



2/36 Guelph St, Somerville 3912
ABN# 41 360 547 187
Studio# 5977 6568
Email – dancelab.info@gmail.com
www.dancelabvic.com.au

ENROLMENT FORM 2021

**TRIAL OR
ONLINE CLASS**

YES NO

Name of Student

Address:

Postcode

Email:

[ALL COMMUNICATION REGARDING DANCE LAB CLASSES AND ACTIVITIES IS SENT VIA EMAIL.](#)

Phone

Home:

Mobile:

Date of Birth

Age (as at Jan 1, 2021)

**Name of
Parent/Carer**

**Emergency
Contact**

Name:

Phone:

In the event of an emergency I do hereby give permission to the **DANCE LAB** first aid officer to use his or her own discretion in determining the most appropriate course of action with regard to the best interests of the student named above.

**Please attach details of known illnesses and details of plan of action if required during class time.
(Asthmatics & Anaphylactic must attach Action Plans)**

DANCE LAB will not be liable for any loss or injury by the student while the student is attending **DANCE LAB** classes or travelling to or from **DANCE LAB** classes - Including online classes.

Dance Lab is a Child Safe Organization

I hereby give **DANCE LAB** consent for the student named above to be involved in the photography & filming of the concerts and competition troupes (if applicable). Also, that the student's photos and videos can be used and not limited to: social media and print for promotional purposes.

I have read, understand and agree to the conditions set out in the **DANCE LAB** policies and Code of Conduct (on reverse and attached).

Name

Date

DANCE LAB – CODE OF CONDUCT

All Dance Lab activities are approached with professionalism and integrity. We are committed to providing a safe, welcoming and nurturing environment that seeks not only to instil a love of dance in our students, but to develop important life skills as well: including respect, commitment, reliability and teamwork. To ensure a happy and positive experience for all involved, it is important that students, parents (including carers or legal guardians), extended friends and family members and staff understand and comply with our Policies below.

STUDENT POLICY

- Demonstrate respect for teachers, parents, staff and other students at all times.
- Arrive at least five minutes prior to your scheduled class. Latecomers may be refused entry, due to the risk of injury.
- Be dressed in the correct uniform and foot wear.
- Present to class in a tidy and well-groomed manner with hair tied back neatly off the face. Ballet buns are required for all classes, except hip hop.
- School uniform is not appropriate dance attire and therefore not permitted.
- **NO Jewellery to be worn in class (except small stud earrings)**
- Bring a clearly named bottle of water to every class.
- Attend class regularly unless ill or injured, or in the event of a family emergency, in the case of a student being absent email notification must be provided.
- Honour prior commitments made to the studio by attending classes, rehearsals and performances above other social events or external dance programmes.
- Seek permission to enter outside dance competitions and external programmes/auditions.
- Not take photographs or film in a changerooms
- Not to take photographs and film at Dance Lab and post on social media without permission from the studio.
- Students are not permitted to be seated in the first 3 rows of the theatre at Dance Lab entered competitions and must be accompanied by a supervising guardian over the age of 16 years. Ratio 3 children to 1 guardian. Unless with a recognised Dance Lab teacher.
- Serve as a role model to younger dancers at all times, including appropriate language and behaviour.
- Mobile phones should be switched off or on silent mode and are not to be used during class.
- Show respect toward the teachers and other members of the group
- Show respect and care for studio equipment and facilities. Put rubbish in the bins provided and clean up after yourself.
- Students are not permitted to leave without: A parent or carer, or Permission of a parent or carer or The knowledge of a representative of **DANCE LAB**

PARENT POLICY (including carers or legal guardians)

- Ask for help if you need it – we are here for you.
- Demonstrate respect for teachers, students, staff and other parents at all times.
- Take responsibility to read email updates and keep up-to-date with current activities and important information.

