

ARAFURA DANCE ASSOCIATION INC.



Member Handbook 2024

From this point onwards Arafura Dance Association
will be referred to as ADA

Updated February 2024

Welcome to ADA

Arafura Dance Association Inc. is a non-profit community organisation that operates under the provisions of the Northern Territory Associations Act. (2003)

The Association is administered by a Management Committee, all of whom are voluntary members. The Management Committee is elected each year by members attending the ADA's Annual General Meeting (AGM). In order to participate in lessons offered by the ADA, it is a requirement that students (and families) become members of the ADA.

Arafura Dance Association has been set up to assist in ensuring the long-term provision of dance classes in Nhulunbuy.

The objectives of the ADA are:

- To facilitate dance opportunities for all interested people in Nhulunbuy.
- To maintain the continuity of the Arafura Dance Association Inc.
- To teach dance, which may include Classical Ballet, Tap, Jazz, Contemporary, Hip Hop, Acrobatics, Musical Theatre, Singing and other forms of dance as agreed by the Principal Dance Teacher and ADA Committee.

Dance Teachers

ADA Principal Teacher



Geneva Kulper (Ballet, Jazz, Acro, Musical Theatre, Contemporary, Singing & Troupe)

Geneva is extremely excited to be continuing on with the PDT (Principal Dance Teacher) role at ADA, after such a fantastic two years in 2022 & 2023. She is a passionate teacher in the performing arts industry and loves working with children of all ages. She has many years of both dance training and performance experience. Gen has also completed high levels of dance exams, achieving distinctions in RAD ballet and honours in CSTD tap. She has had the opportunity to perform

in various shows from a young age, including at Disneyland. She has also trained under the guidance of industry professionals from a young age - some include; Nathan sheens, William Forsythe, Leslie bell, Philip Filo and many more. Gen graduated from Ed5 international full time performing arts with an advanced diploma in performing arts. Through this course she had the opportunity to perform professionally at events such as; on tv for the Voice, at the Arnott's gala ball and with artists such as; Marcia Hines and Mini Cooper. Since graduating, Gen danced professionally in Netflix movie 'Love you like that'. Geneva loves teaching many styles and all age groups and is inspired by watching her students grow and develop under her guidance

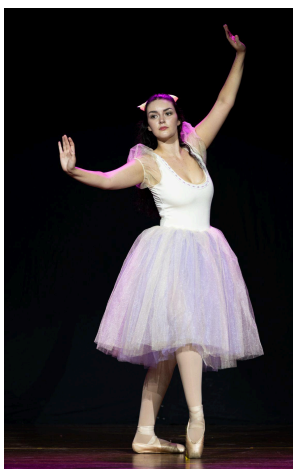


Taine Wynyard (Tap, Hip Hop, Stretch / strength & Troupe)

Taine comes from a strong background of tap and high levels of training in the genre. He loves passing on his knowledge to future generations of tappers! He has also grown to love performing and teaching hip hop. Taine was trained at the tap pups under tap dogs Dein Perry and Nathan Sheens and had many performance opportunities as both a tap pup and a tap dog. He also completed full-time training at Ed5 international and received his advanced diploma in performing arts. Taine has had many professional dance

gigs and on TV such as Dance Academy, So you think you can dance, Carols in the Domain and also danced professionally in Netflix movie 'Love you like that'.

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Paris Hooper (Ballet, Jazz and Tiny Tots / Minis)

Paris grew up dancing with ADA from 2016 - 2022. She has also been teaching with ADA since 2019. ADA students adore her and her passion for teaching & performing. Paris brings a wealth of knowledge to her teachings as she has completed high levels of A.T.O.D exams in Ballet & Jazz.

She has a fantastic work ethic and attention to detail. Paris has also competed in many dance competitions within NT and also interstate and has also performed with 'Miku'.

Student Dance Teachers



Tarni Petre (Ballet, Jazz, Tap & HipHop)

Tarni has been a student at ADA since 2015. Her dedication as a student has seen her improve immensely over the years and now she is beginning her dance teaching journey with us, sharing her love for dance with our younger students. Tarni received our prestigious award, Dance Student of the Year for 2022 after an exceptional year at ADA. She is a valuable member of our Troupe Team and has completed various genres of A.T.O.D. exams, receiving fantastic results. She continues to undertake her A.T.O.D exams at a high level.



