

# Jaye's Dance

## Term and Conditions

Jaye's Dance offers a variety of dance classes for all ages and levels with classes taught in a friendly and exciting studio. We strive to bring out the best in every student while teaching them to love dance in a low-pressure environment. We help all our students to be confident, accomplished and creative. Jaye's Dance has been inspiring boys and girls for over 8 years and has a strong reputation within the community. The school consists of approximately 700 students ranging from age 2 to adult.

## Our Studio

Classes are held at the Jaye's Dance Studio which is located on Level 1 of the Promenade Building, 1 Ara Tai, Half Moon Bay, Auckland, (09) 534 4113. There is ample parking right outside the Promenade Building and surrounds.

## Attire

Jaye's Dance does not have a uniform policy but we require all dancers to wear clothing suitable for ease of movement during their dance class. Appropriate dance shoes are encouraged and leather ballet slippers can be purchased at the studio.

## Lost and Found

Please mark all dancewear, shoes and personal items with your dancer's name. We will make every effort to locate and return lost items and have a lost property container at the studio. However we cannot be responsible for any items that your dancer brings to class.

## Class Etiquette

Jaye's Dance promotes a wholesome, healthy, age-appropriate atmosphere and we expect all our dancers to follow common courtesy and to be respectful of their teachers and fellow class members.

We are happy to have parents and caregivers watch our classes, but please keep noise to a minimum and keep non-dancing siblings away from the dance floor.

Please ensure your dancer and any non-dancing siblings know to keep their hands off the mirrors and not to hang on the barre.

Regular punctual attendance is important for a dancer to progress. Being on time for class is essential. Warm-up exercises prepare the dancer's body for safe activity and help prevent injuries.

We are encouraging dancers over the age of 5 to be left in class with their teacher and picked up 5 minutes before the end of class. We find the dancers are less distracted and pay more attention to the teacher when parents and siblings are not in the studio.

No food or drink, other than a bottle of water, should be brought into the dance studio. There is no snacking during class time and chewing gum is not permitted.

Jaye's Dance will not tolerate disrespectful behaviour, language or bullying of any kind.

### **Health and Safety**

If your child has been unwell in the last 24 hours, please do not bring them to class, but do contact us by phone (09) 534 4113 or email [enquiries@jayesdance.co.nz](mailto:enquiries@jayesdance.co.nz) to let us know your child will be absent.

If your child has any illness, injury or special needs, it is vital that you notify the teacher so that we can monitor them specifically during class.

A first aid kit is kept at the studio, however we do not dispense Panadol or any other medication.

In case of emergency, it is imperative that parents and caregivers ensure that the contact information we have on file is up to date and accurate.

### **Fire Evacuation Policy**

In the case of a fire, the alarm will sound and the teacher will escort all the students in his or her care out of the building and to the assembly point. A register will be taken at the assembly point to ensure all the students are present.

Parents and caregivers are responsible for themselves and for any siblings of dance students and will also need to evacuate the building and gather at the assembly point.

### **Our Teachers**

Our experienced teachers are passionate about the art of dance and sharing their gift with their students.

If you need to speak with your child's teacher regarding any aspect of your child's dancing, please make an appointment. Our teachers have very full

schedules while they are teaching at the studio, so unexpected conversations can be difficult to accommodate. We will be happy to give you our undivided attention via a phone call or personal meeting at a time that is scheduled specifically for you.

Jaye's Dance reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If at any time a class needs to be cancelled, you will be informed via email and a full credit will be given for the cancelled class and applied to your next term's invoice.

The teachers at Jaye's Dance work hard to update their knowledge of dance training and technique in order to teach our students up to date choreography and dance styles. Any choreography or routines created from and within the Jaye's Dance studio are the artistic and intellectual property of Jaye's Limited.

### **Tuition Fees**

Our classes run to the school term calendar. Fees are calculated by term and all public and statutory holidays are taken into consideration and tuition fees are altered accordingly.

Tuition fees are due before the term begins to hold your dancer's place in the class and all fees must be paid in full within 2 weeks of the start date. We endeavor to send out invoices approximately 2-3 weeks before term time holidays start in order to give you at least 4 weeks before the invoice is due.

Tuition fees for 2016 are \$16 per class.

Families with two or more Jaye's dancers living at the same address will receive a sibling discount of 5%.

Children dancing in two or more classes each week at Jaye's Dance will receive a discount of 5%.

Payments can be made by Internet banking (details will be on your invoice), cheque, cash or eftpos at the studio.

