

# Diamond Valley Dance Academy 2022

# TERMS OF ENROLMENT

## 1. Injury & Safety Policy

- 1.1 If an injury occurs, either prior to or during class, it is the responsibility of the student/parent to notify the Principal and teacher of such injury.
- 1.2 All staff are qualified Level 2 First Aid Certificate holders. Any injury incurred during class or on the premises of Diamond Valley Dance Academy, will be attended to by the teacher in charge. An Accident/Injury Form will be completed and signed by both First Aider and Parent/Guardian.
- 1.3 Any injury/illness that may restrict or hinder a student must be reported to the Principal prior to class.
- 1.4 Any student undergoing medical treatment should report to the front desk and notify the Principal of such treatment for safety reasons.
- 1.5 It is recommended that students, although injured or ill (unless contagious), attend classes for viewing purposes.
- 1.6 All students are required to wear their correct uniform to all classes. Students not presenting in their uniform will not be able to participate in classes.
- 1.7 No jewellery is to be worn during class save for small stud/sleeper earrings. Please no fitbits or similar.
- 1.8 All staff at the Diamond Valley Dance Academy adhere to the Australian Guidelines for Dance Teachers and Code of Ethics administered by the Australian Dance Council (Ausdance).

## 2. Conditions of Enrolment

- 2.1 All students must register through online portal and pay monthly fees through Ezi debit.
- 2.2 Students/Families must agree to Terms and Conditions herein and also our Annual Performance Policy, First Aid Policy, Photographic Policy and Cancellation Policy.
- 2.3 Students/Parents must provide appropriate medical details upon enrolment.
- 2.4 Students/Parents must provide consent (or not, where appropriate) for photographic/video images.
- 2.5 The Office/Principal must be notified immediately if there are any changes to contact details.
- 2.6 The Diamond Valley Dance Academy reserves the right to cancel or change classes at any time.

## 3. Conditions of Payment

- 3.1 All fees are inclusive of GST.
- 3.2 All fees must be paid for via our Ezi debit payment system on the 1st of every month via your nominated bank account or credit card.
- 3.3 You may choose to pay your fees three month's in advance (in one lump sum) through Ezi debit. Payment will be deducted on the 1st January (Term 1), 1st April (Term 2), 1st July (Term 3) and 1st October (Term 4). The cancellation policy does not apply. If you pay the term fee and cease classes, no money will be refunded.
- 3.4 No refunds are given under any circumstances for missed classes due to illness, holiday or government enforced lockdowns. Students are welcome to log on to our Hybrid Dance Studio or book in a make up class (if applicable) during Terms 1-3 only.
- 3.5 Bank fees will be incurred in addition to the monthly amount charged.
- 3.6 Costume Hire for our end of year concerts are included in your monthly payment. Please note that if your child does not participate in the show, there is no reimbursement of costume fees.
- 3.7 If you default your monthly payment, Ezi debit will charge you a "failed payment fee". This amount will differ depending on your payment method and the monthly charge amount. Payments will then be rolled over to the following week and scheduled for payment.

## 4. Rules & Regulations

- 4.1 All students are to be dressed appropriately in their DVDance uniform at the commencement of class with their hair in a suitable style.
- 4.2 All students must be punctual to class.
- 4.3 No student is to leave the premises of the Diamond Valley Dance Academy in just their uniform. Appropriate tops, tracksuits and shoes should be worn over the top.
- 4.4 Any student wishing to partake in Examinations/Assessments must attend coaching classes.
- 4.5 It is common courtesy to contact the office if a student is to be absent for any period of time due to illness, holiday, school camp etc.
- 4.6 Any student performing or partaking in any production/class/workshop outside of the Diamond Valley Dance Academy must notify the Principal of details.