- Dance tuition fees are due week one of each new term. Classes will not be offered to students that aren't financial
- Troupe costume fees are due before the 1st performances
- Showcase costume fees are due prior to Showcase date, including ezidebit customers
- Ensure siblings are supervised at all times, equipment is treated with care and the waiting areas are left tidy.
- Ensure students and siblings are not unsupervised in the car park.
- Park in the allocated car parks or on the street. Do not park in the surrounding businesses.
- Refrain from entering either dance studio unless invited by a teacher. This includes studios not in use and extends to siblings.
- **Do not** interrupt the teacher/s between or during classes (emergencies excluded). If you would like to make an appointment, please drop a note in the fee box or email
- Understand and support the Dance Lab approach by encouraging children to show commitment and positivity while working to the best of their own ability.
- Students are not permitted to be seated in the first 3 rows of the theatre at Dance Lab entered competitions and must be accompanied by a supervising guardian over the age of 16 years. Ratio 3 children to 1 guardian. Unless with a recognised Dance Lab teacher.
- Refrain from taking photographs or video without permission or in changing areas.
- Alcohol must not be consumed at the Dance Lab premises or in the carpark.
- At external performances alcohol is not to be consumed in changerooms or allocated Dance Lab area.
- Respect our approach to establishing and maintaining professional relationships with our students and parents by (1) ensuring all contact is made via email and (2) refraining from direct communication with staff via personal email, text, phone or social media unless on platforms managed directly by Dance Lab (e.g. a private Facebook group) or deemed necessary (e.g. rescheduling a private lesson).
- Give permission for professional photographs & DVD (concert time only) or regularly at competitions, and studio 24 hour security monitoring
- **Not to enrol students in other dance schools for general classes we offer**
- **All helpers and volunteers are to have current WWCC.**
- Raise any concerns with Miss Emily by making an appointment via email.
- Viewing of classes is restricted to:
 - A new student's first class
 - Prospective students (Prior arrangements must be made with Miss Emily)
 - Class Display held annually at Elisabeth Murdoch Centre, in lieu of an open day at the studio due to parking restrictions.
 - Cameras or Video Cameras must not be brought to classes

ALL PARENTS AND GUESTS MUST SIGN IN AT RECEPTION

GRIEVANCE POLICY

- Efforts will be made to solve problems cooperatively and informally before presenting them in writing as a formal grievance.
- The first step to raising a complaint should be with the teaching staff. If not satisfied with the outcome, a formal avenue can be taken.
- To raise a formal complaint, your complaint must be put in writing and dated.
- All formal avenues for handling of grievances will be fully documented.
- All complaints and questions will receive consideration and will be discussed with the individual who raises them via email.
- Discussions held are confidential.

CONDUCT POLICY

- Dance Lab does not tolerate swearing, indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from students, parents/guardians, family members, or visitors.
- Any individual who demonstrates any of the above will have tuition suspended at Dance Lab immediately. This behaviour includes at the Premises or outside of the Premises, social media or on the internet.
- Negative communications between parents and/or students will not be tolerated by Dance Lab. Where negative communications take place, the parents and students involved will be asked to withdraw from Dance Lab immediately. This includes at the Premises or outside of the Premises, social media, or on the internet.
- Any person who does not comply with Dance Lab's Terms and Conditions will forfeit their position at Dance Lab and, to the extent permitted by law, will not be entitled to refund.

BULLYING POLICY

- The following will not be tolerated in person, via email, via text messaging or via the internet; verbal abuse or shouting, physical abuse, excluding or isolating a person, psychological harassment, humiliating a person through sarcasm, criticism or insults, ignoring or belittling a person's contribution or opinion.
- Where any person feels that they are the victim of bullying, they should discuss the matter professionally directly with the person/people concerned and request an end to the behaviour. Should this approach fail or be inappropriate, the victim can contact Dance Lab via email for assistance in resolving the matter
- These conduct codes aim to inform and guide expectations of behaviour to promote a safe and positive learning environment that is free of bullying within the dance school community. For the benefit of all Dance Lab families, your cooperation is appreciated.