



## 2019 CODE OF CONDUCT

### STUDENT CODE OF CONDUCT

- All students should arrive at least 10 minutes prior to class to avoid disrupting the teacher and other students.
- Students are required to wear the appropriate clothing and shoes to each class in accordance to the uniform requirements.
- Hair must be in a neat and tidy bun using French pins and hairnets to all classes at SDS Griffith.
- Students must understand that dance is fun but is also a DISCIPLINE. You may receive corrections, the teacher may yell over the music directions/corrections, you may be asked to repeat things numerous times and sometimes the teacher may take a firm stance in class to achieve results. This is not your teacher picking on you, disrespecting you or having an attitude problem but your teacher striving for result, maximising your potential and sometimes working towards deadlines. Corrections mean you are being watched and your teacher wants to be the best for you.
- Students are asked to be considerate if contacting Ms Shannon via text or via social media. Please be mindful of the days and times as we do have office hours.
- Students will not use their mobile phones during class times. All phones must be in the student's bag on silent. NO EXCEPTIONS
- Bullying and gossiping will not be tolerated at SDS. This also extends to outside the studio. Students who engage in this behaviour may face disciplinary action or even be asked to leave the studio,
- When attending workshops outside the studio students are to be wearing at least one visible item of the SDS uniform and ensure their hair is tied back off their face. Students must remember that they are representing the studio and conduct themselves in a manner to reflect the studio in a positive light.
- Students are NOT to attend classes at other local studios as this creates a conflict of interest. NO EXCEPTIONS
- All solos and groups are property of SDS. IF a student leaves the studio these routines remain the property of SDS Griffith.
- All students are asked to be polite and courteous to all teachers, parents and fellow students. Disrespectful behaviour will be addressed with parents and if not rectified you will be asked to leave the studio. NO EXCEPTIONS
- Students should not upload choreography onto social media unless permission is given as this is a breach of copyright.
- Students will not teach any choreography that has been learnt at SDS to any students who attend other dance studios.
- All students are encouraged to attend workshops during the holidays and if you require any help selecting where to attend please contact Ms Shannon.

### PARENTS CODE OF CONDUCT

- Parents agree to pay the NON-REFUNDABLE registration fee of \$20.00 per child. This fee covers administrative costs as well as insurance while your child is attending classes at SDS Griffith.
- Parents are asked when contacting Ms Shannon via text or social media to be considerate of the time. The studio does have business hours (Mon-Fri 9.00-3.30) and the office is closed Saturdays and Sundays. If contacting outside these hours please use email or most questions can be answered by looking at the website [www.sdsgriffith.com](http://www.sdsgriffith.com)
- Parents must understand that dance is fun but is also a DISCIPLINE. Your child may receive corrections, the teacher may yell over the music directions/corrections, your child may be asked to repeat things numerous times and sometimes the teacher may take a firm stance in class to achieve results. This is not the teacher picking on your child, disrespecting your child or having an attitude problem but the teacher striving for result, maximising your potential and sometimes working towards deadlines.
- Parents are asked to have their child/children at class at least 10 minutes early and to collect their child/children on time after their lessons. Please note that late fee policy if your child isn't collected on time and the class is the last of the day.
- Parents are asked to NOT speak to the teacher in between classes. All classes run back to back and it interferes with other children's paid lesson times. If you need to speak to the teacher please email to arrange a time that suits both parties [dance@sdsgriffith.com](mailto:dance@sdsgriffith.com)

- **Term fees are to be paid in full at the start of the term or if doing more than one class, half week one and the balance week five. Failure to make payments will result in a \$20 late fee being added to your total amount outstanding each week payment is late. Payment plans can be organised also by speaking to the front reception.**
- All lessons are to be paid for whether they are attend or not. We do not offer credit of missed classes or refunds on any money exchanged.
- Parents are asked to notify of any absences via text or email where possible.
- Parents are asked to help promote SDS Griffith in a positive way. If you feel there are issues you would like addressed please discuss with Ms Shannon rather than between other dance parents. Most issues can be resolved quickly avoiding any animosity or negative gossip that holds no truth.
- Parents should not upload choreography onto social media unless permission is given as this is a breach of copyright.
- Parents are asked to please indicate on the medical form online any existing injuries or medical conditions prior to starting classes at SDS. In some cases, you may be asked to obtain medical clearance from your GP depending on the injury/condition. If your child requires any asthma sprays or specific medications please indicate this on the medical form.
- Parents are asked to check emails regularly. All correspondence for the studio is done via email so please ensure you provide your current email and advise if you change your address.