Abbey Twomey (Ballet, Jazz & Contemporary)

Abbey has been a student at ADA since 2014. She is a standout student who's love & dedication for dance & performing sees her shine on stage. The younger students look up to her and now she is beginning her dance teaching journey with us. Abbey received our prestigious award, Dance Student of the Year for 2023 after an amazing year at ADA. She is a very important member of our Troupe Team and has completed various A.T.O.D. exams, receiving fantastic results. She continues to undertake her A.T.O.D exams at a high level.

ADA is proud to have such a wonderful group of teachers; with a variety of experiences and knowledge they form a fabulous team.

Classes Available

In 2024, ADA is planning to offer Dance Classes in the following Dance Styles:

Tiny Tots

Mini Ballet, Jazz, HipHop & Acro

Classical Ballet & Pointe

Tap

Jazz

Contemporary

Hip Hop

Acrobatics

Musical Theatre

Troupe & Troupe privates

Singing Privates

Adult Classes

USA prep / chorey class – *beginning in Term 2*

Students only progress through to the next level based on teacher's advice. The below information is intended as a guide only and subject to each individuals abilities according to the teachers.

Tiny Tots

This Beginners dance class is open to children who will be going to preschool next year. This is generally age 3 to 4 year olds.

The class offers an introduction to the joy of movement and music and mostly focuses on Ballet foundations,

Mini Ballet Jazz, HipHop & Acro

These dance classes are open to students eligible to be enrolled in Pre-School or Transition years at school. (Generally 4 and 5 year olds).

These classes offer an introduction to the joy of movement and will include Classical Ballet Jazz and tap. It will also introduce the kids to the foundations of Acrobatics.

Jazz Classes

Jazz classes commence for students enrolled in preschool (generally 4 years old). While the primary focus of classes will be on learning correct dance technique based on the ATOD (Australian Teachers of Dancing) syllabus there will also be an emphasis on learning choreographed dances. Senior open classes are not syllabus / exam based.

Jazz Test 1.... Open to students enrolled in Transition or Years 1 or 2 at school

Jazz Test 2.... Open to students enrolled in Years 2 or 3 at school

Jazz Test 3 ... Open to students enrolled in Years 3 or 4 at school

Jazz Bronze Medal.... Open to students enrolled in Years 5 or 6 at school

Jazz Bronze Star.... Subject to teachers' discretion

Jazz Silver Medal.... Subject to teachers' discretion

Jazz Silver Star.... Subject to teachers' discretion

Senior open Jazz ... Students at the teacher's discretion

Hip Hop Classes

Hip Hop classes commence for students enrolled in Transition at school (generally 5 or 6 years old). While the primary focus of classes will be on learning correct dance technique based on the ATOD (Australian Teachers of Dancing) syllabus there will also be an emphasis on learning choreographed dances. Senior open classes are not syllabus / exam based.

Hip Hop Levels 1 & 2... Open to beginner students in Transition to Year 2 at school

Hip Hop Levels 3 & 4 & 5 ... Open to students in Year 3 to Year 6 at school

Hip Hop Levels 6 & 7 & 8 ... Open to students in Year 6 to Year 8 at school.

Senior open Hip Hop ... Students in years 8 + at the teacher's discretion

Boys Hip Hop ... Open to boys of all ages and standards

Classical Ballet

Classical Ballet classes commence for students enrolled in Pre School at school (generally 4 or 5 years old). While the primary focus of classes will be on learning correct dance technique based on the ATOD (Australian Teachers of Dancing) syllabus there will also be an emphasis on learning choreographed dances.

- **Bronze star and above levels must participate in two classes a week**
- **Silver star and above levels must participate in the pre pointe / pointe classes to continue sitting their exams and transition into starting Pointe**

Ballet Test 1.... Open to students in Transition or Year 1 at school

Ballet Test 2.... Open to students in Year 1 or 2 at school

Ballet Test 3.... Open to students in Year 2 or 3 at school

Ballet Bronze Medal.... Open to students in Year 4 or 5 at school

Ballet Bronze Star.... Subject to teachers' discretion

Ballet Silver Medal.... Subject to teachers' discretion

Ballet Silver Star.... Subject to teachers' discretion

Ballet Gold Medal.... Subject to teachers' discretion

Ballet Gold Bar.... Subject to teachers' discretion

Pre Pointe & Pointe classes ... For students in Silver Star and above levels to provide strength and support as they prepare for pointe work which is required in their upcoming exams.

