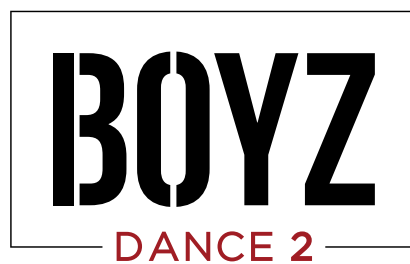


THE *dance* STUDIO
Student Handbook
2021



15 Morningside Drive, Morningside, Auckland,
thedancestudio@xtra.co.nz
www.thedancestudio.co.nz

 The Dance Studio & Boyzdance2

 @thedancestudionz

IMPORTANT DATES

Term 1	Tuesday 9 th February to Sunday 16 th April
Term 2	Monday 3 rd May to Sunday 11 th July
Term 3	Monday 26 th July to Sunday 3 rd October
Term 4	Monday 18 th October to Sunday 19 th December

Exams	TDS Exams and Medal Tests August 2021 NZAMD exams September 2021 Exam entries will be due to the office in June
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End of Year Concert 17th - 19th December

There will be no classes the week of Monday 13th December, instead all classes will have at least one stage run as well as the dress rehearsal.

WELCOME TO ALL NEW AND RETURNING STUDENTS

We have prepared this handbook to assist you through the year and to answer any questions you may have regarding your dancing. Please keep it in a safe place for easy referral. We hope you have an enjoyable year with us at The Dance Studio.

The Dance Studio was formed from an association between a group of professional dancers and teachers wishing to create a central home for all those involved in, or having an interest in dance in its many forms in our community.

It is a base from which to teach, a space to create and rehearse and an information and resource centre available for all teachers, dancers and students. The faculty is committed to providing the best education and educators available while also providing an environment that will foster new initiatives and unions, allowing them space to develop.

Above all we wish everyone to share in the joy of dance knowing that dance prospers in a space where it becomes a shared language.

- The Dance Studio Team

We do our very best to keep you informed but we ask that you please be pro-active in keeping up-to-date with what is happening around The Dance Studio. There are several ways you can do this:

- Go to www.thedancestudio.co.nz
- Follow us on Facebook and Instagram
- Check all emails from us - please make sure that we always have a current email address for you.

FACULTY

The Dance Studio team is composed of some of NZ's most experienced teachers and choreographers as well as a group of talented and committed young dance professionals. Between them they have some impressive performing credits and invaluable experience in the performing arts industry.

Each class at The Dance Studio is assigned a specialised teacher for the year. Due to many of our teachers being in high demand as performers in the dance industry, there may be the occasion where a replacement teacher will cover a class.

Jacqui Cesan BA, Grad Dip BFA, Grad Dip Tchg	Ballet, Contemporary, Jazz, Latin, Junior Classes
Andrew Cesan BPSA (Dance)	Hip Hop, Tap
Caitlin Davey BPSA (Contemporary Dance)	Admin, Ballet, Contemporary, Junior Classes
Celina Torres BPSA (Contemporary Dance)	Contemporary, Hip Hop
Charlotte Barrand	Contemporary, Tap
Eleanor Tubman	Contemporary, Jazz, Acro, Junior Classes
Faolan Okan	Hip Hop, Tap
Holly Finch Cert. IV in Dance	Contemporary, Jazz
Issie Cassidy BPSA (Contemporary Dance)	Contemporary, Jazz
Leanne Pearce	Tap
Legion Kelly	Hip Hop
Lucy Lynch BPSA (Contemporary Dance)	Contemporary, Jazz, Ballet, Lyrical
Maddie Gray	Jazz, Hip Hop
Mandy Tubman	Admin/Accounts
Morgan Heron BPSA (Dance)	Jazz, Tap
Richie Cesan BPSA (Dance)	Hip Hop, Tap, Contemporary, Junior Classes
Rosa Tubman	Hip Hop, Jazz, Junior Classes
Sarah Collins BPSA (Contemporary Dance)	Ballet
Shania Naera	Hip Hop
Sophie McLean	Ballet, Jazz

NEW FOR 2021

New classes for 2021 include;

Hip Hop Exam - Students will follow the new NZAMD Hip Hop Syllabus choreographed by Andrew Cesan

Jazz and Contemporary - non-syllabus classes for both beginners and more advanced students

Adult Ballet - to add to our Tap, Jazz and Hip Hop classes

Boyzdance - For boys already taking a class at TDS who would like to upskill and learn repertoire in other genres and techniques.