## **UNIFORM**

**SDS GRIFFITH HAS ITS OWN DANCE UNIFORM AND PLACES ORDERS THROUGHOUT THE YEAR. PLEASE BE ADVISED THAT STUDENTS SHOULD WEAR ALL BLACK UNTIL YOU PURCHASE THE UNIFORM AVAILABLE AT THE STUDIO. ALL STUDENTS MUST ALWAYS WEAR TIGHTS AND/OR BOOTY SHORTS AND AT NO TIME ATTEND CLASS IN A LEOTARD ONLY. THIS APPLIES TO ALL AGE GROUPS.**

<b>CLASS</b>	<b>CLOTHING</b>	<b>TIGHTS</b>	<b>SHOES</b>	<b>HAIR</b>
<b>JAZZ/CONTEMPORARY</b>	SDS CROP TOP, SINGLET, BASEBALL TEE OR LEOTARD	SDS TIGHTS, BOOTY SHORTS OR PLAIN BLACK TIGHTS	<b>JAZZ</b> BLACK JAZZ SHOES <b>CONTEMPORARY</b> BARE FEET OR FOOT THONGS	BUN WITH FRINGE BACK OFF FACE
<b>TAP</b>	SDS CROP TOP, SINGLET, BASEBALL TEE OR LEOTARD	SDS TIGHTS, BOOTY SHORTS OR PLAIN BLACK TIGHTS	BLACK TAP SHOES	BUN WITH FRINGE BACK OFF FACE
<b>BALLET</b>	SDS LEOTARD, CROP TOP OR LEOTARD	SDS TIGHTS OR THE PINK OR BLACK BALLET TIGHTS	PINK BALLET SHOES (JIFFIES ARE NOT ACCEPTABLE FOR BALLET CLASS)	BUN WITH FRINGE BACK OFF FACE
<b>ACROBATICS</b>	SDS CROP TOP, SINGLET, BASEBALL TEE OR LEOTARD	SDS TIGHTS, BOOTY SHORTS OR PLAIN BLACK TIGHTS	BARE FEET OR FOOT THONGS	BUN WITH FRINGE BACK OFF FACE
<b>BOYS ONLY HIP HOP</b>	BLACK TOP & BLK PANTS	NA	RUNNERS	NA
<b>GIRLS HIP HOP</b>	SDS CROP TOP, SINGLET, BASEBALL TEE OR LEOTARD	SDS TIGHTS, BOOTY SHORTS OR PLAIN BLACK TIGHTS	RUNNERS	PONYTAIL OR BUN WITH FRINGE BACK OFF FACE

## **SDS WINTER STUDIO JACKETS**

Orders for the SDS Winter Jackets and Anoraks are placed on average 2 times a year. The cost of the Jacket is \$115 and the Anorak \$100.00. The jackets take approx. 8 weeks to be delivered to the studio as they are custom made to order. Payment must be placed when ordering the jackets/anoraks and no refunds will be offered once payment is placed once if you change your mind.

## **PRICING OF LESSONS**

Classes are pay by the term. We do not offer weekly prices. All classes are to be paid for whether attended or not. We do not offer refunds, make up classes or credits for missed classes.

If you are only doing one style/class a term payment must be made in full at the start of term. If doing multiple classes payments can be made half week one of term and the balance at week 5 of the term.

**LATE FEES OF \$20.00 PER WEEK WILL APPLY FOR PAYMENTS MADE AFTER WEEK 5 OF TERM.**

**As our classes are already priced at a competitive rate we do not offer discount for multiple classes or multiple family member rates.**

### **PRICES OF CLASSES WHEN PAID FOR BY THE TERM BASED ON A 10 WEEK TERM**

- TINY 30 MINUTE CLASS \$12.00 (10 WEEK TERM \$120.00)
- JUNIOR 45 MINUTE CLASS \$14.00 (10 WEEK TERM \$140.00)
- INTERMEDIATE/SENIOR 1 HOUR CLASS \$16.00 (10 WEEK TERM \$160.00)
- SENIOR POINTE 30 MINUTE CLASS \$12.00 (10 WEEK TERM \$120.00)
- MINI ELITE TRAINING 1 HOUR CLASS \$16.00 (10 WEEK TERM \$160)
- JNR ELITE TRAINING 1 HOUR CLASS \$16.00 (10 WEEK TERM \$160)
- SNR ELITE TRAINING 2 HOUR CLASS \$22.00 (10 WEEK TERM \$220)

We accept EFTPOS (2% surcharge), cash and cheque payments for fees, costumes, SDS Jackets/Anoraks and studio uniforms. All guest teacher workshops are cash only payments. Fees cannot be transferred from one term to the next. If a class is cancelled due to unforeseen circumstances by the studio you will be refunded by way of a credit towards next terms fees. If you need to discuss a payment plan for you family due to personal issues please do not hesitate to contact Ms Shannon

**THE END OF THE YEAR DRESS REHEARSAL WILL HAVE A CHARGE OF A ONE-OFF LESSON FEE**

### **PRIVATES LESSON FEES (MUST BE PAID AT TIME OF LESSON)**

<b>DURATION</b>	<b>PRICE</b>
<b>15 MINUTES</b>	<b>\$20.00</b>
<b>30 MINUTES</b>	<b>\$30.00</b>
<b>1 HOUR</b>	<b>\$50.00</b>

### **REGISTRATION FEE**

An annual non-refundable fee of \$20.00 per student is required before commencing classes at SDS. This fee covers administrations fees and the student's personal insurance (separate cover to the studios public liability).

