

CITRUS DANCE

Important Information 2015

Welcome to Citrus Dance for 2015, either as a returning family or a new family. We are thrilled to have you joining us for another exciting year at Citrus. We trust that you will have a wonderful year and thank you for choosing to dance with us. We value your support of our studio and hope that it will continue to be, or be the beginning of, a long lasting relationship. As always, we are here to help. Please feel free to contact either Jan or myself should you have any issues or concerns.

This letter contains everything you need to know about 2015 at Citrus Dance. So please read carefully and take note of the important dates listed.

Dates:

Term 1 Starts : **Monday 2nd February**

NO DANCING : **Monday 9th March** (Labor Day)

Term 1 Ends : **Saturday 28th March**

Term 2 Starts: **Monday 13th April**

NO DANCING : **Saturday 25th April** (ANZAC Day)

NO DANCING : **Monday 8th June** (Queen's Birthday)

Term 2 Ends: **Saturday 27th June**

Term 3 Starts : **Monday 13th July**

Term 3 Ends : **Friday 19th September**

Term 4 Starts : **Monday 5th October**

Group Rehearsal 1 @ Huntingtower Gymnasium : **Sunday 18th October**

Group Rehearsal 2 @ Huntingtower Gymnasium : **Sunday 25th October**

NO DANCING : **Monday 2nd November** (Cup Weekend)

NO DANCING : **Tuesday 3rd November** (Cup Weekend)

Dress Rehearsal / Photo Day @ The Drum Theatre : **Friday 6th November** (TBC)

Showcase @ The Drum Theatre : **Sunday 8th November**, 11:00am & 4:00pm shows (TBC)

End of Year Breakup Party @ Citrus studio : **Friday 13th November**, 4:30-6:00pm (Kinders-Grade 4) 6:00-7:30pm (Grade 5-seniors)

Please Note : Dancing commences for 2015 one week later than school. This is so students can settle back into school before commencing at Citrus Dance.

Uniform:

Citrus Dance students are expected to be dressed appropriately for all classes.

JAZZ / HIP HOP : Black pants or shorts, Citrus Dance t-shirt, hair in pony tail. Tan jazz shoes should be worn by grade 5 students upwards. Students in grade 4 and under can wear bare feet but are also welcome to wear tan jazz shoes however they are not required.

TAP : Black pants or shorts, Citrus Dance t-shirt, hair in pony tail, tan tap shoes.

LYRICAL: Black pants or shorts, Citrus Dance t-shirt, hair in pony tail, bare feet.

BALLET: Black or pink leotard, ballet tights, ballet shoes, hair in bun, ballet skirt optional.

New shoes, leotards and tights: Can be purchased from Bloch (Chadstone Shopping Centre) or Energetiks (East Bentleigh). Both stores have a list of Citrus Dance's specific uniform list so please ask them for assistance. Please note that Kmart, Target and Best and Less also sell leotards, however shoes and tights must be purchased from Bloch or Energetiks.

T-shirts: These are purchased from the Citrus Dance studio for \$25. If you need a new teacher please speak to Jan or Em, or order one by sending us an email. Every Citrus Dance student requires a t-shirt for our end of year showcase as they are worn for the finale.

Second Hand shoes: Citrus Dance has an extensive second hand shoe supply at the studio. Shoes are available for \$20. If you would like to purchase shoes, or if you have old shoes that you would like to sell please speak to Jan or Em.

Optional extras: The Citrus Dance hoodie is a fantastic way to stay warm this winter for only \$35. Tank tops are also available for \$20, drink bottles for \$13, dance bags for \$25.

Make Up Class Policy:

In the event your child misses a class, he/she is welcome to do a make up class in any style suitable for their age group. Please send us an email if you wish to do a makeup class so that we can confirm the class is appropriate for your child. Please note that we do not refund classes because even if your child cannot attend a class it still runs for the other students in the class. If you are traveling overseas for an extended period please speak to us so that we can adjust your invoice accordingly.