Keep your eyes open for announcements regarding acting classes, salsa, tango and swing.

Friday night performances to showcase works of our TDS performance groups, creations by our teachers, companies in residence and special guests.

FEES 2021

All Term Fees are due by the start term, unless an instalment plan has been pre-arranged with the office.
Class enrolment will not be confirmed until payment has been received.

	Class length	Term Fee
Junior Classes		
Move with Me	30 minutes	\$115
Pre-school	30 minutes	\$115
Junior 1 Dance	30 minutes	\$115
Junior 2 Dance	30 minutes	\$115
Junior 2 Hip Hop	30 minutes	\$115
Acro		
Junior 2-3	45 minutes	\$145
Levels 1-6	60 minutes	\$155
Adult Classes		
Ballet, Jazz, Hip Hop, Tap	60 minutes	Concession card
Ballet		
Junior 3 and Grade 1	45 minutes	\$145
Grades 2-5	60 minutes	\$155
Grades 6 - Intermediate	2 classes per week	\$290
Advanced (2-year programme)	2 classes per week	\$290
Contemporary		
Introductory and Preparatory	45 minutes	\$145
Levels 1-3	60 minutes	\$155
Levels 4-6	2 classes per week	\$290
Beginner and Teen	60 minutes	\$155
Hip Hop		
Junior 2	30 minutes	\$115
Junior 3 and Levels 1-2	45 minutes	\$145
Levels 3-6	60 minutes	\$155
Teen and Exam	60 minutes	\$155
Jazz		
Junior 3 and Grade 1	45 minutes	\$145
Grades 2-5 and Pre-Senior Prep	60 minutes	\$155
Pre-Elementary	75 minutes	\$170
Elementary - Advanced 2	2 classes per week	\$290
Teen and Repertoire	60 minutes	\$155
Tap		
Junior 3 and Levels 1-4	45 minutes	\$145
Level 5	60 minutes	\$155
Level 6A,6B	45 minutes	\$145
Levels 7-9	60 minutes	\$155
Teen	60 minutes	\$155

Conditioning	60 minutes	\$155
Latin	60 minutes	\$155
Lyrical Repertoire	60 minutes	\$155

Performance Groups

Boyzdance	60 minutes	\$155
Jazz Junior Performance	60 minutes	\$155
Intermediate Performance	90 minutes	\$180
Senior Performance	2 classes per week	\$290
Hip Hop Junior Performance	60 minutes	\$155
Hip Hop Varsity Performance	90 minutes	\$180

Concession Cards

Adults 10-class concession card		\$160
Parents of enrolled students 10-class concession card		\$130
Students 10-class concession card		\$130

DISCOUNTS

Family discount 10% off fees if 2 or more **siblings** enrolled.

Earlybird discount 10% for fees paid **before end of the previous term**.

Earlybird & Family discounts do not apply to Concession Cards or Packages.

Multi Genre Package

4 genres - 40% off your 4th genre (discount will apply to lowest priced class)

Unlimited Class Package *Excludes performance groups.*

\$750 per term (per student) *For one appointed student to attend unlimited timetabled classes, classes must be appropriate for your level and age.*

PAYMENT OPTIONS

Online payment (preferred) to 02-0240-0280937-00

(please use the **student name & term** as reference and submit completed enrolment form to thedancestudio@xtra.co.nz with confirmation of payment).

EFTPOS (during office or reception hours, sorry no credit cards).

TERMS AND CONDITIONS

Enrolment Policies & Procedures

- By enrolling into a class, you agree to The Dance Studio Terms and Conditions.
- Enrolment into a class will be on a first come, first served basis. All classes have a maximum capacity. A waiting list is available if you miss out on the first intake.
- Enrolments will automatically roll over each term for the calendar year. If you are not returning next term please notify the office.
- Previous enrolments do not carry over into the next year.