### **DROP OFF AND PICK POLICY INCLUDING LATE PICK UP FEE**

Drop Off and Pickup of Students must be via the SDS Griffith entrance via the back of the Indoor Sports Centre. Parking is available on site with the entry between the Brickworks and The Indoor Sports Centre on Altin Street, Griffith.

Unless temporary arrangements are made, children may be dropped off **no earlier** than 10-15 minutes prior to the class start time. We are there from 3.30pm most days conducting private lessons but the studio does not officially open till 3.45pm. We cannot be responsible for children dropped off earlier then this time.

**If the class is the last of the day, and if a teacher should have to stay overtime to care for a child whose parent is late collecting them, an additional \$30 per half hour or fraction thereof will be charged after the first 10mins.**

We understand that things may arise from time to time but also need our parents to understand that we the staff also have outside responsibilities and some teachers do need to travel up to 40 minutes to be home. Late pick up fees will be payable at time of collecting child or within 7 days.

## **END OF YEAR CONCERT AND COSTUMES**

- Deposits for costumes for the end of year concert are payable toward the end of term 2. If you chose to not participate in the performance please notify us as soon as possible.
- Payment for costumes will be in two parts: 1. end of Term 2 Deposit 2. Balance during term 3.
- The deposit is non-refundable and once the orders placed ALL costume ordered must be finalised even if you decided to cease classes at SDS Griffith and not participate in the concert. Refusal to pay balances may result in legal action being taken.
- The deposit payment is \$50.00 per costume per dance class your child is doing.
- As costume vary in price we will advise you once the order has been placed. SDS will endeavour to keep the cost of all costumes to a reasonable price.
- A measure sheet will be handed out at the studio towards the end of term 2 was ask you assist us by returning the sheet ASAP before end of term 2.
- DRESS REHEARSAL IS COMPULSORY TO ALL STUDENTS. NON-COMPLIANCE OF THIS RULE MAY SEE YOUR CHILD NOT PARTICIPATING IN THE CONCERTS.
- Students are required to perform In BOTH concerts.
- Dates of the concerts are given out at the start of the year via our website [www.sdsgriffith.com](http://www.sdsgriffith.com) to avoid issues around this time. Please make sure you reserve these dates in your calendar.
- The dress rehearsal will incur a one-off class fee price.
- Please be advised that if there are any outstanding fees at the end of the year SDS Griffith reserves the right to withhold supplying any costumes until outstanding monies are finalised.

## **SOCIAL MEDIA POLICY**

- SDS Treat all social media postings, blogs, status updates and tweets as public comment.
- All postings (written, photos or videos) will be family friendly and feature positive news, updates and photos from SDS.
- No personal information about our students or their parents will be disclosed.
- No statements are to be made that might bring the studio into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible blocked from our site.
- SDS Griffith reserves the right to block any students from social media that leave the studio under negative circumstances.
- Photos maybe taken in class or at performances to be used for the advertising of the studio. If you object to your child/children being part of these photos/videos please notify on the enrolment form.

**WHAT WE ASK YOU TO DO:** We expect all our students and parent to conduct themselves appropriately when using electronic communication to share information with other members or posing material on public websites connected to our studio.

## **NON-COMPLIANCE**

Members may face disciplinary action for sending inappropriate electronic communication of posting online content or comments that harass, intimidate or humiliate another member as outlined in our social media policy. Under certain circumstances cyber bullying is a criminal offence that can be reported to the police.

## **SOLOS & ELITE TEAM**

If your child/children are doing solos or have been asked to be part of our Elite team training program you agree to attend extra lessons and rehearsals. Elite team students MUST participate in two technical classes and week and one Jazz to be part of the team. Elite Team members must also be able to commit to going away for competitions and performances when asked. Elite Team members will be asked to wear full SDS uniform when attending events/competitions. Elite team members are also required to sign a separate contact yearly. This Contract can be cancelled at any time from the Director if the code of conduct is not being followed or the Director feels that the dancer or parent is not a team player and/or is causing conflict.