



76 Harris Street Emerald  
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## 2019 Enrolment Pack

**Welcome** to DancEdge Emerald!! We believe that dance should be fun for all and that our dancers must be encouraged to grow their self-confidence as well as their dance skills.

This year, we are offering curriculum based tuition by qualified instructors in the following genres:

Jazz – ages 4 years (kindy age) to adult

Tap - ages 4 years (kindy age) to adult

Ballet - ages 4 years (kindy age) to adult

Contemporary – junior, intermediate and senior classes

Acro – junior, intermediate and senior classes

Hip Hop – junior, intermediate and senior classes

*(Please note that classes are run according to number of enrolments. Classes MUST have a minimum of 4 students to be viable)*

Please complete the following paperwork and return to DancEdge Emerald as soon as possible. Registration and Membership Fees are non-refundable.

- |  |  |
|--|--|
| <input type="checkbox"/> Membership Form   | <input type="checkbox"/> Liability Form      |
| <input type="checkbox"/> Registration Form | <input type="checkbox"/> Media Release Form  |
| <input type="checkbox"/> Fee Information   | <input type="checkbox"/> General Information |



2019 Membership Form

**Declaration:** We understand that DancEdge Emerald is a non-for-profit organisation run by a committee of volunteer members. In acceptance of our child’s enrolment application by DancEdge Emerald, we are required to abide by all the rules and conditions of enrolment, and to support staff and committee members in the enforcement of these rules.

The **Membership Fee** is \$40.00 per year. This covers all members of the same family for one year.

Full name: (parent/guardian) .....

Residential address .....

.....

Phone (best contact number) .....

Signature .....

Date .....

**Names of Dancers included in Family Membership:**

- 1. .... DOB ..... Years of Dance Experience .....
- 2. .... DOB ..... Years of Dance Experience .....
- 3. .... DOB ..... Years of Dance Experience .....
- 4. .... DOB ..... Years of Dance Experience .....





## 2019 Class Enrolment

### #1 Student Details:

First Name: ..... Surname: .....  
 Student Address: .....  
 Date of Birth: ..... Age: ..... Gender:  Male /  Female  
 School: ..... Grade: .....  
 Special Needs: .....  
 Allergies: .....  
 Medications: .....  
 Primary Doctor: ..... Phone Number: .....

#### Specified medical conditions:

- Asthma     Anaphylaxis     Identified allergies     Diagnosis

*(One of our committee members will be in contact with you to discuss management of this condition during class time)*

### Classes enrolling in:

- | <u>Jazz</u>                                   | <u>Tap</u>                            | <u>Ballet</u>                              | <u>Contemporary</u>                  | <u>Hip Hop</u>                    | <u>Acro</u>                |
|---|---------------------------------------|--|--------------------------------------|-----------------------------------|----------------------------|
| <input type="checkbox"/> Jellibears 3.30/4.00 | <input type="checkbox"/> Twinkle Tap  | <input type="checkbox"/> Fairies 3.30/4.00 | <input type="checkbox"/> Illusions   | <input type="checkbox"/> Tin Lids | <input type="checkbox"/> 1 |
| <input type="checkbox"/> Jazz Kids            | <input type="checkbox"/> Tap Taps     | <input type="checkbox"/> Sprites           | <input type="checkbox"/> Expressions | <input type="checkbox"/> Rebels   | <input type="checkbox"/> 2 |
| <input type="checkbox"/> Jazz Glitz           | <input type="checkbox"/> Tap Clix     | <input type="checkbox"/> Giselles          | <input type="checkbox"/> Elementals  | <input type="checkbox"/> M Crew   |                            |
| <input type="checkbox"/> Jazz Pizzazz         | <input type="checkbox"/> Tap Catz     | <input type="checkbox"/> Cygnets           |                                      |                                   |                            |
| <input type="checkbox"/> Jazz Divas           | <input type="checkbox"/> Tap Strikers | <input type="checkbox"/> Tylwyth           |                                      |                                   |                            |
| <input type="checkbox"/> Jazz Freaks          | <input type="checkbox"/> Tap Spinners |  |                                      |                                   |                            |
| <input type="checkbox"/> Jazz Flame           | <input type="checkbox"/> Tap Ratz     |  |                                      |                                   |                            |

### #2 Student Details:

First Name: ..... Surname: .....  
 Student Address: .....  
 Date of Birth: ..... Age: ..... Gender:  Male /  Female  
 School: ..... Grade: .....  
 Special Needs: .....  
 Allergies: .....  
 Medications: .....  
 Primary Doctor: ..... Phone Number: .....

