in reception.

An announcement regarding participation requirements for our Jazz/Hip-Hop, Tap, & Modern Examinations/Assessments will be given out during Term 1. Please note that participation in any Examination or Assessment offered is completely **OPTIONAL** and does not affect the student's participation or progress in his/her regular class.

The Directors reserve all rights regarding the final selection for any Examination & Assessment participants, and advise any necessary private tuition.

## **2025 PRODUCTION GROUP**

Membership in the Production Group is by **AUDITION ONLY**. A student must be at least 7 yrs old, have at least 6 months' experience with *Dancin' Mates* and have performed in at least one Annual Concert, and must be enrolled in Jazz/Hip-Hop, Tap, and either Ballet or Modern to be eligible to audition.

More detailed Production Group Membership Requirements will be given to each student who wishes to audition, and a parent/guardian interview may be required.

## **PRIVATE TUITION**

Private Lessons are an option for any *Dancin' Mates* Enrolled Student due to the availability of the teachers and studios. Please enquire for Privates Rates & Requirements.

Private Lessons for Eisteddfod Comp related events (solos, duos, etc.) are available to any *Dancin' Mates* Production Group member with at least 12 months Production Group experience, or to students aged 16 years & up due to the availability of teachers and studios. Further information for these Private Lessons is available from a Director.

For More Info, Phone: (02) **4344 3895**

Our Internet Web Site: [www.dancinmates.com.au](http://www.dancinmates.com.au)

Email: [dancinmates@gmail.com](mailto:dancinmates@gmail.com)

Facebook: [www.facebook.com/dancinmates](http://www.facebook.com/dancinmates)

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*Thank you for taking the time to read this booklet.*

*Happy Dancing, Bronwyn & Robert Russell*