Should your dancer not be able to attend class for any reason, please contact us before the missed lesson by leaving a message on (09) 534 4113, or by emailing [enquiries@jayesdance.co.nz](mailto:enquiries@jayesdance.co.nz). We do not offer make up lessons but give up to 2 credits (\$8 per missed lesson) per term for notified absences due to sickness or school camp. Credits are deducted from your dancer's invoice for the following term. They cannot be used by another dancer. Credits for any other reason are at the discretion of the Director.

Our current timetable can be found on our website [www.jayesdance.co.nz](http://www.jayesdance.co.nz). The timetable is reviewed on a term-by-term basis and is subject to change without notice.

### Our Four Year Old Dancers

If your child turns 5 during the Jaye's Dance calendar year, he or she will normally need to move from a day time (school hours) class to an after school class for 5-6 year olds. We would prefer for your child to move to the new class at the beginning of the term in which he or she turns 5 or starts school. The reasons for this are that it creates much less disturbance for the 5-6 year old class if any newcomers arrive at the beginning of term and it creates much less upheaval for the birthday child if they can start and get used to a new dance class before they start school, rather than starting school AND starting a new dance class in the same week.

If your child is turning 5 this year, please talk to your child's teacher or [enquiries@jayedance.co.nz](mailto:enquiries@jayedance.co.nz) to discuss placement in a 5-6 year old after school class.

### Withdrawal from Classes

If this is your child's first term dancing at Jaye's Dance or it is your child's first term dancing a new dance style at Jaye's Dance and your child decides to withdraw from classes, Jaye's Dance will refund all unattended classes for that term from the time we are advised classes will be discontinued.

From the second term on, refunds will only be made when the child's withdrawal is for medical reasons. This also applies to all competition groups. There is no penalty to withdraw your child during any of the school vacation periods before the next term's tuitions fees are paid.

### Adult Classes

Jaye's Dance also offers classes for adults. These classes are specifically for those over 18 years old; younger dancers can also participate but require permission of the Director or teacher.

Adult classes are not invoiced; dancers pay for each class they attend at time they take the class. Concession cards are also available.

Jaye's Dances currently offers three dance styles for adults: Ballet, Contemporary and Jazz/Hip Hop. Adult dancers can attend as many adult classes a week as they wish.

Adult dancers also get the opportunity to perform during Jaye's Dance's End of Year Production, however this is not mandatory.

### End of Year Production

In November each year, Jaye's Dance holds its annual production and we encourage all our dancers to participate; it is a highlight of the year for many of them!

Jaye's Dance will announce information about the production and the dress rehearsal on our website [www.jayedance.co.nz](http://www.jayedance.co.nz) and there will also be notices on display at the studio. The production will take place during a weekend in November, with the dress rehearsal being the weekend before. Both the production and dress rehearsal are held at Somerville Intermediate School in Howick.

There is a separate costume fee that will be due early in Term 4. Please budget between \$40 and \$60 for the costume which will be your child's to keep after the production.

We appreciate the trust that you have placed in us to teach your child dance throughout the year. We ask that you continue to trust us during our production time by following the specific instructions that will be given to you regarding your child's costume, make up, shoes and accessories. Please also respect that the dates and times of the dress rehearsal and the production cannot be changed regardless of any activities or vacations which may be scheduled during this time period.

The most important thing is that the children have fun and their families enjoy watching them perform. By working together we can be sure to have a successful production.

### **Social Media**

We understand that use of Facebook, Twitter and other social media outlets is commonplace. Please use discretion when posting on these sites. Never post anything that could compromise the self-esteem of students who attend Jaye's Dance. Never post any negative comments about Jaye's Dance, our teachers, our performances or any events attended. If you post videos of class or rehearsals, don't post any choreography in its entirety: Jaye's Limited owns the copyright to all choreography taught at the studio. Please be considerate about photos you post on social media that were taken at the Jaye's Dance studio or at a Jaye's Dance event and do not identify, or tag, children other than your own without the express permission of their parents. If it is brought to our attention that there has been improper use of social media, you will be asked to remove the content and if not done so, or if this continues to be a problem, we may have to take further action.

In addition to reading this document, please continue to visit our website [www.jayesdance.co.nz](http://www.jayesdance.co.nz) for more information and make sure we have your current contact details, including a valid email address, so we can keep you up to date.

Jaye's Dance also uses Facebook to post announcements, photos, videos, and other newsworthy items concerning Jaye's Dance, our students and the dance world at large. We encourage all Jaye's Dance families to "like" our page on Facebook to view up to date announcements as they occur.

If you have any questions regarding any of this information, please contact us on (09) 534 4113 or email [enquiries@jayesdance.co.nz](mailto:enquiries@jayesdance.co.nz).

Thank you so much for your support. We value all our dancers and their families and thank you for choosing Jaye's Dance.