Teachers Policy

- We The Dance Studio will provide a qualified teacher to our standards for each class.
- We reserve the right to replace a teacher at any time without notice as a result of other professional commitments.
- Any issues regarding our teachers or classes may not be discussed before, during or after class with the teacher and must be directed to the admin team via email at thedancestudio@xtra.co.nz

Fee Policies & Procedures

- All term fees are due by the start of term, unless an instalment plan has been arranged and approved prior with The Dance Studio Accountant.
- Our 10% Early bird discount is only available for those who pay prior to the end of the previous term, or prior to the term starting for term 1. This is not available for payments being made via instalments. Any incorrect discounts taken off will be invoiced for remainder of fees owed.
- The fees list is available from the website or the office. This provides full details about multi-class packages and discounts.
- Additional fees;
 - Admin fee \$20 per annum per family
 - NZAMD examination fees to be advised on examination entry form
 - End of year Concert fee (if participating in the concerts) - \$30 per family
- Fees that are unpaid on the last day of each term will be put in the hands of a debt collection agency and you will be liable for any additional costs associated with debt collection and recovery unless organised otherwise via our accountant.
- Students with outstanding fees may be excluded from concerts and exams.

Refund Policies & Procedures

- We will refund any Term Fees paid for:
 - Classes cancelled by The Dance Studio, only on the basis there is no future makeup class.
 - Classes missed if the timetable is changed and the student is unable to make the new time.
 - Classes missed if a student has an illness/injury and is no longer able to complete the term, providing the studio is informed immediately of the condition and a medical certificate is provided.
- To apply for a refund or credit:
 - Email details to The Dance Studio as soon as possible – Please do not wait until the term is over to request a refund or credit for the term that has passed: Once the term is finished, **NO FURTHER REFUNDS OR CREDIT WILL BE APPROVED.**
 - We are able to offer credit to another term or sibling as long as it is pre-arranged.
- We are unable to refund fees paid for:

Refunds are not given for students who are absent from class due to illness, injury or personal circumstances unless the student is absent for more than 3 consecutive weeks and the office has been notified via email.

- Classes missed because the student changed their mind about wanting to do the class.
- Classes missed due to holidays. If you foresee a period of absence due to planned holidays, please arrange with the studio at the beginning of term for the fees to be paid on a 'per class' basis.
- Classes missed due to Public Holidays will not be refunded.

Class Attire & Uniforms Policies

- All exam students must purchase and wear the correct Dance Studio exam uniform by the start of Term 2.
- All non-exam students must wear appropriate dance clothing, TDS and IDCO shirts and shorts/leggings are recommended.
- Appropriate dance shoes must be worn for all classes, no dancing in socks.
- All students should bring their own water bottle to class. Due to health and safety regulations The Dance Studio does not provide glasses.

Newsletter & Notice Board Procedures

- Newsletters are sent out via email, pinned on our notice board and available to view on our website. It is the parents and student's responsibility to read the notice board on a weekly basis and to read newsletters.

Health, Safety, Injury & Medical Policies & Procedures

- The Dance Studio is not liable for personal injuries sustained or any loss of, or damage to, personal property whilst on the premises.
- The Dance Studio aims to provide a safe environment to reduce the risk of injury. It should be recognized by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.
- It is the responsibility of the student, parents/guardians to notify the teacher in the event of an injury or medical condition prior to class.
- A first aid kit is available to any student. We do not dispense, pain relief or medication to any students.
- The Dance Studio students are under supervision whilst in class only. Teachers and staff are not responsible for students outside their allocated class time and children in waiting areas must be supervised.
- For safety reasons, students must be collected from inside the building. It is the responsibility of the parent/guardian to ensure their student does not wait outside the building.
- Fire safety - In the event of a fire, students are to follow their teacher's instructions and walk to assemble in front of the building

Class Attendance Policy

- Regular class attendance is vital for students to develop and keep up with their syllabus work. Students must be punctual to classes to ensure they receive a complete warm up.

- If you are going to be late or not able to attend your class a parent/caregiver needs to advise the office prior to class beginning.

