



HANDBOOK

Learn it – Live it – Love it

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1. INTRODUCTION

Welcome to Centre Stage Dance Studio

This is the Student/Parent Handbook. It is a general statement of policies and procedures that will assist parents, students, and teachers in providing a satisfying performing year. Centre Stage dance Studio aims to provide a quality dance education instilling self-confidence and poise through performance.

Our motto is **LEARN IT – LIVE IT – LOVE IT**

Parents are required to read through this handbook prior to signing the enrolment form.

2. FEES

1. These fees are charged in order to maintain students placing in their classes, as most classes are at full capacity. This fee is compulsory if the student misses their classes.
2. Fees must be kept up to date so as not to incur a late fee of \$20 for overdue fees.
3. Fees are to be paid with you child's first lesson for the week.
4. Fees are to be paid to the receptionist **NOT** to the teacher, the fees must be recorded on the computer for confirmation.
5. If no receptionist is available please use the envelope provided and fill in all fields and place the envelope in the locked box.
6. Fees can be paid weekly, monthly or by the term.
7. Fees paid by the Term within the first 3 weeks of the term will receive a 10% discount.
8. Fees can be paid by Eftpos, Cheque, cash or Direct debit, if paying direct debit ensure the students name is listed on the transfer information.
9. Prior to the end of term please check at reception to ensure all fees are up to date.
10. A late fee or \$20 will be charged if fees are late unless previously arranged with Miss April.
11. All Fees must be paid prior to end of year concert costumes being distributed.

Classes	Fees	Duration
1 Class	\$8.50	40 minutes/week
2 Classes	\$16	1hour 20 minutes/week
3 Classes	\$24	2 hours/week
4 Classes	\$30	2 hours 40 minutes/week
5 Classes	\$35	3 hours 20 minutes/week
Unlimited Classes	\$40	Unlimited
Zumba	\$15 Casual Rate \$100 Pay up Front (10 classes)	1 hour/week
Pilates	\$10 Casual Rate \$85 Pay up front (10 classes)	1 hour/week
Singing	\$25	½ hour/week

Private (1 student) (excluding Hip Hop and ballet)	\$15	30 minutes/week
Missed class fees	These fees are charged in order to maintain students placing in their classes. This fee is compulsory if the student misses their classes.	
Administration/Registration fee To be paid by week 5 Term 2	\$30 each student or \$45 per family This is a non refundable fee and applies to all CSDS students	This covers: <ul style="list-style-type: none"> • Registration/insurance • Mid year rehearsals and program • Singing and drama rehearsal and program • End of year rehearsal • End of year program one per student • Trophy and picnic

3. CLASSES

3.1. Booking in classes

At the start of each term all students must book in the classes that they will be attending for the term, even if they have not changed from the previous term. This is required so we can keep an accurate record of your fees for each term.

To book in students' classes you will need to see the receptionist at the front desk, **(DO NOT JUST TELL THE TEACHER AS THIS NEEDS TO BE ENTERED INTO THE COMPUTER.** Alternately there will be a form you can fill in and place in the letter box at reception if unattended.

If students pick up or drop a class mid way through a term, the receptionist must be notified immediately so we can update your fees accordingly, otherwise in the case of dropped classes your fees will still incur the dropped class until the details are updated in the computer.

3.2. Placement

The teachers at Centre Stage Dance Studio will place students in classes most suitable for him/her. We strive to provide the best learning environment for each individual's needs. Students are placed according to their current stage of ability, physical and emotional development, and age.

3.3. Attendance

To reach full potential in class, a student must attend on a consistent basis. We expect regular attendance from all of our students at Centre Stage Dance Studio. Please make sure your child arrives approximately 10 minutes prior to their scheduled class time to ensure preparation for class. During the year student's work on a choreographed dance, this will be performed in the mid year and end of year concerts. Students enjoy a great sense of pride and accomplishment through hard work and dedication. A successful performance requires both attendance and commitment to dance classes; therefore we ask that the students attend their classes regularly.

3.4. Withdrawal

If a student must withdraw from classes, please notify the Studio in writing immediately as you will be charged for classes until that time.