Drop off & Pick up:

Parents are fully responsible for dropping off and collecting their child from classes. At the end of the final class for the evening, a child will be supervised by a Citrus Dance staff member for 15 minutes, during which time the child is expected to be collected. Should a parent be later than 15 minutes, on more than 2 occasions, a late fee of \$50 will be added at our discretion to the next term's fees.

Citrus Dance expects that a parent should notify a staff member if they are running late. Please phone or text Jan Growse 0405 534 571 or Emily 0437 017 009.

Supervision:

Your child is solely your responsibility. Students will only be actively supervised by a Citrus Dance staff member when participating in a class. Citrus Dance is not held responsible for the child's safety outside of the dance class. Students who are waiting outside the dance studio are not supervised by us. **UNDER NO CIRCUMSTANCES SHOULD YOUR CHILD GO INTO THE POOL AREA OR WEIGHTS ROOM** because he/she will NOT be supervised by a Citrus Dance staff member. Please ensure your child is fully aware of our expectations.

Emergencies:

Parents need to note that all students dance at their own risk. In case of an emergency Citrus Dance staff will act in the best interest of the child. This may mean calling an ambulance and you will be notified immediately if an emergency arises. Citrus Dance has parental/guardian contact information on the premises at all times. **It is your responsibility to notify us of any changes to your contact and emergency contact information.**

Behavior during class:

It is an expectation that students behave appropriately at all times. Unacceptable behavior will result in a child being asked to sit out of a lesson. If this behavior continues then the child may be asked to leave.

No NUTS Policy:

Citrus Dance is a 100% nut free zone. If any nuts are found they will be disposed of by a Citrus Dance staff member immediately. Nuts are also prohibited from all dress rehearsals and showcases. If your child has an allergy, please provide us with a copy of your action plan.

Drink Bottles:

Your child must bring their own drink bottle to class. The kitchen can only be used for refilling drink bottles. The glasses and cups in the kitchen are not for the use of Citrus Dance students. Please ensure your child has a drink bottle with them for every class, especially on warmer days.

Exams:

Citrus Dance is a member of the Australian Teachers of Dancing (ATOD) and will be offering eligible students the opportunity to participate in ballet and tap exams during the year. Exams are held at the Citrus Dance studio and an external representative from ATOD assesses the students. Students are provided with written feedback, a certificate and a medal for their exam. Additional costs for exams will be sent in an additional invoice at the end of term 1. These fees are non-refundable.

More information will be sent closer to the exams. Please note that exams are not compulsory, however we do encourage students to participate.

Competitions:

Eligible students have the opportunity of performing in dance competitions in the September school holidays and late October. Citrus Dance competes in two competitions. Students wishing to be involved in competitions should email Emily with an expression of interest. Please state whether you are interested in

Advertising:

Photographs and video footage of students may be used for advertising purposes on our website, other advertising websites and printed promotional material. By signing this form, you agree to us using photographs of your child for advertising purposes.

Fees:

Fees are paid by the term and include GST. The following list indicates the price of each class based on the length of the class:

30 minutes class = \$13
40 minute class = \$15
45 minute class = \$16
50 minute class = \$17
60 minute class = \$18.50

Citrus Dance invoices are paid by the term and payment can be made by cheque, cash, or direct deposit online.

Account Name: CITRUS DANCE PTY LTD

Bank: ANZ

BSB: 013366

Account Number: 184420201

Late Fee payment penalty:

Fees must be paid in full by the start of week 3 of each term or you may incur a \$50 late fee. Your child may be asked to cease classes until payment has been made.

If you need to put in place a payment plan to assist with the payment of your term fees, please speak to Jan or Em before the term commences.

Showcase:

We have an annual showcase in November every year in which every student performs. More information regarding the showcase will be sent closer to the time.

Thank you once again for your support of Citrus Dance. If you have any concerns please do not hesitate to contact us.