* Students enrolled in this class and that are new to pointe, will receive instruction in the techniques of 'en Pointe' ballet and will be required to be fitted with and purchase 'Pointe' Ballet shoes. This class is open to students enrolled in Ballet Silver star and above, at the teacher's discretion. To do Pointe classes students must be dancing at least 2 ballet classes a week for strong technique and to prevent injury.

Tap Classes

Tap classes commence for students enrolled in transition at school. While the primary focus of classes will be on learning correct dance technique based on the ATOD (Australian Teachers of Dancing) syllabus there will also be an emphasis on learning choreographed dances. Open classes & Senior open classes are not syllabus / exam based.

Pre-Junior Open tap Open to students in Transition to Year 2 or 3 at school depending on experience

Junior Open Tap Open to students in Years 3 to 5 at school depending on experience

Intermediate Open Tap Open to students in Years 5 to 7 at school depending on experience

Senior Open Tap Open to students in Years 8 + at school depending on experience

***ALL THE ABOVE ARE SUBJECT TO TEACHER DISCRETION**

Exam Tap classes / privates These will be organised based on who is interested in exams and are subject to teacher discretion

Contemporary/Lyrical Classes

*These are **NOT** exam / syllabus based classes – students will focus on and learn different techniques and styles of contemporary and lyrical as well as choreography for these styles.

Junior Contemporary

For students in Transition – Year 4 at School

Intermediate Contemporary

For students in Year 5 – 7 at School

Senior Contemporary

For students in year 8 and above at school

Acro Classes

*These are **NOT** exam / syllabus based classes – students will focus on and learn strength, flexibility and technique required to achieve acrobatic skills.

Classes are split into four levels.

It is a requirement that all Level 2 acro students and above will be required to do a stretch and strength class of the appropriate level.

This is to ensure the students are safe and have correct muscles activating and strengthening when performing any acrobatic moves and to ensure we don't take away time in the Acro class to learn skills.

Level 1 Acro – suitable for students who are still learning how to cart wheel and forward roll safely. Approximate ages of 5 - 7

Level 2 Acro & stretch/strength - suitable for students who can safely cart wheel and forward roll without assistance. Approximate ages of 7 - 10

Level 3 Acro & stretch/strength – suitable for students who can do walkovers or are strong enough to learn with some assistance. Approximate ages of 8 - 12

Level 4 Acro & stretch/strength – suitable for students who can flip or are strong enough to start learning how to flip/do aerials. Approximate ages of 12 +

Musical Theatre Classes

We are offering an 'All ages' musical theatre class for students aged 5 (in transition at school) up to age 18.

*These are **NOT** exam / syllabus based classes – students will focus on and learn different techniques and styles of Musical Theatre as well as all components of M.T, which include; Dancing, Acting & Singing

Troupe Classes

*These classes are invite only, based on auditions. Please keep an eye out for any audition announcements. Troupe classes work on routines for competition. Troupe classes also include the opportunity of privates for solo's / duo's & trio's for competition.

Private Singing Classes

We are offering private singing classes based on teacher availability – first in best dressed, please email to enquire.

Adult Dance Classes

This year ADA is catering for a number of different dance genres for adults.

- Adult Jazz
- Adult Tap
- Adult Hip Hop and
- Adult Contemporary/Lyrical

We welcome ALL to these classes. Whether you have had previous dance experience or no dance experience, we will cater to your abilities. It is a great way to get fit, have fun and learn some new moves.

Note: It is stressed that the above criteria, for all genre levels are guidelines only, particularly those based on age or year at school. Individual exceptions to these guidelines may be made at the teacher's discretion; however, unless prior arrangements are made with the teacher, students should initially be enrolled in accordance with these guidelines. Students who have had no previous dancing experience may be initially placed in classes below their age group in order to pick up basic dance techniques before being moved into another class.

