



76 Harris Street Emerald  
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## 2020 Enrolment Pack

**Welcome** to DancEdge Emerald!! *We believe that dance should be fun for all ages 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 – Beginner, Junior, Intermediate and Senior Classes

Hip Hop – Beginner, Junior, Intermediate and Senior Classes

Cheer – Mixed Age Class

Musical Theatre – Junior/Int, Senior Class

Funk – Senior Class (15 years and over)

(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.

Membership Form

Registration Form

Fee Information

Liability Form

Media Release Form

General Information



How did you hear about us? Returning Family Facebook Newspaper Referral Other Referral Name? .....

2020 Enrolment Form

Family Information:

Family Name

Contact #1 Details

First Name: ..... Surname: .....

Address: .....

Primary Phone: ..... Work Phone: .....

Mobile Phone: .....

Email: .....

Occupation: ..... Relationship to Student: .....

Reliable Emergency Contacts:

Person 1

Name: .....

Phone: .....

Person 2

Name: .....

Phone: .....

2020 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 \$44.00 per year. This covers all members of the same family for one year.

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 .....



## 2020 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:**

- |   |   |  |  |  |  |
|---|---|--|--|--|--|
| <p><b><u>Jazz</u></b></p> <p><input type="checkbox"/> Jellibears 3.30/4.00<br/> <input type="checkbox"/> Jazz Kids<br/> <input type="checkbox"/> Jazz Glitz<br/> <input type="checkbox"/> Jazz Divas</p> <p><input type="checkbox"/> Jazz Freaks<br/> <input type="checkbox"/> Jazz Flame<br/> <input type="checkbox"/> Jazz Extension<br/> <input type="checkbox"/> Funk Combo</p> <p><input type="checkbox"/> Jazz Sizzle (Adult)</p> | <p><b><u>Tap</u></b></p> <p><input type="checkbox"/> Twinkle Tap<br/> <input type="checkbox"/> Tap Taps<br/> <input type="checkbox"/> Tap Clix<br/> <input type="checkbox"/> Tap Catz</p> <p><input type="checkbox"/> Tap Strikers<br/> <input type="checkbox"/> Tap Spinners<br/> <input type="checkbox"/> Tap Ratz<br/> <input type="checkbox"/> Tap Stomp<br/>                 (Adult)</p> | <p><b><u>Ballet</u></b></p> <p><input type="checkbox"/> Fairies 3.30/4.00<br/> <input type="checkbox"/> Sprites<br/> <input type="checkbox"/> Giselles<br/> <input type="checkbox"/> Fawns</p> <p><input type="checkbox"/> Twylyth<br/> <input type="checkbox"/> Royals Ballet</p> | <p><b><u>Contemporary</u></b></p> <p><input type="checkbox"/> Illusions<br/> <input type="checkbox"/> Reflections<br/> <input type="checkbox"/> Expressions<br/> <input type="checkbox"/> Elementals</p> <p><input type="checkbox"/> Impressions</p> | <p><b><u>Hip Hop</u></b></p> <p><input type="checkbox"/> Tin Lidz<br/> <input type="checkbox"/> Rebels<br/> <input type="checkbox"/> M Crew<br/> <input type="checkbox"/> Mayhem</p> | <p><b><u>Cheer</u></b></p> <p><input type="checkbox"/> Cheer Velocity</p> <p><b><u>Cabaret/MT</u></b></p> <p><input type="checkbox"/> Fame</p> |
|---|---|--|--|--|--|