Photography & Videoing Policies

- Photography or videoing of students (by anyone other than TDS staff) in class and at concerts is not permitted except by TDS staff. This is for the safety & well-being of each individual student and to comply with the Privacy Act 1993 regulations.
- Images or video footage of students may be used for marketing and website purposes. Please make the office aware if you do not wish for your child to appear in any photos or videos.

Examination Policies and Procedures

- All syllabus Ballet, Jazz, Tap & Contemporary classes are taught with the intention that students will work towards sitting their examinations during the year. Students will be entered into examinations at the discretion of the teacher, in consultation with students and parents/caregivers. Examination fees are additional to term fees.
- Students will be sitting exams August and September. If you know you will be away during this time please let us know in advance so we can do our best to accommodate you.

Behavioural Expectations

- All students are expected to show up on time for class each week with appropriate attire.
- Any damage done to The Dance Studio property will be the individual's financial responsibility. You will be required to pay for any repairs necessary as a result of the incident.
- All students and parents/caregivers must show respect towards the teacher at all times during the class. If you are having ANY issues with your teacher please come and discuss with the Admin Team immediately.

Choreography

- Choreography for classes, performances and competitions remain the artistic and intellectual property of The Dance Studio and/or the syllabus providers. Choreography must not be copied or used without prior permission of The Dance Studio.
- Students who leave the studio are not permitted to perform choreography that was developed specifically for them by The Dance Studio teachers as a solo or as part of a team/group without prior permission.

Privacy Act

- Your enrolment collects personal information about students. Under the Privacy Act 1993 you are entitled to have access to, and request correction of, this information at any time. It is held at The Dance Studio premises at 15 Morningside Drive, Morningside, Auckland 1025, New Zealand.

Dismissal

- The Dance Studio maintains the right to dismiss any student who breaches any of the stated Term & Conditions, damages property or causes severe disruptions to any classes. This decision is at the discretion of the Studio Directors.

EXAM PHILOSOPHY

At The Dance Studio we do cater for students who wish to take open non-exam classes. However, we encourage students to work towards an examination. Our experience so far tells us that children are more focused, learn better and retain knowledge and skills when they have a goal to work towards. We take care to ensure that all students are as well prepared and confident as possible by exam time and ensure that the exam experience is relaxed and enjoyable.

Students who wish to sit examinations must commit to attending a minimum of 80% of scheduled classes (or arrange private tuition to cover absences) and exam fees must be paid in full by end of term 2.

In Term 4 all students benefit from the work they have done during the year on dance techniques as they put together their end of year item for the concert.

All care is given at The Dance Studio to ensure that the individual needs of students are recognized and met. We make every endeavour to teach each person in a positive and caring manner. Our primary goal is to try and ensure that whether or not students choose to continue dance training that they retain a love of dance and feel confident to express themselves through it.

PERFORMANCE GROUPS

The Dance Studio provide the opportunity for selected students to be part of performance groups. These groups are by audition or invitation only. *Those selected are students that have shown that they would benefit from being extended beyond their normal class work.*

Performance groups represent the studio at community and city-wide events as well as in dance competitions.

Those invited to join a Performance group must commit to regular attendance at classes and rehearsals and be available for extra practices as called. They must show a commitment to the process and an ability to work as part of a team. Teachers reserve the right to stand down any member who cannot fulfil the above criteria.

Some students may be selected to perform solos, duos or trios. If this is something that interests you please email the admin team. All competition dances are at the discretion of and must be approved by Jacqui Cesan.

We are committed to provide appropriate opportunities for our students. We are selective in the competitions we enter our performance groups in as there are some disturbing trends in dance competitions including unsafe dance practices (these can have serious long term adverse effects on developing bodies) and inappropriate content and costuming. The Dance Studio offers performance groups to extend our dancers and we strive to make this a positive experience which aligns with our studio values.

CLASS DRESS CODE

Correct uniform and shoes must be worn for all exam classes from the start of term 2.

No big baggy t-shirts to be worn for any jazz, tap, contemporary or ballet classes.

PRE-SCHOOL - JUNIOR 2

No set uniform. Appropriate dance attire. Bare feet are preferred.

