

ARAFURA DANCE ASSOCIATION INC.



Member Handbook 2020

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

Updated January 2020

Welcome to ADA

ADA is a non-profit Community Association, which operates under the provisions of the Northern Territory Associations Act.

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 Association's Annual General Meeting (AGM). In order to participate in lessons offered by the Association, it is a requirement that students (and their family) become members of the Association. Arafura Dance Association was set up to help ensure the long-term provision of dance classes in Nhulunbuy.

The objectives of the Association 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 Dance, Hip Hop and other forms of dance as agreed by the Dance Teacher and Committee.

Principal Dance Teacher



Jenna Kahler (Ballet, Contemporary, Jazz & Tap)

Jenna Kahler started dancing at the age of 4 and studied at the Gladstone Dance Academy. Jenna was trained in RAD ballet and CSTD tap, while learning contemporary and jazz. She completed the senior grades of the RAD syllabus. As a young woman she danced in the Central Queensland Youth Ballet for 5 years and won awards in multiple regional and national competitions during this time. Jenna is currently completing her Diploma in Dance Teaching and Management.

Jenna's passion for dance is primarily in the styles of ballet and contemporary.

Dance Teachers



Emily Fox (Ballet, Jazz, Contemporary)

Emily Fox is a professional dancer who is known for her strength and flexibility within dance. Starting dancing at the age of 6, she has gone on to complete her ATOD syllabus in Jazz & Ballet, a Certificate IV in Performing Arts at Brent Street Studios & ED5 International, as well as an Advanced Diploma in Musical Theatre. She has also completed her Diploma in Dance Teaching & Management.

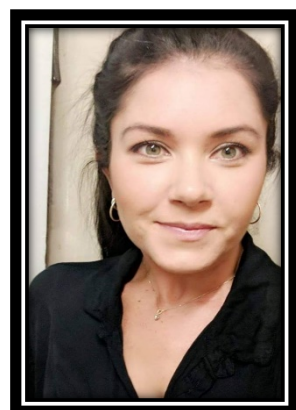
Throughout Emily's career she has been successful in winning many competitions including the State and Australasian scholarships, auditioning for *Moulin Rouge* (Paris), being a backing vocalist for Stan Walker and David Kidd (Ten Tenors), performing with Ballet Theatre of Queensland, So You Think You Can Dance, Raw Dance Company, James Morrison, Jimmy Barnes, Rogue Traders and the list goes on. Emily is looking forward to sharing her knowledge and educate the students about the dance industry and her experiences.



Emily Trigg (Hip Hop, Jazz, Contemporary, Tap and Ballet)

Emily Trigg moved to Nhulunbuy in January of 2019 from Warrnambool in Victoria. She completed six months of full-time dance training at Jason Coleman's Ministry of Dance in 2013 and has been teaching various styles across regional centres in Victoria for ten years, specialising in solo competition and hip hop crew choreography for ages 12-18. In addition to working for dance studios, Emily choreographed an urban/commercial work for the 2017 Masters of Choreography show *The Ringmaster*. Following her passion for musical theatre, she has choreographed six shows for Warrnambool youth theatre

company *Holiday Actors*, winning the Music Theatre Guild of Victoria award 'Best Choreography of a Junior Production' for her work on their 2018 show *Sweet Charity*. Emily is thrilled to be working with the kids and staff at Arafura Dance Association and has thoroughly enjoyed her first term here.



Alix Betts (Tap, Ballet, Jazz and Contemporary)

We welcome back Alix Betts, who has taught for ADA previously. After a few years away we are very excited to have her back again! Alix started dancing at the age of 3 here in Nhulunbuy and has grown up being a student and teacher of ADA. Throughout her many years of dancing Alix has competed in dance competitions in Darwin and in Cairns. She has also performed at the Arafura Games, Indigenous Dreaming Festival and Edinburgh Military Tattoo.

Alix continues to enjoy sharing her passion for dance with the students of ADA.



Cassie Baulch (Contemporary, Ballet, Jazz, Hip Hop and Tap)

We welcome Cassie Baulch to our teaching team who joined us teaching last year after being a long-term student at ADA. Cassie was born in Gove and was introduced to the love of Dance at the age of 3. Cassie grew up performing for ADA through dance concerts, and various events in Nhulunbuy and Darwin with the highlights being the Opening of the Arafura Games, Yarrapay Music & Dance festival and Garma.