#### Specified medical conditions:

- Asthma     Anaphylaxis     Identified allergies     Diagnosis

*(One of our committee members will be in contact with you to discuss management of this condition during class time)*

### Classes enrolling in:

- | <u>Jazz</u>                                   | <u>Tap</u>                            | <u>Ballet</u>                              | <u>Contemporary</u>                  | <u>Hip Hop</u>                    | <u>Acro</u>                |
|---|---------------------------------------|--|--------------------------------------|-----------------------------------|----------------------------|
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| <input type="checkbox"/> Jazz Kids            | <input type="checkbox"/> Tap Taps     | <input type="checkbox"/> Sprites           | <input type="checkbox"/> Expressions | <input type="checkbox"/> Rebels   | <input type="checkbox"/> 2 |
| <input type="checkbox"/> Jazz Glitz           | <input type="checkbox"/> Tap Clix     | <input type="checkbox"/> Giselles          | <input type="checkbox"/> Elementals  | <input type="checkbox"/> M Crew   |                            |
| <input type="checkbox"/> Jazz Pizzazz         | <input type="checkbox"/> Tap Catz     | <input type="checkbox"/> Cygnets           |                                      |                                   |                            |
| <input type="checkbox"/> Jazz Divas           | <input type="checkbox"/> Tap Strikers | <input type="checkbox"/> Tylwyth           |                                      |                                   |                            |
| <input type="checkbox"/> Jazz Freaks          | <input type="checkbox"/> Tap Spinners |  |                                      |                                   |                            |
| <input type="checkbox"/> Jazz Flame           | <input type="checkbox"/> Tap Ratz     |  |                                      |                                   |                            |



DancEdge Permissions:

It is a regulatory requirement that parents / guardians provide authorisation for emergency medical attention whilst dancers are in our care:

- I hereby declare that (dancer name) ..... is in good health and may fully participate in classes run by DancEdge Emerald
- I hereby understand and give authorisation for a member of DancEdge Emerald to provide appropriate medical attention for my child in an emergency (Inclusive of First Aid and medical treatment for my dancer from a registered medical practitioner, hospital or ambulance service).
- I hereby give authorisation for DancEdge Emerald to: apply Band-aid / Ice-pack / removal of splinter / cleansing of wound using saline solution.
- Ambulance transport to be called if my dancer requires emergency hospital treatment.
- Evacuation in an emergency situation.
- I understand that my dancer will dance exclusively with DancEdge Emerald and any breach of this may result in termination of my dancers' enrolment.

Signature of Parent / Guardian: ..... Date: .....

Office Use Only

Date Registration Received: .....	New Enrolment <input type="checkbox"/> / Returning Enrolment <input type="checkbox"/>
Account Name and Number: .....	
Entered on system by: .....	Date entered: .....



2019 Release of Liability

Release of Liability, Waiver of Liability, Assumption of Full Responsibilities for ALL risks of bodily injury, death or damages

Dancer Name: .....

- I give my consent for my dancer (name listed above) to participate in the curriculum / instruction taught by DancEdge Emerald. I understand that it is the express intent of DancEdge Emerald to provide for the safety and protection of my dancer. I understand that participation in the curriculum / instruction as taught by DancEdge Emerald may result in injury. Injuries may include, but are not limited to: muscle strains, muscle tears, broken bones and severe injuries such as paralysis and even death.
I agree to guarantee payment of any medical expenses incurred as a result of curriculum / instruction, rehearsal, performing or general participation in activities of DancEdge Emerald.
With regard to the use of facilities of DancEdge Emerald, I waive all rights or causes of action against the building owners, and / or DancEdge Emerald for injuries or other damages suffered by my dancer (name listed above) and / or myself whilst under the supervision of DancEdge Emerald.
I agree to release DancEdge Emerald and its employees from liability in the future.
I hereby certify that this 'Acknowledgement of Risk and Waiver of Liability' has been read by me, understood completely and signed voluntarily.
I am the legal parent / guardian of my dancer (name listed above). I am 18 years of age or over.
I am the dancer (name listed above) and I am 18 years of age or over.