ACRO

GIRLS All grades - black leotard and leggings or bike shorts

Boys All Grade - black tight fitting t-shirt and shorts

BALLET

GIRLS Junior 3 - Grade 1: leotard (any colour) ballet socks and ballet shoes with elastics. Ballet skirts (above the knee) should be worn in class.

Grade 2: leotard (any colour) ballet tights and ballet shoes with elastics

Grade 3 - Advanced: black leotard, ballet tights and ballet shoes (please check with your teacher regarding ballet shoe ribbons).

CONTEMPORARY (ALL LEVELS)

GIRLS TDS black leggings and a fitted TDS singlet or t-shirt.

BOYS Black pants or boyzdance2 shorts and a TDS t-shirt.

HIP HOP (ALL)

No dress code but must have suitable clean sport or dance shoes. Non-restrictive and comfortable clothing. We recommend boyzdance2 shorts or the dance studio leggings and a TDS or IDCO t-shirt.

JAZZ

GIRLS All grades: TDS leggings and the dance studio top. Black split-sole jazz shoes

BOYS All grades: TDS t-shirt. Boyzdance2 shorts or stretchy black pants, jazz shoes.

TAP

GIRLS All grades: TDS leggings and the dance studio top. Black leather tap shoes.

BOYS All grades: boyzdance2 shorts or black trouser pants, TDS t-shirt. Black leather tap shoes.

LATIN

No dress code but students are expected to purchase Latin shoes. Preferred black leather. Non-restrictive and comfortable clothing. We recommend The Dance Studio leggings and a TDS t-shirt or singlet.

SECOND-HAND SHOES & MERCHANDISE

We have a number of second-hand items for sale in reception. Payment for second-hand items goes directly to the seller so we are unable to accept eftpos for these – cash is required.

If you would like us to sell items on your behalf, please leave clean items in the office or at reception. Please clearly mark your item with: name, phone number, size & price.

COMPANIES IN RESIDENCE

IDENTITY
DANCE COMPANY

Internationally recognised and active in the NZ dance scene not only in Hip Hop competition but also in paving the way for hip hop artists to be seen as theatre performers.

MOMENTUM
PRODUCTIONS

Momentum Productions are one of NZ's leading dance and entertainment companies. They provide opportunities for dancers to learn about and prepare for the industry.

Members of Identity Dance Company and Momentum Productions make up core casts of NZ wide shows featured at festivals, on television and at corporate events.

We are very lucky to have this association with both companies as they provide additional development and employment opportunities for many of our students and teachers.

CODE OF CONDUCT

No food or drinks are allowed in the studios – water bottles only. Food may be consumed in the student lounge.

No mobile phones during class – please turn them off or to silent.

CHEWING GUM IS BANNED IN THE FACILITY.

Please do not play with sports balls or equipment.

The Dance Studio is a space to learn in – tutors reserve the right to ask any student who is disrupting the class to leave.

Please take ALL your belongings with you at end of class - lost property will be placed in a box in the student lounge. Any lost property unclaimed at the end of term will be given to charity.

Please Respect Our Facility By

- Ensuring that all rubbish is placed in the correct bins provided.
- Making sure that personal possessions are kept tidily in the areas provided.
- Refraining from defacing notices, photos or magazines provided.
- Keeping hands and faces off the mirrors.
- Not playing running or contact games in any part of the studio – this includes swinging or climbing on the bars.
- Not touching stereo equipment in the studios without prior permission of the tutor.
- Not entering the studio office if unattended by a staff member, unless directed.

Parents Are Asked To Ensure That

- Visiting children are not left unsupervised.
- Children are provided with the correct uniform or are dressed appropriately for their class.
- They keep up-to-date of Dance Studio notices by checking the website and notice board, or encouraging their children to do so.

THE DANCE STUDIO TRUST

In 2020, we established The Dance Studio Trust to enable us to continue supporting dancers to get established in the industry, and to ensure new dance works make it to the public stage.

There is a desperate need in Auckland for extra rehearsal space for dance, theatre, music, and local community groups. In recent years, very little Creative NZ funding has been allocated to emerging dancers which has resulted in a decline in new dance works being produced. One of the most common barriers to producing these works is not being able to afford to hire rehearsal space. TDS Trust is operating Dominion Dance Space as a rehearsal space to help keep dance alive in our community.