3.5. Leave of absences

If a student must take a leave of absence for any amount of time, please notify the Studio. The reason of absence will be reviewed and approved or unapproved by the Studio. If the absence is unapproved, tuition will be due as regularly scheduled.

4. CLASS ATTIRE

Below is the attire each child will need for class participation at Centre Stage Dance Studio. Each student is expected to be appropriately dressed for his/her designated class. Students may be dismissed from class if dress code is not followed!

In every activity that we participate in, the appropriate dress code is implemented for a reason. For dancing, wearing proper dance wear to class allows for ease of movement, as well as, providing the teacher with the ability to detect and correct any physical problems students may have with their body alignment. We suggest articles of clothing and shoes are labeled with the student's name, in order to minimize lost items.

STUDIO UNIFORM

Red studio leotard
Black studio shorts
Studio singlet top
Black cross over
Studio T-shirt

4.1. Ballet

Hair in Bun
Split sole ballet shoe with elastic
Ballet stockings
Red studio leotard/black cross over

4.2. Tap

Hair in Bun

(PRE JUNIOR – JUNIOR 2)

Capezio buckle tap shoes preferred
Beige dance tights – Studio uniform

(INTERMEDIATE 1 - SENIORS)

Capezio Black lace up tap shoes
Beige dance tights – Studio uniform

4.3. Jazz

Hair in Bun
Black split sole jazz shoes
Beige dance tights
Any combination of the Studio uniform

4.4. Hip Hop

Leotard, tights or black jazz pants, jazz sneakers – Studio uniform

4.5. Contemporary

Hair in Bun
Stirrup or convertible beige dance stockings
Foot thongs
Red leotard

4.6. Gymnastics

Hair in Bun
Leotard and footless tights, biker shorts, or jazz pants

4.7. Cheerleading

Hair in Bun
Studio shorts and top White flat cheer shoes

4.8. Pre Junior

Hair in Bun
Studio leotard
Black cross over
Ballet stockings
Ballet shoes with elastics
Capezio Velcro tap shoes
Optional black ballet skirt

4.9. Boys

Studio t-shirt
Black shorts
Track pants
Black ballet shoes
Black split sole Capezio Tap Shoes
Black split sole jazz shoes
Black or white socks

4.10. Drama

Any combination of the studio uniform

5. DRESS CODE

- Each child must have his/her dance attire and shoes 1 month from day of enrollment.
- Dance shoes should not be worn outside the studio or performance areas.
- All female students must wear their hair in a secure bun/s with hairnet and hairpins. A red black or white ribbon/scrunchie may also be worn.
- Any jewellery or extra accessories should be left at home and are not permitted in class.
- Please put your name on all articles of clothing, shoes and bags.
- Centre Stage Dance Studio is not responsible for lost or stolen articles.
- Ballet students are not allowed to wear any form of bike pants or dance pants in class.
- Senior Ballet students may wear the black chiffon wrap classical skirt.

- Stockings or socks **MUST** be worn with all footwear for hygienic and comfort reasons. We encourage students to wear convertible foot stockings if they have a number of classes.
- Hair must be tied back neatly in a one or two ponytails for Hip Hop and Cheerleading.
- The studio Jacket can also be ordered at the front desk. The Jacket is compulsory for eisteddfod and performance students and optional for all other students. It usually takes 6 weeks to receive the jackets if they are not in stock.
- Gymnastics/Tumbling. A bun is also permissible for these styles if other dance classes are on the same day

6. COSTUMES

At the beginning of Term 3 we ask for a deposit of \$30 per style for costumes. This needs to be paid by week 4 of Term 3 to commence costumes. Costumes range from \$40–\$65.

Mid Year concert costumes, most of the costumes for this concert will be organised by you, with some being hired (cost \$10–\$15).