Parent / Guardian Full Name: .....
(IF under 18)

Parent / Guardian Signature: ..... Date: .....
(IF under 18)



### 2019 Media Release Form

Dancer Name: .....

YES /  NO

I give permission for my dancer (name listed above) to be photographed, involved in audio / visual recordings to promote the activity of the centre. (eg. Centre promotional material, Come and Try Day, filming of concert performances)

I acknowledge that I am not entitled to remuneration, residuals, royalties or any other payment / reimbursement from DancEdge Emerald with regard to the use of photographic and / or audio / visual material involving my dancer.

I acknowledge that I have no claim to copyright in any aspect or portion of the photographic and / or audio / visual material involving my dancer. Copyright and ownership of the photographic and / or audio / visual material will remain with DancEdge Emerald.

I agree that photographic and / or audio / visual material may be used in all formats and media (eg. Photo gallery on website, brochures, newsletters, concert performances).

I give permission for DancEdge Emerald to use for advertising and commercial purposes without the need for further consent or permission: photographic and/or audio/visual material used as representations, reproductions and / or adaptations either complete or in part, alone or in conjunction with any wording or drawing for all uses whilst representing DancEdge Emerald.

For information relative to Social Media use, please refer to the Centre Policy.

Parent / Guardian Full Name: .....  
(If under 18)

Parent / Guardian Signature: ..... Date: .....  
(If under 18)

# DANCEDGE EMERALD

## 2019 Fee Information

DancEdge Emerald is a not-for-profit organisation, staffed by locals and run by a volunteer committee. To ensure our continued operation and growth, we rely on our dancing families being involved where they can. Any fundraising activities that we do throughout the year are for the direct benefit of all our dancers and our great centre.

### Registration Fee

Every dancer, every year must pay this to cover insurances \$ 60.00

### Family Membership

This covers all members of the same family for 1 year \$ 40.00  
(Please note that Registration and Membership Fees are non-refundable)

### Class Fees for 2019 Tuition (per term)

30 minute lesson	\$ 65.00
45 minute lesson	\$ 85.00
60 minute lesson	\$105.00
Adult Aerobics & Jazz Combo	\$120.00
Stretch & Strengthen & Cygnets/ Tylwyth Ballet	\$157.50

\* Discounts are applied per family for multiple classes. Please note that discounts do not apply to costume levies. Discounts are outlined below:

- ✓ The 4<sup>th</sup> class and the 8<sup>th</sup> class per family attract a 25% discount on classes at the same or lesser value
- ✓ Each dancer will be charged a **costume levy** per class. This levy is charged at \$40 per class per term for terms 2, 3 and 4. Any family discounts applied for multiple classes do not apply to costume levies. If a costume has been ordered for your dancer, you will be required to pay for it.
- ✓ **Refunds and credits** will not be issued where a student has missed a class
- ✓ Fees are invoiced each term and are due and payable in full by week 7 of each term for terms 1, 2 and 3. In term 4, all fees are to be paid in full by Photo Day for dancers to receive their costumes. Our terms are strictly 30 days, payment plans can be organised by contacting our office.
- ✓ Fees are charged to families in the first 2 weeks of each term. Payments can be made by direct deposit, bank cheque or cash/efpos payments during office hours.
- ✓ Credits are not given for missed classes. If a class is cancelled due to a teacher being sick or away then credits of 75% of the daily class fee are issued back to your account. In most cases, teachers will schedule a make-up class. We acknowledge public holidays but not student free days.





- ✓ Late payment of fees will result in dancers being excluded from classes.
- ✓ DancEdge Emerald has policies and procedures regarding the late payment of fees. Full details of this policy can be obtained upon request from our office.
- ✓ Membership and registration fees are not refundable. Any fees already paid to DancEdge Emerald are not refundable.
- ✓ The procedure for late payment of fees is as follows:
  1. A statement will be generated for outstanding accounts unpaid after the due date has passed. This will be sent by email and followed up with a phone call.
  2. Families will have 2 weeks to pay the outstanding amount before another reminder email and phone call is issued by our office or a member of the committee.
  3. Any accounts unpaid 4 weeks after the nominated date will be placed in the hands of a debt collector. All administrative costs associated with the recovery of outstanding fees by the debt collection agency will be added to the overdue account for payment.