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- 4.7 Any student attending classes at other dance schools and/or ongoing programs co-ordinated by a third party, in addition to their classes at the Diamond Valley Dance Academy, is asked, as a common courtesy, to advise the Principal so that any conflict of interest can be avoided.
- 4.8 No responsibility is taken for any loss or damage of personal property of students. Personal property is brought to class at the student's own risk.
- 4.9 No chewing gum is permitted on the premises.
- 4.10 Students are not permitted to leave the vicinity of the Diamond Valley Dance Academy unless accompanied by an adult who is known to the Dance Academy. Accordingly, if a friend or relative is to pick up a student from the Dance Academy who does not pick the student up on a regular basis, we ask that a parent/guardian contact the office to advise.
- 4.11 No student (under 18yrs) is to leave the premises of the Diamond Valley Dance Academy during their lunch break unless they have prior written permission from their parent/guardian. Please present notice to office staff before leaving premises.
- 4.12 Parents are not encouraged to watch classes. Open week and the Annual Performance are provided for this purpose.
- 4.13 Students are encouraged to sign up to our online video app which allows us to film class work for students to practice at home. Parents may film their own child only during Open Days but videos must not be posted or shared online through any Social Media forum as this is a breach of copyright, our intellectual property and is against our privacy policy.

## 5. Annual Performances

- 5.1 All students enrolled in classes are invited to participate in either our Little Stars Concert or Annual Performances.
- 5.2 Any student wishing to partake in the Annual Performance must attend rehearsals. The office should be notified immediately if a student is going to be absent for any period of time.
- 5.3 Students not wishing to perform in the Annual Performance must provide written notice to the Principal by 1st August of that year.
- 5.4 Students not wishing to perform in the Little Stars Concert must provide written notice to the Principal by 1st September of that year.

## 6. Medical & First Aid

- 6.1 Any medical conditions, including any allergies, should be disclosed to the Diamond Valley Dance Academy upon registration.
- 6.2 Any student enrolled at the Diamond Valley Dance Academy will, if required, receive first aid from one of our Level 2 First Aid staff members.
- 6.3 Parents or guardians of any student who requires emergency medical attention will be contacted immediately. If in the event, you are uncontactable, an ambulance, if required, will be called.
- 6.4 Students who require any medications, such as Panadol, will need to bring these from home.

## 7. Photographic/Video Policy

- 7.1 From time to time, DVDance Staff will take photographs/video images of students to use in promotional material for the Diamond Valley Dance Academy, including our website, newsletters, advertising material and social media (e.g. Facebook/Instagram), as well as on our Concert DVD's/Performances.
- 7.2 Only images that are appropriate in nature and in context will be used.
- 7.3 Parents who do not wish for their children to be photographed must advise "no" in the consent field provided.

## 8. Cancellation Policy

- 8.1 Once students are enrolled in classes for the term, the term fee is payable in full via the three Ezidebit instalment payments.
- 8.2 At the end of each term, students are automatically "rolled over" to the next term, an invoice is generated and Ezidebit payments are scheduled.
- 8.3 We require 4 weeks notice(28 days) of any cancellation or change of class. Fees will incur up until 28 days after cancellation is received.
- 8.4 Changes to classes must be received before the first Ezidebit payment is made for the term.
- 8.5 Cancellation of classes must be received in writing and a confirmation email of cessation of payments will be received.

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## 9. COVID Safe Policy

- 9.1 Registration of classes at Diamond Valley Dance Academy accepts an assumption of the risks relating to COVID-19.
- 9.2 Diamond Valley Dance Academy is not responsible nor can we guarantee that you or your child will not become exposed and if exposed, that you or your child will not be infected with COVID-19.
- 9.3 If any family or household member contracts COVID-19, you are to notify our office immediately.
- 9.4 In line with Victorian and Federal Government restrictions, DVDance Online will resume if we are forced to close.
- 9.5 No refunds will be given in the event of a forced closure as long as DVDance is able to continue Online classes under Victorian Government Restrictions.
- 9.6 Students and family members are to adhere to our COVID Safe Practices at all times whilst attending DVDance classes.
- 9.7 All persons entering our business over the age of 16yrs must sign in with our QR code at the entrance and provide confirmation of fully vaccinated.
- 9.8 DVDance Hybrid Dance Studio will be available to all students from Sapphires - Diamonds for every class in our Timetable for students who are unwell or need to isolate. Little Stars students who are unable to attend their classes are welcome to book in a make up class by email [admin@dvdance.com.au](mailto:admin@dvdance.com.au).