Cassie also has experience competing in Dance competitions as well as sitting her Ballet, Jazz, Tap & Contemporary exams from an early age.

Cassie enjoys teaching the students of ADA and passing on her love and passion for dance.



Kathryn Bellinger (Tap, Jazz and Ballet)

Kathryn Bellinger started dancing at the age of 8. She was trained by a teacher who came from the Royal Academy of Dance in London for 10 years. Kathryn became a student teacher at age 15 and at 19 she ran a Dance Academy while the principal teacher was on maternity leave.

Kathryn has experience in teaching and dancing many genres of dance and syllabus although she mainly has experience in RAD and BDA syllabus and her favourite style of dance is Ballet.

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

ADA offers Dance Classes in the following Dance Styles:

- Introduction to Dance
- Pre-School & Transition Ballet and Jazz
- Classical Ballet
- Tap
- Jazz
- Contemporary
- Hip Hop

A student will only progress through dance levels based on teacher's individual assessments of the student and completion of relevant dance exams.

The following information is intended as a guide only to the structure of classes and genres;

Introduction to Dance

This Beginners dance class is open to 3 to 4-year old's

The class offers an introduction to the joy of movement and music.

Pre-School & Transition Ballet & Jazz

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

These classes offer an introduction to the joy of movement and in the following genres; Classical Ballet, Jazz & Tap.

Jazz Classes

Jazz classes commence for students enrolled in Year 1 at school (generally 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.

- **Pre-School & Transition Jazz....** Open to students in Pre School & Transition at school
- **Jazz Test 1....** Open to students enrolled in 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' assessment or exam level achieved
- **Jazz Silver Medal....** Subject to teachers' assessment or exam level achieved
- **Jazz Silver Star....** Subject to teachers' assessment or exam level achieved
- **Jazz Gold Medal** Subject to teachers' assessment or exam level achieved
- **Jazz Gold Star...** Subject to teachers' assessment or exam level achieved
- **Jazz Elementary...** Subject to teachers' assessment or exam level achieved
- **Jazz Intermediate...** Subject to teachers' assessment or exam level achieved

Hip Hop Classes

Hip Hop classes commence for students enrolled in Transition at school (generally 5 years old). Students below this age are encouraged to enroll in either Classical Ballet or Jazz to obtain a foundation of basic dance technique. 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.

- **Hip Hop Level 1 / 2...** Open to beginner students in Transition to Year 3 at school
- **Hip Hop Level 3 / 4 ...** Open to students in Year 3 to Year 5 at school
- **Hip Hop Level 5 / 6 ...** Open to students in Year 5 to Year 7 at school. Subject to teachers' assessment or exam level achieved
- **Hip Hop Level 7 / 8 ...** Subject to teachers' assessment or exam level achieved
- **Hip Hop Level 9 ...** Subject to teachers' assessment or exam level achieved

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.

- **Pre-School Ballet Level 1 & 2....** Open to students in Pre School & Transition at school
- **Ballet Test 1....** Open to students in Year 1 or 2 at school
- **Ballet Test 2....** Open to students in Year 2 or 3 at school
- **Ballet Test 3....** Open to students in Year 3 or 4 at school
- **Ballet Bronze Medal....** Open to students in Year 4 or 5 at school
- **Ballet Bronze Star....** Subject to teachers' assessment or exam level achieved
- **Ballet Silver Medal....** Subject to teachers' assessment or exam level achieved
- **Ballet Silver Star....** Subject to teachers' assessment or exam level achieved
- **Ballet Gold Medal....** Subject to teachers' assessment or exam level achieved
- **Ballet Gold Bar....** Subject to teachers' assessment or exam level achieved
- **Ballet Gold Star....** Subject to teachers' assessment or exam level achieved
- **Ballet Elementary....** Subject to teachers' assessment or exam level achieved
- **Ballet Intermediate...** Subject to teachers' assessment or exam level achieved

Ballet Pointe Beginners / Advanced

Students enrolled in this class 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 and above, at the teacher's assessment. 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 can commence for students enrolled in Transition at school. 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:

- **Tap Test 1** Open to students in Transition/Year 1 or 2 at school with little or no experience
- **Tap Test 2** Open to students in Year 2 or 3 at school depending on experience
- **Tap Test 3** Open to students in Year 3 or 4 at school with some experience
- **Tap Bronze Medal** Open to students in Year 4 to 6 with experience
- **Tap Bronze Star** Subject to teachers' assessment or exam level achieved
- **Tap Silver Medal** Subject to teachers' assessment or exam level achieved
- **Tap Silver Star** Subject to teachers' assessment or exam level achieved
- **Tap Gold....** Subject to teachers' assessment or exam level achieved

Enrolment in all Tap Classes is dependent on previous experience, ability and subject to teacher's assessment (with exception to Adult Tap)

Contemporary Classes

It is **requirement** that all contemporary students must be enrolled in **Bronze classical ballet or higher**. This is to develop essential technique & strength that helps form the foundation of Contemporary dance. Students will learn ATOD syllabus technique.

- **Contemporary Level 1 & 2:** These classes introduce various styles of contemporary dance technique and is open to students aged from 10 years.
- **Contemporary Level 3:** This class continues introducing the various styles of contemporary dance technique and is open to students aged from 12 years to 14 years with previous experience in contemporary dance.
- **Contemporary Level 4 & 5:** These classes explore various styles of contemporary dance technique. The classes are generally open to students enrolled in high school through to adult. The classes are best suited to students with previous experience and knowledge of dance technique.

Note:

It is stressed that the above criteria 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/assessment; 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.

Adult Classes

Tap & Ballet

Adult classes are open to people of all ages, regardless of previous dance experience or ability. The emphasis of these classes is on having fun, getting fit, experiencing the joy of dance and learning basic choreographed dances. These classes will only run if there is enough interest from the community.

Adult Tap

Appropriate comfortable clothing & Tap shoes

Adult Ballet

Appropriate comfortable clothing and ballet shoes or socks

Exams

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

This may require students 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 organization with members worldwide. We 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 gives them 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.

Dance Competitions

Students 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 teacher, students performing at Dance Competitions may be able to make use of routines and choreography learnt in 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 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.

The Association may be able to provide some assistance to families with respect to booking of venues for rehearsal and recitals and assistance with fundraising.

End of Year Concert

This traditionally this is held in November each year. It is expected that all students will take part in the concert. The students will be required to attend extra rehearsals in the weeks prior to the concert.

NO new students will be enrolled in term 4 due to concert work. Dances and costumes will be prepared at the End of Term 2 or the beginning of term 3. Student's 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 fees with the outstanding amounts added to Term 2 fees, which is non-refundable if your child/ren pulls out of concert, but will go towards your payment of costumes. You will need to decide if your child/ren want to participate in concert before the end of Term 2 if you want to avoid paying the non-refundable costume deposit.

All parents/guardians are required to volunteer during the concert performances. If dancers are involved in two dances or more, it is required that parent/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, change rooms and at the front of the house, volunteers are essential to make this event happen. The volunteer list for the concert must be filled 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

The Association does not sell any Dancewear. Please contact Tina and her team at Dance World Darwin on 08 8981 9398 or email her with your orders, danceworlddarwin@bigpond.com

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 Association and it is aligned with what is required for exams

Intro to Dance

Girls Any Color Leotard & 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

Pre-School/Transition Levels

Girls Baby Blue Leotard, Ballet skirt -Baby Blue (for class only – optional)

Pink Flat leather ballet shoes* (see below for jazz requirements)

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

Jazz

Girls Leotard – Pre-School/Transition Dance Levels up to & including Test 3 = Light blue

Bronze Medal & above = Black

Black Dance shorts, Tan Jazz shoes

Matt (Flesh) tights will be required for exams and concert, but optional for class

Boys Black shorts and White T-shirt, Tan Jazz shoes

Hip Hop

Girls Leotard and/or energetics double strap shirt cobalt –

Black Dance pants, Hip-Hop Shoes or (non-marking) Sneakers

Matt (Flesh) tights will be required for exams, but optional for class

Boys.... Black shorts and White T-shirt or ADA T-shirt. Hip-Hop Shoes or Sneakers

Classical Ballet

Girls.... Leotard - Dance Levels Transition up to & including Test 3 = Light Blue

Bronze Medal & above = Black

Ballet skirt - Dance Levels up to & including Test 2 = Light Blue

Bronze Medal & above (skirt optional) = Black

Pink Flat leather ballet shoes* Ballet Pink Footed Ballet tights

Hair in a bun or pulled back to show neck and shoulders, fringes longer than eye level to be pinned back.