I agree that I have read, and understand the above terms and conditions relating to the charging and payment of fees with DancEdge Emerald.

Parent / Guardian Full Name: .....  
 (If under 18)

Parent / Guardian Signature: ..... Date: .....  
 (If under 18)

# DANCEDGE EMERALD

Welcome!

Thank you for choosing to be a part of the DancEdge Emerald family in 2019. We strive to provide our dancers with curriculum based dance programs in a fun and inclusive environment, taught by qualified teachers who have a love of dance.

We want to make the time you spend at the studio as pleasant as possible; therefore we have policies and procedures in place to accomplish this. Contained in the following pages are guidelines concerning class attire, class placement, behaviour expectation – just to name a few. We have tried to give you as much information as possible so you will know what is required of both you and your dancer as we begin this dancing year together. Please feel free to ask us any questions if there is something you do not understand. If we do not know there is a problem, we can't fix it. You can contact our office administrator Ashleigh Kavanagh during office hours on 49 822 732 or via email [emeralddancecenrre@bigpond.com](mailto:emeralddancecenrre@bigpond.com). Please refrain from sending messages to personal accounts via social media.

## Class Placement

We do our best to place students in the most appropriate class based on age and ability level. Sometimes after beginning class it may be necessary to move a student to a different class to better meet his or her needs. We will discuss the potential move with the parents and try our best to accommodate personal schedules. We want your child to benefit from the dance education you are paying for, therefore we need to make sure they are in a class that allows them to excel. **Please be respectful and understanding of the teacher's opinion** as they are the one best suited to make a judgement call on student dance ability and suitability for their classes.

**Placement in Acro classes will be different from other dance styles.** The teacher needs to both assess students' skill levels as well as have students of differing sizes to be able to safely perform certain moves within the choreography. For example some students will need to be bases and some will be fliers so they need to be split across the classes offered. Term 1 will be an age, experience and skills based term and then in Term 2 students will be rearranged within the classes according to their experience, skills and size. This means that at the end of Term 1, your child may be asked to move to another class time.

## Class Transfer/Withdrawal

At any time during the dance season, it may become necessary for your dancer to be transferred to another class or withdrawn from class. If a transfer is needed, suitable arrangements will be made. In the case of a withdrawal after the term has already commenced, you will be responsible for any and all charges incurred on your account (including costumes). **Two (2) weeks written notice is required if withdrawing from a class.**

# **DANCE**EDGE EMERALD

## **Class Etiquette**

Dance class is like any other structured learning environment. We expect all students to behave with a level of self-control and respect that is appropriate for their age. Students are expected to arrive on time, be properly attired and ready to learn. Please do not let siblings; friends, etc. go in the dance classroom unless it is their scheduled class as it is distracting and takes class time and teacher attention away from those students who are paying for the class.

**No electronic devices are allowed in the dance classroom during class time.**

Dancers are the responsibility of DancEdge Emerald only when they are in class. Please escort your dancer to class and collect them at the end. DancEdge Emerald does have a policy for the late collection of dancers, please contact our office for a copy of this.

Parents are not permitted in classes or to sit and watch classes. The last week of each term we hold an 'open week' where parents are invited to stay to watch the class to see the progress of the term. If you would like to talk to a teacher, please arrange a time to do this that will not interrupt the dance class. You may prefer to send an email or a message via the closed Facebook group.

## **Uniforms**

DancEdge Emerald colours are Red, Black and White. Any combination of these colours in appropriate dance clothing is suitable for classes. School uniforms are not acceptable dance wear. Please make sure that your dancer has clothes to change in to for their classes.

## **End of Year Concert**

It is assumed that all students will take part in the end of year concert, unless stated otherwise. Students are allowed to attend class and not take part in the concert; however the end of year concert performance is a real highlight and we strongly encourage participation. Extra rehearsals are a part of being involved in the concert and these are run at the Emerald Town Hall, Monday through to Thursday the week of the concert. More information about the concert will be given out throughout the year.

## **Term Dates**

This year we will have 9-week terms and the class prices have been lowered to reflect this. This means that our last week of each term is available for make-up lessons if they are required. If a make-up lesson is not required then your child will not need to attend in week 10. You will be notified if there is a need for your child's class to be held in week 10.