Exams

ADA offers examinations in Classical Ballet, Jazz, Tap, and Hip Hop based on the Australian Teachers of Dancing (ATOD) Syllabus. Dance Examinations are open to students at the teacher's recommendation.

This may require students to attend additional classes to cover the appropriate syllabus work and prepare for exams. Any additional classes of this nature would have to be offered on a full "cost recovery" basis, with the total cost of the classes being met by class fees. (Under such an arrangement, the fee per student would be determined by the number of students enrolled in the class, in contrast to normal 'open' lessons which are offered at a flat rate.)

The cost of these additional classes, in addition to all other costs associated with staging of exams, would have to be paid by those participating through either direct payment or specific fundraising.

Students being presented for examinations in any dance style will be required to purchase the appropriate exam uniform prior to the exam.

Exam uniform requirements are determined by the examination body of ATOD.

Should You Consider Examinations for Your Child?

The Australian Teachers of Dancing (A.T.O.D.) is a highly reputed dance organisation with members worldwide. They are leaders in the field of dance education and provide an exciting, vibrant, professional, and educational environment for dance studios.

Examinations with A.T.O.D. have a wonderful reputation for being an exciting and rewarding experience for students. Examinations are conducted in a group situation and the examiner is professional, encouraging, and friendly.

We find that children who participate in examinations each year gain confidence and learn important life skills such as learning to concentrate in an examination environment which assists with their school examinations and other similar situations. Participating in examinations also provides the dancer a goal to work towards and an opportunity to receive an independent assessment of how they are progressing technically. Ultimately, the higher levels can lead to examinations for Teaching Diplomas.

Students enter the examination room in a relaxed yet disciplined manner in groups of up to 10 students for pre dance assessments, up to 8 students for Test/Level 1 – Bronze Star/Level 5, up to 6 students from Silver Medal – Gold Bar/Elementary/Level 10 and up to 4 students for Intermediate – Advanced.

In the junior grades, exercises are seen all together as a group or in pairs or line by line, with the exception of tap where dances are seen in pairs.

A.T.O.D. prides itself on keeping examination fees to a realistic and affordable level with families in mind. On passing the examination, students receive an examination report/certificate and a medal from A.T.O.D.

We would like to encourage you to allow your child to join the growing number of students who **learn, perform and excel** within the A.T.O.D. system of training.

Troupe/Dance Competitions

Troupe classes are by invitation only, based on auditions. Please keep an eye out for any audition announcements. Troupe classes work on routines for competition. Troupe classes also include the opportunity of privates for solo's / duo's & trios for competition.

ADA troupe may choose to participate in dance competitions held in Darwin or Cairns or may choose to travel to additional dance competitions held elsewhere.

With permission of the Principal Dance teacher, students performing at dance competitions may be able to make use of routines and choreography learnt in troupe class. However, normal class times will not be used to choreograph or learn specific competition routines or prepare for competition performances.

Students and their families must seek assistance from the Principal Dance teacher outside of normal class times to assist in choreographing and practicing for competition performances. However, additional classes will need to be negotiated as a 'private' arrangement with the teacher.

ADA Principal Dance Teacher and troupe committee may be able to provide some assistance to families with respect to booking venues for rehearsal and recitals and assistance with fundraising.

End of Year Concert

Traditionally this is held at the end of November each year. It is expected that all the students will take part in the concert. The students will be required to attend extra rehearsals in the weeks prior to the concert. Dates and times will be advertised by the end of term 1 to ensure forward planning for families.

NO new students will be enrolled from term 3 onwards due to concert work. Dances and costumes will be prepared at the end of term 2 or the beginning of term 3. The students' measurements must be provided at the end of Term 2.

All costume costs will be paid for by members. A costume deposit of \$50 per child will be added to term 3 and term 4 fees. **Total of \$100 per costume.** This is non-refundable payment if your child/ren withdraw from the concert, although alternatively can go towards your payment of costumes. A decision is required by the end of term 2 if you wish for your child/ren to participate in the concert if you wish to avoid paying the non-refundable costume deposit. Costumes for the concert are ordered in early term 3 and due to shipping and possible delays, ill-fitting costumes etc.