Boys.... Black shorts, White T-shirt & Black Flat ballet shoes

NOTE: Senior students may also be required to purchase demi-pointe shoes. Participants in the Pointe class will also be required to purchase Pointe shoes. Demi Pointe and Pointe shoes are required to be fitted and purchased while the student is out of town; it is very difficult to get the correct fitting via post

Tap

Girls.... Leotard - Dance Levels Transition up to & including Test 3 = Light Blue

Bronze Medal & above = Black

Black Dance shorts, bobby socks optional for Test 3 and below.

Tan Tap shoes - Bronze Medal and above may use black flex tap shoes

Matt (Flesh) tights preferred for class and will be required for exams and concert.

Boys.... Black shorts, White T-shirt & Black flex tap shoes

Contemporary

Girls.... Leotard – All Levels = Black

Black Jazz shorts with flesh coloured stirrup tights or Long Black tight leggings for class

Foot thongs or Contemporary leather half shoes

Boys.... Black shorts & White T-shirt

Foot thongs or Contemporary leather half shoes

Code of Conduct

These rules have been made so 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 & 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 rests finally with teacher/s.

Rules for Dance Students

- Concentrate
- Do and listen to what the teacher says
- Wait quietly while others are dancing or talking with the teacher.
- When you are corrected by the teacher try your best to achieve.
- Support other class members: never make fun of others.
- Class time may also consist of practice for any performances.
- Always try your best.

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 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 the school.

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.
- Check the Facebook site – Arafura Dance Association and also Gove Online notice boards
- Check Studio notice board as it should be regularly updated.
- It is not always possible to get in touch with you personally to advise of late changes, but our best attempts to advise you by email will be made and the online sites.
- Encourage your child to have respect for other businesses in the building and while waiting for their class to start that they keep their voices down and wait in the waiting room.
- Parent help is a necessary requirement in order for the association to run successfully. Please volunteer your time whenever possible, especially if asked by the Committee to help

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 guardian/parent before and after classes. Waiting areas, hallways & bathrooms are not officially supervised by staff.
- 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 or 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 timetable.

Grievance Procedure

Please **DO NOT** discuss any problems 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, 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 Association does enrolments primarily 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.

Annual Membership Fee is required of \$60 each year. This covers music copyright fees, public liability, professional indemnity, membership to dance organisation such as A.T.O.D etc.

Class Fee will be \$15 per lesson (half hour classes at \$10 per lesson). Paid per Term.

Enrollment forms must be filled in online for insurance purposes

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.

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

Adult dancers can approach the committee to have their fees credited due to **work or study** commitments, (**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 refund each term. You have **1 week** from the date of the attended class to request in writing a full refund. 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).

If a student commences classes prior to enrolling, and an enrolment form and payment is not received by the Association within 3 weeks of the student commencing lessons, the Association shall forward an invoice for the term to the student's family.

Late Fees

Invoices issued for late payment of fees shall be subject to \$10.00 late payment fee every two weeks until invoice is paid. The student maybe 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 finalized.

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.

Payment via Ezidebit is our preferred payment method however payment by internet transfer/direct credit may also be made, but member's details must be included on the debit form as a reference.

Cash payments can be put into a envelop with name of student and family name and deposited into our cash box at the studio.

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 clear and correct 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
- Workshops over school holidays
- A.T.O.D exams
- Concert/Recital – 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 dance classes are open to parents
Intro to Dance classes are exempt from this policy.

Parent Help

As with any club/association, parent help 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 help 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 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.

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

Videeing and Photography

Unauthorized videotaping 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 Association does hold a license which permits it to videotape performances and distribute copies to its members, but we are bound by the conditions of this license to restrict unauthorized taping. 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 videotaping of recitals, rehearsals and other events that ADA participate 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 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 your Association by attending the AGM. This is essential for the Association to continue to provide the opportunity for your children to dance as without a committee ADA will cease to exist.

Happy Dancing!



Arafura Dance Association Inc

PO Box 1566

Nhulunbuy NT 0881

www.arafuradance.com
adatreasurer@gmail.com