

Parkwood Dance Academy Terms & Conditions

Conditions of Enrolment

- Enrolment is valid for a full calendar year and is only completed once before Term 1 (or on commencement if joining throughout the year).
Re-enrolment is not required until the next calendar year.
- On enrolment, an annual non-refundable fee applies to all students, to be paid prior to commencement of classes.
- During the period of enrolment it is the responsibility of the parent or guardian to advise the School if personal circumstances and/or contact information has changed.
- Please notify Parkwood Dance Academy in writing to discontinue enrolment.
- It is a condition of enrolment that you provide approval for your child to be photographed and / or filmed and that those reproductions can be used in the promotion of PDA unless otherwise indicated in writing.

Fee Conditions

- All term fees require payment by the first Saturday of each term and or the Due Date indicated on the invoice.
- Payment plans are available.
Please email the Principal for details: parkwooddanceacademy@gmail.com
- Term fees include a two-class discount. No further term discounts are offered. Pro-rata attendance will be calculated at the Casual rate.
- Terms 2 and 4 fees must be paid prior to collection of performance or concert tickets.

Child Safety

The complete Parkwood Dance Academy version of our Code of Conduct is available on the Home page of our website www.parkwooddanceacademy.com.

- Our dance teaching staff are appropriately qualified in the delivery of dance tuition and will not be held responsible for any injuries incurred whilst in class or within a related hire facility. Senior staff will seek appropriate medical attention and a current First Aider will administer to the injury, if necessary.
- All dance teaching staff are appropriately qualified in the delivery of dance tuition and may deem it necessary to physically contact a student to assist correct placement.
- No liability will be taken by De Hofz Pty Ltd t/a Parkwood Dance Academy or any of its employees regarding accidents or injuries which occur whilst dancing or performing with us.

Concert & Performances

- It is required that students attend all compulsory rehearsals for both the Mid-Year Performance and End of year Concerts. Absences may result in either a minimised or excluded appearance.
- It is assumed that all students will participate in our Mid-Year Performances and our End of year concerts unless otherwise indicated in writing.
- All photographic and video footage can be used for promotional purposes unless otherwise indicated in writing.

Students

- Every student is required to wear the designated studio uniform to every lesson.
(Refer to *Uniform requirements for details*)
- Students should bring a named, sealed water bottle to every class.
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- Student injuries (especially involving strapping) or illness must be advised by an adult, before class.
- Parents are to supply appropriate personal hygiene products (including deodorant). *Please consider minimising the use of aerosols.*
- Students should arrive in class at the correct starting time.
- Parkwood Dance Academy cannot be held responsible for loss or damage of personal property.
- Students are the responsibility of the school for the duration of the class only. Before and after class is the responsibility of the parent or guardian.

Parents

- Your child should have realistic goals based on their ability and experience.
- Good behaviour includes praising the efforts of all students.
- Focus on each child's honest efforts rather than the overall outcome.
- Encourage children to follow the rules and to be a co-operative, respectful class member.
- Support the discipline process to manage inappropriate or disrespectful behaviour.
- Support the teaching process and raise any concerns through appropriate channels.
- Encourage your child to reference the school, staff and fellow students in positive terms.
- Teachers instructions will always be mindful of the students best interests.
- To promote the best progress, encourage students to attend all classes and rehearsals.
- Absences can be messaged via text to the Principal: 0425 749 261.
- Encourage your child to ask an adult if they need assistance.
- Parents are not permitted into the studio during class, unless invited.
- Junior students should be collected inside the facility and should not wait outside.

Copyright

- Parkwood Dance Academy does not give permission for anyone to perform or photographically reproduce or publish our works. All choreography, concert productions, performances, costumes, props and sets are the property of PDA and cannot be replicated or reproduced or used without written permission.

Privacy

- Contact details are stored on a secure data base and referenced in a confidential manner. They will not be provided to any other agency unless required by law.
- Students may be photographed or filmed for the purpose of promoting PDA, communicating PDA projects or in PDA educational material. These photographs/videos remain the property of Parkwood Dance Academy and will not be sold, traded or given to any third party without prior approval, unless otherwise indicated in writing.
- Social media posts related or involving Parkwood Dance Academy must be respectful and congruent with the ethos and culture of our school.

General

- For the Parkwood Dance Academy community to enjoy a safe and friendly experience while at the school, we expect co-operative, respectful behaviour. Bullying in any form is NOT tolerated. We reserve the right to terminate the enrolment of any student for behaviour that is in the form of verbal abuse, intimidation, discrimination, harassment, extortion or threats (physical or other acts of unacceptable behaviour) toward other students, other parents, teachers or employees of Parkwood Dance Academy.
- If you wish to discuss your child's progress or you have any queries, please contact the Principal by phone : 0425 749 261, to discuss if an appointment time is necessary. As our classes are timetabled back to back, there is not sufficient time between them for discussion.

- If you have a compliment or concern, please write to us at parkwooddanceacademy@gmail.com. You will receive a considered reply.