All parents/guardians are asked to volunteer during the concert performances. If dancers are involved in two dances or more, it is required that parents/guardians will be available to assist with these costume changes.

As the end of year concert is a large undertaking, members will be needed to help backstage, in change rooms and at the front of the house as volunteers are essential to make this event happen. The volunteer list for the concert must be filled in at the beginning of term 4. Without volunteer numbers the end of year concert will not be presented. Concert tickets will not go on sale until all volunteer positions are filled.

Dance Wear & ADA Merchandise

The ADA currently directs dancers to Darwin Dance World for dance wear purchases. These are all products that do not have the ADA logo. These purchases are to support local businesses within the NT and these products are posted via express to Nhulunbuy, which often has a very quick turnaround.

Darwin Dance World

08 8981 9398 or email: danceworlddarwin@bigpond.com

ADA will be proceeding this year with the ability to order these products via our website shop, which will assist in minimizing costs to all and easier ordering. Please ensure that you follow our website and social media pages for continued updates in this space.

ADA merchandise is purchased directly through the ADA website shop. Correspondence is sent via emails and posted on social media sites with detailed prices, requirements for genre's and closing dates for orders. Payment for merchandise is required at the time of placing the order on the website shop.

There will be one to two bulk orders placed each year. The first order will be in term 1 to assist in enrolments and exam merchandise purchases. ADA merchandise and uniforms are mandatory for ATOD exams as per ATOD requirements. (See uniform policy section). The second order is determined on dancer needs/requirements and is ordered in term 3.

Uniform Policy

Dance uniforms including correct footwear must be worn for all dance classes. If a student comes to class in their school uniform, they will be required to sit out and watch the class. It is important that they wear the correct clothing for dance to enable the teachers to correct their movements properly.

The following uniform policy applies to dance classes offered by the ADA, and it is aligned with what is required for exams.

Tiny Tots

Girls Any color leotard and ballet skirt

Pink flat leather ballet shoes

Ballet (pink) tights will be required for exams and concert, but optional for class

Boys.... Black shorts and white T-shirt, flat black ballet shoes or socks

Hair neat and tidy and off the face

Ballet (Mini's and Test 1, 2 & 3)

Girls Energetiks teal gathered leotard, ballet skirt -Energetiks teal melody wrap skirt (for class only – optional)

Pink flat leather ballet shoes with elastics

Ballet (pink) tights will be required for exams and concert, but optional for class

Hair in a bun (bun placement at crown of head)

Boys.... Black shorts and white T-shirt, flat black ballet shoes with elastic

Hair neat and tidy and off the face

Ballet (Bronze Medal and above)

Girls.... Energetiks black wide strap camisole leotard (no skirt required)

Pink flat leather ballet shoes with ribbons plus senior girls require pointe shoes

Ballet (pink) tights

Hair in a bun (bun placement at crown of head)

Boys.... Black shorts and white T-shirt, flat black ballet shoes with Elastic

Hair neat and tidy and off the face

Jazz (Mini's, Test 1, 2, 3)

Girls Energetiks teal gathered leotard, ADA comp shorts or black Energetiks shorts

Tan elastic jazz shoes

Tanned matt (flesh) tights will be required for exams and concert, but optional for class

Hair in a bun (bun placement at crown of head)

Boys Black shorts and white T-shirt, black elastic jazz shoes

Hair neat and tidy and off the face

Jazz (Bronze Medal and Above)

Girls.... Energetiks black wide strap camisole leotard

ADA comp shorts or black Energetiks shorts

Tan elastic jazz shoes

Tanned matt (flesh) tights will be required for exams and concert, but optional for class

Hair in a bun (bun placement at crown of head)

Boys Black shorts and white T-shirt, black elastic jazz shoes

Hair neat and tidy and off the face

Tap (Pre-Junior)

Girls Energetiks teal gathered leotard, ADA comp shorts or black Energetiks shorts
Tan tap shoes

Tanned matt (flesh) tights will be required for exams and concert, but optional for class

Hair in a bun (bun placement at crown of head)

Boys Black shorts and white T-shirt, black flex tap shoes

Hair neat and tidy and off the face

Tap (Junior and Above)

Girls.... Energetiks black wide strap camisole leotard
ADA comp shorts or black Energetiks shorts

Black lace up tap shoes.