7. CONCERTS

MIDYEAR CONCERTS – Sunday 3rd July 2011, Elizabeth Macarthur High School

MIDYEAR REHEARSAL – Sunday 19th June 2011, Elizabeth Macarthur High School

END OF YEAR CONCERT Sunday 11th December, The CUBE Campbell town Catholic Club

END OF YEAR REHEARSAL – Sunday 27th November, Elizabeth Macarthur High School

You will be notified by newsletter or email of where the concert and rehearsals will be held. You will also be notified when tickets may be purchased. Students must attend the dress rehearsal in order to participate in the concert. Absolutely no photography or videography is permitted at this time. DVD's of the performance will be on sale through the studio. All accounts must be up to date prior to performances.

8. STUDIO POLICIES

8.1. Newsletters

Every two months, newsletters will be available online and by email. All correspondence will be posted in the newsletters to ensure you will be up-to-date with Centre Stage Dance Studio news and events. Please make sure you list a current email address on your child's enrolment form so you may receive any and all updates.

8.2. Troupes and solo's

All troupe and eisteddfod students are required to attend all classes, eisteddfods and shows. If you do not have a good attendance record you may lose your place in troupes.

8.3. Waiting area

The waiting area at Centre Stage Dance Studio is for the convenience of our students and parents/guardians. An adult must supervise all children at all times. Running and misbehavior through the hallway will not be tolerated. Please be respectful of others and the classes in session. Quiet conversation is welcome. We also ask that this area be kept clean and orderly. Rubbish should be placed in the bins provided. All waiting room accessories (chairs, books, magazines, etc.) should be returned back to their proper place after being used. Centre Stage Dance Studio is not responsible for items that are lost or stolen. If your child damages any property of Center Stage Dance Studio you may be asked to pay for the repairs.

8.4. Studio area

Food and drink are not permitted in the studios. Students are not to lean on, or touch studio mirrors. The dance barrés is for educational purposes only. Students are not to hang or swing from barrés; nor should clothes or towels be hung from the barrés. All teaching tools, props, visual aids, and sound equipment are property of Centre Stage Dance Studio and should not be used without permission of the teacher.

Siblings are not permitted to be in the studio while classes are in progress.

8.5. Preview week

Pre View Week will take place twice a year. At these times, you are welcome to come into the studio to observe classes. Because of the limited space available, please, only two guests per student. Please see monthly newsletters for specific dates. Absolutely no photography or videography is permitted at this time for the safety of all the students'. Thank you for your co-operation.

8.6. Parent pick-up and drop off

Parents are responsible for transporting their child to and from class on time. Students must wait inside the building until their ride arrives. Please use street parking and come in and pick-up your child. Please notify the teacher if someone other than the child's parents will be picking them up.

8.7. Restrooms

We ask parents to remind students, especially young students, to use the restroom prior to class time. If an emergency visit to the restroom is necessary during class time, students need only ask permission from their teacher

There is to be no changing in the toilets please use the change area.

Please help us in keeping the restrooms clean.

8.8. Student dismissal

If any problem arises with a student, they may be asked to sit down and not participate in the class. If the problem persists, the student will be removed from class and a parent/teacher conference will be scheduled.

8.9. Additional learning

If you choose to be a Centre stage dance student, we do not allow our students to take any classes at other dance studios, unless it is in a style that we do not teach (such as Irish).

8.10. Photography

Photographs and videos taken of students in class and at Centre Stage Dance Studio functions can be used for promotional and website advertising.

9. DANCERS EXPECTATIONS

All dancers are expected to follow the following guidelines:

- Please do not bring gum, food, or drinks into the studio.
- Make sure to dispose of any rubbish that may be left behind.
- Please remain quiet in the waiting room until your class.
- Please be respectful of yourself, your classmates, and your teachers.
- Listen and do your best! Remember, you are here to learn.

Never say **I can't!**

10. PARENTS EXPECTATIONS

- If you have questions or concerns--please TELL US!
- **DO NOT INTERRUPT CLASSES**, if teachers are busy with classes please phone the studio on 02 4655 6856 leave a message, and we will call you back and make arrangements to speak or meet with you at a convenient time.
- Please come into the Studio and make sure you have received any current information that may have been handed out (this is especially important at concert time).
- Notify teachers of any difficulties your child may have.
- Please call if your child is going to be absent or needs to leave early.
- Pay tuition and fees on time.
- Please make sure to review the Centre Stage Dance Studio Handbook and all guidelines with your child.

