

ARAFURA DANCE ASSOCIATION INC.



Member Handbook 2026

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

Updated January 2026

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.

Contact the Principal via email: adatreasurer@gmail.com

Contact the Committee via email: goveadacommittee@gmail.com

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, for a 5th year. 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'. Taine is also looking forward to his 5th year with ADA

Student Dance Teachers



Abbey Twomey (Ballet & Jazz)

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 she has been an incredible asset to our teaching team. Abbey received our prestigious award, Dance Student of the Year for 2023 after an amazing year at ADA. She has had immense success on 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.



Maisie Zochling (Tiny Tots, Mini's, Ballet & Jazz)

Maisie has been a student at ADA since 2018.

She is a delightful student to teach who loves spending her free time at the studio. The younger students look up to & adore her as a dancer and teacher.

Maisie's dedication to dance has seen her improve immensely and she received one of our 2024 sponsorship awards for 2025. She is a very important member of our Troupe Team and has completed various A.T.O.D. exams, receiving outstanding results. She continues to undertake her A.T.O.D exams at a high level and is currently completing her Cert III in Dance with A.T.O.D.



Regan Smith (Tiny Tots, Mini's & Contemporary)

Regan has been a student at ADA since 2018.

She is an extremely dedicated dancer and her hard work is seen by all who watch her on stage!

She has been helping with the Tiny Tot & Mini classes for 4 years now & the little dancers always love her!

She is now beginning her Student Dance Teacher journey with us and we are very excited to have her on our teaching team!

In 2025, Regan received one of our sponsorship awards for the 2026 dance year. She has had great success as part 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.



Catey Pelns (Tiny Tots & Mini's)

Catey has been a student at ADA since 2018.

She is an incredible dancer and performer, and is a joy to teach and watch on stage!

She has been helping with the Tiny Tot & Mini classes for 4 years, admired by all the little dancers!

We are thrilled to have Catey on our teaching team as she now begins her Student Dance Teacher journey with us! She continues to be a highly valued 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.



Eva Van Beelen (Hiphop & Acro)

Eva is an incredible dancer, who shines on stage - she is extremely talented and specialises in Acro (her tricks will always wow you!)

She has been helping with the Acro classes for 4 years now & the aspiring flippers always love and look up to her!

She is now beginning her student dance teacher journey with us and we are very excited to have her on our teaching team!

She has received many of our high awards in the past and has had immense success as part of our Troupe team, including in elite sections!



Grace Provis (Acro)

Grace has been a student at ADA since 2018.

She is such a wonderful dancer, performer & student and her passion for dance sees her shine on stage!

She has also been helping with the Acro classes for 4 years and has been a vital assistant in these classes, helping many of the young students achieve new skills.

Grace is now beginning her student dance teacher journey with us and we are looking forward to having her on our teaching team!

In 2025, Grace received our Performer of the Year award, highlighting the amazing performance and dance skills she has developed. She has had great success as part 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 2026, ADA offers dance classes in the following Dance Styles:

- Tiny Tots
- Mini Ballet, Jazz, Tap & Acro
- Classical Ballet & Pointe
- Tap
- Jazz
- Contemporary
- Hip Hop
- Acrobatics
- Troupe & Troupe privates (*invite only*)
- Singing Privates (*subject to teacher availability*)
- Adult Classes

The below information is intended as a guide only and subject to teacher's discretion.

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 & 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 ... Subject 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 10 at school.

Senior open Hip Hop ... Subject 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 (*subject to teacher discretion*)**

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 Star.... Subject to teachers' discretion

Ballet Elementary.... 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. *Subject to teachers' discretion

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.

Junior Open Tap.... Subject to teachers' discretion

Intermediate Open Tap Subject to teachers' discretion

Senior Open Tap Subject to teachers' 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 5 at School

Intermediate Contemporary - For students in Year 6 – 9 at School

Senior Contemporary - For students in year 9 and above at school. Subject to teachers' discretion

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 +

Adult Dance Classes

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

- Adult Jazz
- Adult Tap
- Adult Hip Hop

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.