Tanned matt (flesh) tights will be required for exams and concert, but optional for class

Hair in a bun (bun placement at crown of head)

Boys Black shorts and white T-shirt, black flex tap shoes.

Hair neat and tidy and off the face

Contemporary/Lyrical (All Grades)

Girls.... Energetiks black wide strap camisole (CL11 or AL11) – if in a ballet, tap or jazz class that requires the teal leotard, this can be worn instead

ADA comp shorts or ADA comp 4 $\frac{3}{4}$ leggings or black shorts or leggings

Barefoot or foot thongs or contemporary leather half shoes

Hair in a bun (bun placement at crown of head)

Boys.... Energetiks black bike shorts and white Energetiks singlet

Barefoot or foot thongs or contemporary leather half shoes

Hair neat and tidy and off the face

Hip Hop (All Grades)

Girls ADA rev zip polo shirt

ADA comp 4 $\frac{3}{4}$ leggings,

Hip-Hop shoes or (non-marking) sneakers

Hair in high ponytail

Boys.... ADA rev zip polo shirt

Black shorts

Hip-Hop shoes or sneakers

Hair neat and tidy and off the face

Acrobatics (All Grades)

All.... ADA rev zip polo shirt, teal or black leotard or ADA singlet
ADA comp shorts, ADA 4 $\frac{3}{4}$ leggings or shorts for boys
Hair neat and tidy and off the face

Musical Theatre (All Grades)

Girls.... Energetiks black wide strap camisole (CL11 or AL11) – if in a ballet, tap or jazz class that requires the teal leotard, this can be worn instead
ADA comp shorts or black Energetiks shorts or ADA comp 4 $\frac{3}{4}$ leggings or leggings
Black flex tap shoes
Tanned matt (flesh) tights will be required for exams and concert, but optional for class
Hair in a bun (bun placement at crown of head)

Boys Black shorts and white T-shirt, black elastic jazz shoes
Hair neat and tidy and off the face

Troupe (All Grades)

Girls.... Energetiks black wide strap camisole (CL11 or AL11)
ADA bike pants, ADA 4 $\frac{3}{4}$ leggings or black shorts
ADA jacket (for traveling)
Tanned matt (flesh) Tights
Hair in a bun (bun placement at crown of head)

Boys ADA rev zip or button polo
Black shorts
ADA jacket (for traveling)
Hair neat and tidy and off the face

Code of Conduct

The code of conduct for all dancers to adhere to ensures that everyone can learn in the best way possible and enjoy their dance classes.

Class Rules

- Chewing gum is not allowed at ADA Studios.
- Students should not be late for class.
- Older students should arrive **10 minutes** early to stretch and warm up
- Students must be presented with neat and tidy hair and dressed appropriately (long hair tied back and in a bun for ballet)
- Boys and girls are accepted in all classes.
- Teachers are responsible for appropriate placement of students in classes.
- Selection for class placement, assessment, examinations, and dance competitions is the final decision of the dance teacher/s.

Rules for Dance Students

- Concentrate and attempt to try your best at all times.
- Do and listen to what the teacher says.
- Wait quietly while others are dancing or talking with the teacher.
- Try your best to achieve when you are corrected by the teacher.
- Support other class members: do not make fun of others, bullying is not tolerated.
- Class time may also consist of practice for any performances.

Behaviour 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 staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.
- Cooperation and consideration of others by students and parents is required at all times. Any disruptive or disrespectful attitudes or behaviour will **NOT** be tolerated. Any behaviour consistently disregarding this or any other of the above conditions may result in suspension or expulsion from the school without refund of fees. (Please refer to the Discipline Policy).

Discipline Policy

Depending on the circumstances discipline may include, but are not limited to the following:

- a) **FIRST Incident:** A verbal or written warning to cease bullying, harassing or inappropriate behaviour immediately. Parents/guardians will be notified.
- b) **SECOND Incident:** Written warning. Suspension from all dance classes for a time to be determined by the Committee of ADA or expulsion from the studio in consultation with the dancer(s) parents/guardian.
- c) **THIRD Incident:** Immediate expulsion from the studio.

