

# POLICIES AND PROCEDURES

As a condition of enrolment at TAP @ Dundas, students and their parents/guardians agree to abide by all the policies set forth by TAP @ Dundas. We reserve the right to terminate any student's enrolment at any time for misconduct or inappropriate actions by either the student or their parent(s).

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

## FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honour; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

## FOR THE PARENTS: “WE’RE IN THIS TOGETHER”

We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child’s presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school’s educational process.

Parents and teachers may look at a child’s learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students’ parents provides the children with the ultimate care and education.

## UNDERSTANDING DANCE EDUCATION

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that’s comfortable. No two students will progress at the same rate, even if they experience the exact same training. It’s important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our school is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better

understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work.

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## CLASS PLACEMENT

Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. Some parents may compare their child's progress or class placement to another child's. Watch for this behaviour in your children as well and encourage them to focus instead on their own accomplishments. Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behaviour with other adults or authority figures. If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher. Talking only to other parents can lead to misinformation and confusion. Please contact us to set up an appointment; do not approach your child's teacher between or during classes. If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

## COMMUNICATION

Please direct any enquiries relating to your individual child to [tapatdundas@outlook.com](mailto:tapatdundas@outlook.com) or phone 0423002894. Important newsletters, notices and term fee invoices will be sent via email. Please ensure you provide us with a current email address. Hard copies of notices will be available from the studio. To support our communication to you please also join our TAP @ Dundas group on Facebook. You can also follow us on Instagram [@tap\\_at\\_dundas](https://www.instagram.com/tap_at_dundas) \*Note – social media does not replace our email, phone or direct communication at the studio.

## DISCIPLINE POLICY

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers, and studio property, and we foster the development of good habits and compliance with rules of conduct. We are trained to use constructive techniques of discipline to maintain class control and handle individual misbehaviour.

- Children who exhibit unacceptable behaviour or attitudes are told what is wrong and directed to a positive alternative approach or behaviour.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before re-joining the class.
- If a child's misbehaviour continues to disrupt the class, the parent or guardian will be called to pick up the child.

## CHILD SAFETY

- We strive to ensure children feel safe and happy at our studios.
- We are committed to facilitating participation and empowerment of all children.
- We strive to develop students' engagement in performing arts classes, and develop confident self-expression.
- We recognise the importance of friendships and peer support, and encourage respectful relationships among staff and students.
- We facilitate inclusion and do not tolerate any form of discrimination.
- We respect the diverse and unique identities of all children and strive to support all students' needs.
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Our organisation is committed to preventing child abuse; identifying risks in both physical and online environments, and working to remove or minimise these risks.
- We welcome communication and interaction with families regarding students' wellbeing.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently, including reporting concerns to police or child welfare as required by mandatory reporting laws.

## BULLYING

TAP @ Dundas is committed to creating and maintaining a safe, nurturing and supporting learning environment for all students. TAP @ Dundas is committed to creating a safe dance environment free from bullying for both its staff and employees. We are committed to managing any instances of bullying as a partnership approach with students, teachers and parents/carers. With the increase in social media usage,

bullying has extended into students' online worlds, meaning if they're being affected, they sometimes feel like there's no escape from it. Bullying in schools is a critical issue as it can lead to negative impacts for the person being bullied, bystanders, the person doing the bullying, and the school as a whole. Almost all young people are affected by bullying behaviour, either through experiencing it or engaging in it themselves, or through witnessing someone being bullied. A whole-school approach recognises the effects of bullying in school, and that all members of the school community play a role in preventing bullying behaviour. Encouraging respectful relationships among students, positive family relationships and support from friends and others can reduce the negative consequences of bullying in schools.

## DANCE FEES

**ADMIN/JOINING FEE:** \$20 non-refundable once only annual payment. This amount is added to the term 1 invoice or upon enrolment.

**TERM FEES:** Fees are calculated based on the number of hours per week, multiplied by a 10 week term. Please note that whilst some terms can be 9 weeks and others could be 11 weeks, term fees will still remain based on a 10 week term. Refunds are not issued if a child misses a class and Term Fees cannot be transferred to another invoice. Refunds may only be issued under exceptional circumstances once discussed with TAP @ Dundas. Families will receive \$20 off their term invoice if they have 2 children dancing, \$30 off for 3 children, etc. If a class falls on a public holiday, an alternate class will be made available for your child to attend during that week. Term fees are due by week 4 of the term, if not paid by week 8 they will revert to casual fee prices and all discounts will be revoked. Payment plans can be arranged but must start from week 1 of term. Failure to keep payments up to date can result in termination of enrolment.

**CONCERT PACKAGE:** With the rising costs of putting together an EOY Concert, we endeavor to create a concert package that is as cost effective as possible. \$50 per student OR \$80 per family. This package includes the digital recording of the entire concert performance, the full school rehearsal at our local hall, dress rehearsal at the

Theatre and 1 costume hire (2 costumes for families). Each additional costume will be charged at \$15. Failure to pay for the concert package will mean your child will be unable to participate in our EOY Concert.

### **CANCELLING YOUR ENROLMENT**

Once a term has commenced there is **no refund for any mid- term withdrawals**; you are obliged to complete the term. We must be notified via email before the new term commences so that we can adjust your enrolment status. Simply no longer attending classes is not considered a cancellation, we must be notified in writing of your intention to withdraw from classes.

### **TERMINATION OF ENROLMENT**

In certain circumstances, when it is in the best interest of one or more students or the dance school, it may be necessary for TAP @ Dundas to terminate a student's enrolment. All reasonable efforts will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include the following (without limitation):

- Disruptive or dangerous behaviour by students or their parents
- Abuse of other students, children, teachers, or property
- Inability of TAP @ Dundas to meet the student's needs
- Breach by the student or student's parent/guardian of any of TAP @ Dundas's terms, conditions, codes or policies.
- Failure of the student or student's parent/guardian to pay on time and in full.

**By enrolling in classes with TAP @ Dundas, you agree to abide by all policies set forth by TAP @ Dundas.**