**#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)*

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| <p><b><u>Jazz</u></b></p> <p><input type="checkbox"/> Jellibears 3.30/4.00<br/> <input type="checkbox"/> Jazz Kids<br/> <input type="checkbox"/> Jazz Glitz</p> <p><input type="checkbox"/> Jazz Divas<br/> <input type="checkbox"/> Jazz Freaks<br/> <input type="checkbox"/> Jazz Flame<br/> <input type="checkbox"/> Jazz Extensions</p> | <p><b><u>Tap</u></b></p> <p><input type="checkbox"/> Twinkle Tap<br/> <input type="checkbox"/> Tap Taps<br/> <input type="checkbox"/> Tap Clix</p> <p><input type="checkbox"/> Tap Catz<br/> <input type="checkbox"/> Tap Strikers<br/> <input type="checkbox"/> Tap Spinners<br/> <input type="checkbox"/> Tap Ratz</p> | <p><b><u>Ballet</u></b></p> <p><input type="checkbox"/> Fairies 3.30/4.00<br/> <input type="checkbox"/> Sprites<br/> <input type="checkbox"/> Giselles</p> <p><input type="checkbox"/> Fawns<br/> <input type="checkbox"/> Twylyth<br/> <input type="checkbox"/> Royals Ballet</p> | <p><b><u>Contemporary</u></b></p> <p><input type="checkbox"/> Illusions<br/> <input type="checkbox"/> Reflections<br/> <input type="checkbox"/> Expressions</p> <p><input type="checkbox"/> Elementals<br/> <input type="checkbox"/> Impressions</p> | <p><b><u>Hip Hop</u></b></p> <p><input type="checkbox"/> Tin Lidz<br/> <input type="checkbox"/> Rebels<br/> <input type="checkbox"/> M Crew<br/> <input type="checkbox"/> Mayhem</p> | <p><b><u>Cheer</u></b></p> <p><input type="checkbox"/> Cheer Velocity</p> <p><b><u>Cabaret/MT</u></b></p> <p><input type="checkbox"/> Fame</p> |
|---|--|--|--|--|--|



- Funk Combo
- Tap Stomp (Adult)
- Jazz Sizzle (Adult)

**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.

**Accounts and Correspondence:**

- I hereby accept responsibility to pay owed fees to DancEdge Emerald according to their trading terms and conditions.
- I am aware that all fees are due and payable by the end of Terms 1, 2 and 3 for my dancer to continue their enrolment in classes. In Term 4, fees must be paid in full by Photo Day for dancers to receive their costumes. \* (Please see the general information sheet for further information regarding fees and payments, including volunteer levies).
- 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)

**Office Use Only**

Date Registration Received: .....	New Enrolment <input type="checkbox"/> / Returning Enrolment <input type="checkbox"/>
Entered on system by: .....	Date entered: .....
Welcome Email <input type="checkbox"/> Text Email <input type="checkbox"/> Reckon Entered	



### 2020 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)



### 2020 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)



## 2020 Fee Information – TAKE HOME MEMBER COPY

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 \$ 66.00

### Family Membership

This covers all members of the same family for 1 year \$ 44.00  
*(Please note that Registration and Membership Fees are non-refundable)*

### Class Fees for 2020 Tuition (per term)

30 minute lesson	\$ 75.00
45 minute lesson	\$ 95.00
60 minute lesson	\$120.00

\* 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 \$45 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/eftpos 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.



# DANCEEDGE EMERALD

Welcome....

Thank you for choosing to be a part of the DancEdge Emerald family in 2020. 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 Miranda Gesling during office hours on 49 822 732 or via email [emeralddancecentre@bigpond.com](mailto:emeralddancecentre@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.

## 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.**

## 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. Siblings, friends, etc. are not permitted in the dance classroom unless it is their scheduled class as this is very 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 and from class. DancEdge Emerald does have a policy in place 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 come along and watch the class to see their child's/ children's 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.

# DANCEDGE EMERALD

## 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 into 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 via email and our closed Facebook group if there is a need for your child's class to be held in week 10.

**Term 1:** Monday 3rd February – Friday 3rd April 2020

**Term 2:** Monday 20th April – Friday 26th June 2020

**Term 3:** Monday 13<sup>th</sup> July – Friday 18<sup>th</sup> September 2020

**Term 4:** Tuesday 6<sup>th</sup> October – Friday 6<sup>th</sup> November 2020

## Concert Dates

Photo Day: Sunday 8<sup>th</sup> November 2020

Rehearsal Week: Monday 9<sup>th</sup> November – Thursday 12<sup>th</sup> November 2020

End of Year Concert: Friday 13<sup>th</sup> and Saturday 14<sup>th</sup> November 2020

## Contacts

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

President:	Angela Weeks
Vice President:	Jennie Hunter
Treasurer:	Christine Wilson
Secretary:	Susan Higgins

**Dance Co-ordinator** for DancEdge Emerald: Ms Julie Kavanagh

**Administrator** for DancEdge Emerald: Miranda Gesling

Please direct all enquires to Office Administrator Miranda Gesling

Phone: 4982 2732

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

### Harris Street Office Hours

Mon – 9am - 1pm

Tue – 9am - 1pm

Wed – 9am - 4pm