Private Singing Classes

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

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.

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.

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 are only able to continue moving up levels within their genre, where applicable, upon successfully completing their exams (unless otherwise approved by the Dance Teachers - decisions are subject to teacher discretion)

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

End of Year Concert

Traditionally this is held at the end of 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. Dates and times will be advertised by the end of term 1 to ensure forward planning for families.

Due to end-of-year concert preparations, no new students will be enrolled from Term 3 onwards. Concert dances and costumes are prepared in late Term 2 or early Term 3, and student measurements must be submitted by the end of Term 2.

All costume costs are the responsibility of members. A **\$50 costume deposit per child** will be added to **both Term 3 and Term 4 fees**, totalling **\$100 per costume**. This deposit is **non-refundable** if a child withdraws from the concert.

Families who do not wish for their child to participate in the end-of-year concert must advise the Committee by the end of Term 2 to avoid being charged the non-refundable costume deposit. Concert costumes are ordered in early Term 3 to allow for shipping times and potential delays.

The end-of-year concert is a significant event and relies heavily on volunteer support. Assistance is required backstage, in change rooms, and 'front of house'. Volunteers are essential for the concert to proceed, and concert tickets will only be released once all volunteer positions are filled.

Dance Wear & ADA Merchandise

Uniform items which do not feature the ADA logo, can be purchased through Dance World Darwin. These purchases support local businesses within the NT and can be shipped express post to Nhulunbuy.

Darwin Dance World

08 8981 9398

Email: danceworlddarwin@bigpond.com

ADA merchandise is purchased through the ADA website shop. Information about pricing, genre requirements, and order deadlines will be communicated via email and shared on ADA's social media channels. Payment is required at the time of ordering.

ADA places one to two bulk merchandise orders each year. The first order occurs in Term 1 to support enrolments and ATOD exam requirements. ADA uniforms and merchandise are mandatory for ATOD exams, in line with ATOD regulations (see Uniform Policy). A second order may be placed in Term 3, depending on dancer needs.

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. 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 (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 (Intermediate 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 Levels)

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

Troupe (All Teams)

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 applies to all dancers and members of ADA and should be adhered to by all. These guidelines ensure 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 present with neat and tidy hair and be 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

To maintain a positive, safe, and professional learning environment, students are encouraged to understand the importance of being part of a group. ADA promotes respect for fellow students, teachers, staff, and studio property, while supporting the development of positive habits and adherence to established rules of conduct.

Cooperation and consideration from both students and parents are expected at all times. Disruptive or disrespectful behaviour will not be tolerated. Ongoing disregard for these or any other conditions may result in suspension or expulsion from the school without refund of fees (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

- Parents/guardians are encouraged to support focused, positive participation in class and to promote respect toward other dancers.
- The Principal Dance Teacher has overall responsibility for all classes and events.
- ADA communicates primarily via email. Families should regularly check emails, social media, and the studio notice board for updates. While ADA aims to provide timely communication, late changes may not always allow for personalised notice.
- Parents/guardians are asked to encourage children to respect other businesses in the building by keeping noise to a minimum and waiting in designated areas.
- Families are encouraged to volunteer when possible, particularly when requested by the Committee.

Grievance Procedure

Please do not raise concerns with teachers during class time. Appointments should be arranged outside class time with the teacher or a Committee member. Only matters relating to a child's progress or behaviour should be discussed with teachers. All other enquiries, including fees and uniforms, must be directed to the Committee.

Significant concerns must be submitted in writing to adatreasurer@gmail.com.

Child Safety and Supervision Policy

- Students are supervised by ADA staff during class time only. Parents/guardians are responsible for drop-off and collection before and after classes, as waiting areas, hallways, and bathrooms are not supervised.
- Students must be dropped off and collected inside the upstairs studio so teachers are aware of their arrival and departure.

- Parents/guardians are responsible for supervising siblings and students not in class. Children must not run in common areas, enter other premises, or climb on furniture. Any damage to studio property will be charged to the parent/guardian.
- ADA accepts no responsibility for students or siblings outside the studio. Responsibility remains with parents/guardians at all times.