Term 1: Monday 4<sup>th</sup> February – Friday 5<sup>th</sup> April 2019

Term 2: Tuesday 23<sup>rd</sup> April – Friday 21<sup>st</sup> June 2019

Term 3: Monday 15<sup>th</sup> July – Friday 13<sup>th</sup> September 2019

Term 4: Tuesday 8<sup>th</sup> October – Friday 29<sup>th</sup> November 2019

## **Concert Dates**

Photo Day: Sunday 17<sup>th</sup> November 2019

End of Year Concert: Friday 22<sup>nd</sup> and Saturday 23<sup>rd</sup> November 2019

# DANCEDGE EMERALD

## Your Classes

**Harris Street Studio**  
76 Harris Street

Times	Monday	Times	Tuesday	Times	Wednesday	Times	Thursday
		6.30am 7.30am	<b>Adult Ballet</b>				
		3.00pm 3.30pm	<i>Jellibeans Jazz</i>				
3.30pm 4.00pm	<b>Twinkle Tap</b>	3.30pm 4.00pm	<b>Jellibeans Jazz</b>	3.30pm 4.30pm	<b>Illusions Contemporary</b>		
4.00pm 5.00pm	<b>Tap Clix</b>	4.00pm 4.30pm	<b>Tap Taps</b>	4.30pm 5.30pm	<b>Expressions Contemporary</b>	4.00pm 4.45pm	<b>Sprites Ballet</b>
5.00pm 6.00pm	<b>Tap Catz</b>	4.30pm 5.30pm	<b>Tap Strikers</b>	5.30pm 6.30pm	<b>Cygnets Ballet</b>	4.45pm 5.45pm	<b>Giselles Ballet</b>
6.00pm 7.00pm	<b>Adult Tap</b>	5.30pm 6.30pm	<b>Tap Spinners</b>	6.30pm 7.30pm	<b>Double Core Stability</b>	5.45pm 6.45pm	<b>Fawns Ballet</b>
7.00pm 8.00pm	<b>B Rad Aerobics</b>	6.30pm 7.30pm	<b>Jazz Flame</b>	7.30pm 8.30pm	<b>Tylwyth Ballet</b>		
7.00pm 8.30pm	<b>Adult Jazz Concert Class</b>	7.30pm 8.30pm	<b>Tap Ratz</b>				

**Anglican Church Hall**  
40 Theresa Street

**PCYC Studio**  
114 Borilla Street

**PCYC Studio**  
114 Borilla Street

Times	Monday	Times	Tuesday	Wednesday	Thursday
3.30pm 4.00pm	<b>Fairies Ballet</b>				3.30pm 4.30pm <b>ACRO 1</b>
4.00pm 4.30pm	<b>Fairies Ballet</b>				4.30pm 5.30pm <b>ACRO 2</b>
4.30pm 5.00pm	<b>Jazz Kidz</b>	4.30pm 5.15pm	<b>Jazz Glitz</b>		5.30pm 6.30pm <b>Rebels Hip Hop</b>
5.00pm 6.00pm	<b>Tin Lids Hip Hop</b>	5.15pm 6.15pm	<b>Jazz Pizzazz</b>		6.30pm 7.30pm <b>M Crew Hip Hop</b>
6.00pm 7.00pm	<b>Jazz Freaks</b>	6.15pm 7.15pm	<b>Jazz Divas</b>		7.30pm 8.30pm <b>Elementals Contemporary</b>

## Contacts

DancEdge Emerald is run by a committee of volunteer members. Meetings are held once a month and are open for all to attend. Your current executive committee members are:

President:	Jane Inslay
Vice President:	Kylee Matthews
Treasurer:	Lyndy Mattiazzi
Secretary:	Michelle Hooper

<b>Dance Co-ordinator</b> for DancEdge Emerald:	Ms Julie Kavanagh
<b>Administrator</b> for DancEdge Emerald:	Ashleigh Kavanagh

Please direct all enquires to Office Administrator Ashleigh Kavanagh  
Phone: 4982 2732

E-mail: [emeralddancecentre@bigpond.com](mailto:emeralddancecentre@bigpond.com)

### Harris Street Office Hours:

Monday:	12pm – 3pm	Wednesday:	12pm – 5pm
Tuesday:	11am – 2pm	Thursday:	12pm – 3pm