Again, all students must show respect for their teachers and other students at all times. Inappropriate behaviour could result in dismissal from ADA.

Rules for Dance Parents/Guardians

- Encourage your child to take part in the dance activity with full concentration.
- Encourage your child to support other class members.
- The Principal Dance Teacher is in charge of dance classes and events.
- Please read emails from ADA as this is our main way of communication.
- Check the Facebook & Instagram pages – Arafura Dance Association and also local social media notice boards.
- Regularly check the studio notice board for updates
- Late class changes may not be possible to have personalised messages sent so ensure that you are connected to communications online.
- The ADA will best attempt to advise at the earliest convenience, although when circumstances beyond ADA control arise, it may be difficult for these communications to be distributed.
- Encourage your child to have respect for other businesses in the building and while waiting for their class to start, they keep their voices down and wait in the waiting room.
- Parent helpers are a necessary requirement in order for the ADA to run successfully. Please volunteer your time whenever possible, especially if requested by the Committee to assist.

Child Safety and Supervision Policy

- Students are only supervised by ADA staff during class time. Appropriate drop-off and collection times must be arranged by the parent/guardian before and after classes. Waiting areas, hallways and bathrooms are not officially supervised by staff.
- We ask that when parents/guardians are dropping off and picking up their child to please drop or pick up from upstairs in the studio, so teachers are aware that your child has arrived or left the premises safely.
- Parents/Guardians are responsible for monitoring all siblings and students that are not in classes. Children must **NOT** run around the waiting room or hallway, enter other user's premises, or climb on furniture. Any damage to studio property will be charged to the parent/guardian.
- ADA will take **NO** responsibility for students or their siblings whilst outside the studios. Responsibility for students outside the studio lies with the student's parent/guardian. We ask for parents' co-operation in this matter to ensure that students are dropped off and collected at the scheduled class times as per the timetable.

Grievance Procedure

Please **DO NOT** discuss any concerns/issues with the teachers during class time. An appointment should be made outside class time with the teacher or, alternatively, with a committee member.

Only matters relating to your child's progress or behaviour in classes should be raised with the teacher. All other concerns: such as fees, uniform purchases should be raised with a committee member.

Any significant concerns raised with the Committee must be submitted in writing to adatreasurer@gmail.com

Enrolments & Fees

The ADA completes enrolments through online links via the website arafuradance.com or our Facebook page. Timetables and enrolment information are usually forwarded to members prior to the start of each term.

All students are enrolled for the entire year and will be invoiced per term. If you wish to cancel or change your enrolment, you must do so in writing before the end of the term via email to: adatreasurer@gmail.com.au

Please be sure to enroll your child prior to the beginning of the term.

An annual membership fee of \$80 is required each year. This covers music copyright fees, public liability, professional indemnity, membership of dance organisations, including A.T.O.D.

Class fees are \$17 per lesson and \$11 per half hour lesson. These are paid per term and invoices are issued within the second or third week of the term. All invoices should be paid promptly and before or on the due date or late fees will be applied. (See Late Fee Policy below)

Enrolment forms must be filled in online for insurance purposes, prior to commencement of any lessons.

A discount of 20% applies to families enrolled in 4 different dance styles (one student doing 4 dance styles or 2 students both doing 2 dance styles for example).

No credits will be given for missed classes, including holidays or sick days.

One off class cancellation is sometimes necessary. If class cancellation occurs and make-up classes are not available, credit will be issued to your account.

Adult dancers can approach the committee to have their fees credited due to **work or study** commitments along with supporting documentation/evidence,(not for holidays); however, all dates must be emailed through to the committee prior to the beginning of the term to be approved. Once approved, no further changes will be permitted.

Student Withdrawal/Cancellation Policy

ADA offers a seven-day cooling off period after attending your 1st class for cancellations and refunds each term. You have **1 week** from the date of the attended class to request in writing for a cancellation of classes or refunds. After this time, **your membership and term fees are non-refundable** for absence, change of mind, missed classes due to vacation, holidays and/or days off from school or any other personal circumstances or reason.

Under some hardship conditions, at the committee's discretion, a refund can be given (less membership fee).

Late Fees

Invoices issued for late payment of fees shall be subject to \$10.00 late payment fee every two weeks until the invoice is paid. The student may be required to sit out the classes and watch until fees are paid in full.