11. TEACHERS

MISS APRIL PICKERING (Principal)

Qualifications:

Certificate III Fitness - Gym instruction group exercise
Senior First Aid Certificate
Member of Ballet Australasia Limited (BAL)

Dance instructor:

- Jazz
- Tap (GWT)
- Ballet (BAL)

Miss April founded Centre Stage Dance Studio in 2000. Miss April started dancing at the age of 3, and has been performing for 20 years at concerts, shows and eisteddfods.

She has also taught dance classes at Elderslie High School, Wollondilly Anglican College and is currently teaching for Macarthur Anglican School.

Miss April started teaching students 12 years ago, 8 of them at her own studio.



MISS NATALIE (Ballet Teacher)

Classical Ballet instructor:

Miss Natalie started teaching at Centre Stage in 2007 and we are very excited to have her with us. She takes all students for their classical ballet exam classes, contemporary and stretch. Miss Natalie is a member of B.A.L and teaches at many studios in the Macarthur district.

Miss Natalie has been teaching for 13 years with an excellent pass rate for students we look forward to another exciting year with Miss Natalie.



SHANE COOK

Qualified to teach Zumba fitness and bringing considerable skill and expertise to the task is Boys' Hip Hop instructor, Shane Cook.

Shane began studying dance in 1999 and holds BAL Ballet and BAL/GWA Tap qualifications. Since 2007, he has appeared in many concerts and promotions in China, Germany and Australia. Shane is also an experienced choreographer and has danced in commercial TVC's, music videos and TV promotions.



MISS ANASTASSIA

Hip Hop exam teacher:

Trained in (and still training in) Jazz, Tap, Ballet, Modern, and many styles of Hip Hop (lyrical, house, krump, break, dance hall, latin hip hop, and commercial hip hop). Qualified: ATOD Jazz and Tap Teacher BDA Hip Hop teacher, and have taught the syllabus for two years now, with many students receiving 100% in all levels.

MISS SARAH

Drama Teacher

As a professional filmmaker and photographer, Sarah has been giving guidance to actors and models of all ages, not only on set but in both class and private tuition situations, for several years.

Sarah's production credits as a Producer/Director include music videos, television commercials, documentaries and short films. Her work has been seen in Australia on Networks 7, 9, 10 and on Foxtel. Sarah has also directed several stage productions and worked in professional theatres as a stage manager and crew member in both Australia and the UK.



MISS RACHEL

Rachel helps in Junior 1 and 2 classes as well as teaching her own class Pre Junior class on Saturday's. Rachel has completed exams in Ballet and Tap and is training in Jazz, Tap, Ballet, Hip Hop and Gymnastics. She has been dancing at Centre Stage Dance Studio since we opened in 2000.

Rachel competes in Eisteddfods and has performed at Dreamworld in 2007.

**SUZANNA MOSCHETTI**

Suzanna has been attending classes at Centre Stage Dance Studio since 2009. Suzanna is our receptionist.

TARA SHEPPARD

Cheerleading Instructor

Tara entered the world of cheerleading in 2002 through one of Australia's first American style cheerleading teams, SWC. There, her 18yrs of dance experience were put to the test. Through the team she learnt how to stunt, base and tumble and eventually took a permanent position in the management team as assistant to the coach. After many national and international appearances including taking out 2nd place in the very first Australian National Cheerleading Championships.

**LAUREN AZAR**

Singing teacher

Miss Lauren is a professional singer on the Sydney club circuit.

BROOKE PROCTOR

Gymnastics Instructor

Brooke Proctor has been competing in gymnastics for six years and sports aerobics for four. Placed 4th in the World Championships for Competitive Sports Aerobics in 2008, Brooks has been a gymnastics coach for the past six years. She holds Certificates III & IV in fitness as well as holding a Master Trainer Certificate.

**SAMANTHA NEWSON**

Gymnastics Instructor

Samantha Newson holds a Level 1 accreditation with Gymnastics New South Wales. She has been a gym coach for the past 10 years. And, over three consecutive years Samantha was in the top 6 teams at the State Gymnastics Championships.