Enrolments & Fees

Enrolments are completed online via arafuradance.com. Timetables and enrolment details are emailed to members before each term. Enrolments must be completed before the term commences for insurance purposes.

We hope that dancers remain enrolled for the full year; however, unpaid term invoices will result in un-enrolment unless prior arrangements have been made with the Committee. All enrolment changes or cancellations must be submitted in writing via email to adatreasurer@gmail.com.au before the end of the term.

An annual **\$80 membership fee** applies and covers insurance, copyright fees, and membership of dance organisations including ATOD.

Class fees are **\$11 per 30-minute class** and **\$17 per 45–60-minute class**, charged per term.

Invoices are issued in weeks 2–3 of term and must be paid by the due date to avoid late fees (see Late Fee Policy).

A **20% family discount** applies when four different dance styles are enrolled (e.g. one student in four styles or two students in two styles each).

No credits are given for missed classes, including illness or holidays. If ADA cancels a class and no make-up is available, a credit will be applied.

Adult dancers may apply for approved fee credits due to work or study commitments (excluding holidays) with supporting evidence. Requests must be submitted before the term begins and cannot be changed once approved.

Student Withdrawal/Cancellation Policy

ADA offers a 7-day cooling-off period after the first attended class each term. Cancellation and refund requests must be submitted in writing within this time. After 7 days, membership and term fees are non-refundable for any reason. In cases of hardship, refunds (excluding the membership fee) may be considered at the Committee's discretion.

Late Fees

Overdue invoices incur a \$10 late fee every two weeks until paid. All invoices must be paid in full and by the due date.

Payment is by internet transfer only. The invoice number must be included as the payment reference. Partial or small payments are not accepted and may not be receipted. Cash payments are not accepted for any fees, including class fees, memberships, costume deposits, or merchandise.

Please refer to your invoice for payment details.

Bank Details:

Westpac Bank Nhulunbuy

BSB: 035 304

Account Number: 142980

Members experiencing financial difficulty must contact the Treasurer before the due date to request alternative arrangements, subject to Committee approval. All fee enquiries must be directed to the Treasurer, not dance teachers. Families are responsible for keeping email details up to date, as invoices are issued via email.

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

Participation in performances is at the teacher's recommendation and depends on parent support, fundraising, and participant interest.

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.

Parent Assistance

Like all community dance organisations, ADA relies on the support of our families to run successfully. Parents may be invited to assist throughout the year with:

- Fundraising events
- Supervision
- Concert/competitions
- Rehearsals
- Exams
- Workshops

Your involvement helps create a vibrant, supportive environment for all our dancers, and we truly appreciate the time and effort families contribute.

As a community-run organisation, family involvement is a condition of enrolment with Arafura Dance Association. Parents and carers may be asked to assist throughout the year, and all volunteers who regularly support students must hold a current OCHRE Card.

Venue

ADA's studio is located above the Westpac Bank and is accessed via the stairs near the Westpac ATM. The gate code is C029X and may change at the Committee's discretion.

Parents/guardians are responsible for getting students to and from classes. Please ensure dancers arrive on time and are collected promptly.

Videoring and Photography

Unauthorised recording of lessons, rehearsals, or performances is not permitted due to copyright requirements and consideration for others. Photography, including flash photography, is not allowed during performances.

ADA holds a licensed permission to record performances and provide copies to members. To comply with licensing conditions, unauthorised recording is not permitted. Throughout the year, ADA, or an engaged professional, may take photos and recordings at classes, rehearsals, and events. These may be used for teaching review and/or shared with member families to enjoy at a reasonable cost. Images are not sold for profit and may be used on ADA's website or social media with permission. Please contact the Committee if you have any concerns.

Annual General Meeting

The AGM is held annually to elect committee members. We encourage all families to attend and support ADA, as an active committee is essential to keeping our dance community running for our children.

Happy Dancing!



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