If there are any outstanding fees or administration fees from the following term, your child will **NOT** be allowed to participate in their classes until the account has been finalised.

If payment of a term in advance may cause financial difficulty, members are encouraged to contact the Treasurer to arrange payment by installments or alternative arrangements. This will be up to the committee's discretion.

Payment via Esidebit is our preferred payment method, however payment by internet transfer/direct debit may also be made, although a member's invoice number must be included on the debit form as a reference.

We **DO NOT** accept cash payments for ANY FORM of payments, this includes class fees, membership, costume deposits, or ADA merchandise.

Please **DO NOT** deposit small amounts of money into the ADA account to pay your invoice, as we are a voluntary committee, we only receipt invoices once a fortnight and we may miss your payments, please pay your invoices in full and on time.

If you are in financial hardship you need to contact the committee to organise a payment plan schedule which is up to the committee's discretion.

Please see your invoice for payment details.

ADA Bank details are:

Westpac Bank Nhulunbuy, BSB 035 304, Account Number: 142980

Please contact the Treasurer to make alternative arrangements if none of these options are suitable. If there are any concerns with fees, please contact the Treasurer, **DO NOT** discuss fees with the dance teachers.

It is recommended that members use the above preferred methods of payment. Please **DO NOT** give payment to teachers in class.

Please ensure your email address is correct and updated as this is the main form of contact.

General Information

Performances

Events throughout the year may include the following:

- Competitions in Darwin, Cairns, or other towns
- Community events
- Workshops over school holidays
- A.T.O.D exams
- End of Year Concert – November

All ADA performances are at the teacher's recommendation in conjunction with available parent support, fundraising and the number of interested participants.

Grooming

Students are requested to present themselves with neat and tidy grooming. Hair must be tied back off the face and neck and in a bun for ballet classes. Jewelry is not to be worn (ear studs and sleepers accepted).

Class Viewing

Parents are **NOT** permitted to enter classes during class time, without the prior approval of the teacher. Parents wishing to discuss their children's dance program should contact the teacher outside class time.

The last week of Term 1 & 2 dance classes are open to parents for the last 10 minutes of each class.

Parent Assistance

As with any club/association, parental assistance is a necessary requirement in order for the association to run successfully. Please note that parents will be expected to help with the following:

- Fundraising e.g. town markets, BBQ's, etc.
- Supervision
- Jobs for performances e.g. concert, competitions, etc.
- Rehearsals
- Exams
- Workshops

This assistance is not an option but a requirement/condition of signing your child up with Arafura Dance Association. All volunteers REGULARLY engaged with assisting students must hold a current OCHRE Card.

Venue/s

ADA has their own dance studio, which is located above the Westpac bank. Please access the studio via the stairs near the Westpac ATM. Gate code is C468X and is subject to change at the discretion of the ADA committee.

It is the parent/guardian's responsibility to get students to and from dance classes. ADA takes no responsibility for students getting to and from dance classes. Please ensure students arrive on time and are picked up promptly from class.

Videoing and Photography

Unauthorised recording of performances, rehearsals or lessons is not permitted. This is to prevent breach of copyright regulations and, in the case of performances, out of consideration for other members of the audience. The ADA holds a license which permits recording of performances and distributes copies to its members, although we are bound by the conditions of this license to restrict unauthorised recording.

Out of consideration for others, photography is not permitted at performance/s. In consideration of the dancers' safety, we particularly stress that no flash photography be used.

During the year, photographs and recordings of recitals, rehearsals, and other events that ADA participates in may be taken by designated persons assigned by the ADA Committee. These images will be used for the dance teacher's purposes to review class work and/or for member families to enjoy. Performance material will be made available to members at a reasonable cost. These types of images are standard for dance schools and are part of the experience of dancing and performing. These images will not be made for sale for profit but may be used on our website or social media platforms with your permission. Please inform a member of the committee if you have concerns regarding this procedure.

Annual General Meeting

The AGM is held yearly in order to elect new committee members. Please support the ADA by attending the AGM. This is essential for the ADA to continue to provide the opportunity for your children to dance as without a committee ADA will cease to exist.



Arafura Dance Association Inc

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