



SDS GRIFFITH 2024 CODE OF CONDUCT

STUDENTS CODE OF CONDUCT

1. Timeliness:

- Students are expected to arrive at least 10 minutes prior to class commencement to ensure a smooth transition and minimize disruptions.

2. Dress Code:

- Compliance with uniform requirements listed below, including appropriate attire, hair and footwear, is mandatory for all classes.

3. Personal Presentation:

- Hair should be neatly styled in a bun using French pins and hairnets for a tidy appearance during SDS Griffith classes.

4. Attitude towards Dance:

- Students are reminded that while dance is enjoyable, it also demands discipline. Feedback, repetition, and firm guidance from instructors aim to enhance performance and achieve goals.

5. Communication with Ms. Shannon:

- When contacting Ms. Shannon via text or social media, students are encouraged to be mindful of office hours and communicate respectfully.

6. Mobile Phone Usage:

- During class time, all mobile phones must be switched off and/or on silent and securely stored in students' bags.

7. Zero-tolerance for Bullying:

- SDS Griffith maintains a strict anti-bullying policy, both within the studio and in external environments. Any instances of bullying may result in disciplinary action.

8. Representation at Workshops:

- Attending workshops requires students to wear at least one visible item of SDS uniform and maintain a professional demeanour, representing the studio positively.

9. Exclusive Studio Attendance:

- Students are prohibited from attending classes at other local studios without prior approval from Ms. Shannon, except for sanctioned workshops led by approved instructors.

10. Ownership of Choreography:

- All choreographed routines created at SDS Griffith by Teaching Facility or guest teachers remain the property of SDS Griffith, regardless of a student's enrolment status.

11. Respectful Behaviour:

- Politeness and courtesy towards teachers, parents, and peers are expected from all students at all times.

12. Confidentiality of Choreography:

- Teaching SDS Griffith choreography to students from other studios is strictly forbidden.

13. Holiday Workshops:

- Students are encouraged to participate in holiday workshops, and guidance on workshop selection is available upon request from Ms. Shannon.

PARENTS CODE OF CONDUCT

1. Financial Commitment:

- Parents agree to pay the non-refundable \$20.00 registration fee per child, covering administrative costs and yearly insurance while attending classes at SDS Griffith and will be in good standing with term fees during the year.

2. Financial Responsibility:

- Until the student turns 18, parents are responsible for all dance fees. Full Payment is expected by the end of each term to avoid any legal action being taken.

- SDS Griffith will also not engage in any disputes regarding payment arrangements between separated parents. Payment responsibilities must be agreed upon and managed independently by both parties.

3. Code of Conduct Review:

- Parents are urged to review the code of conduct annually before paying the enrolment fee, acknowledging any updates or changes.

4. Payment Structure

- Please read Payment Policy section

5. Attendance Policy:

- All lessons are billable, regardless of attendance. No refunds or credits are provided for missed classes.

6. Communication with Ms. Shannon:

- When contacting Ms. Shannon via text or social media, parents are requested to observe office hours and communicate respectfully.

7. Promoting Studio Values:

- Parents are encouraged to support SDS Griffith positively and address concerns directly with Ms. Shannon rather than engaging in negative discussions with other parents.

8. Medical Information:

- Parents must provide accurate medical information for their child, including any existing injuries or medical conditions, to ensure appropriate care during classes.

9. Email Communication:

- Regular monitoring of emails is essential, as studio correspondence primarily occurs via this medium.

This Code of Conduct establishes clear guidelines for students and parents, fostering professionalism and respect within the SDS Griffith community.

PAYMENT POLICY

1. At SDS Griffith we endeavour to provide ample time for our valued clients to settle their term fees by dispatching invoices approximately two weeks before classes commence.
2. Payment is obligatory, requiring half of the total fees to be settled by week one of the term, with the remaining balance expected by week five, unless a mutually agreed-upon payment plan is established during week one (see payment plan policy below). Failure to meet the payments will result in Late fees and administration fees being applied (please see Late Fee policy below).
3. At SDS Griffith payments can be made via Eftpos, direct deposit, cheque and cash. When paying via Direct Deposit the account details are listed on your invoice.
4. SDS Griffith also accepts the Service NSW Active and Creative Vouchers

PAYMENT PLANS

- It is imperative to initiate a partial payment towards term fees by week one if required.
- Payment plans must be meticulously arranged during week one and adhered to as agreed upon to mitigate the risk of incurring late fees after week five.

SETTLEMENT OF OUTSTANDING FEES

To maintain financial integrity and uphold our commitment to excellence, all outstanding fees must be settled by the final week of the term. Failure to comply may result in escalation to debt recovery agencies, with any additional costs incurred passed on to the customer.

LATE FEE POLICY

Late fees will be imposed under the following circumstances:

- A. Failure to settle fees after week five of the term without a pre-established payment plan initiated during week one.
- B. Non-compliance with the agreed-upon payment schedule under a payment plan.

LATE FEES CHARGES

Late fees will be levied at a rate of \$20 per week, accompanied by an additional \$10 per week administration fee, reflecting the time and resources expended on late invoice follow-ups.

AFTERPAY OPTION

We are pleased to offer Afterpay services at the office to facilitate fee payments for our clients' convenience.

COMMITMENT TO EXCELLANCE

As a small business with significant overheads, we prioritise delivering quality classes in a premium facility while ensuring fair compensation for our staff. This includes meeting the many various financial obligations such as insurances, licenses, subscriptions, and superannuation to name a few to continue to operate.

Your cooperation with the payment of term fees and/or payment schedule's is paramount for us to sustain our operations and continue serving our valued students effectively.

PRICING OF LESSONS

- Classes are billed per term and payment is required for all classes regardless of attendance. We do not provide refunds, makeup classes, or credits for missed sessions.
- If your child discontinues classes between weeks one and five, half of the term's payment is required. If discontinuation occurs from week six onwards, full-term payment is expected.
- As our classes are competitively priced, we do not offer discounts for multiple classes or for multiple family members.

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

- TINY 30 MINUTE CLASS \$16.00 P/W (10 WEEK TERM \$160.00)
- JUNIOR 45 MINUTE CLASS \$17.00 P/W (10 WEEK TERM \$160.00)
- INTERMEDIATE/SENIOR 1 HOUR CLASS \$18.00 P/W (10 WEEK TERM \$180.00)
- 10 YEARS AND UNDER TROUPE TRAINING 1 HOUR CLASS \$18.00 P/W (10 WEEK TERM \$180.00)
- 12 YEARS AND UNDER TROUPE TRAINING 1 HOUR CLASS \$18.00 P/W (10 WEEK TERM \$180.00)
- SNR TROUPE TRAINING 2 HOUR CLASS \$25.00 P/W (10 WEEK TERM \$250.00)

We accept EFTPOS, cash, AFTERPAY (instore), DIRECT deposit and cheque payments for fees, costumes 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 due to personal issues, please ensure this is done week one of the term as per our payment policy.

PRIVATE LESSON FEE STRUCTURE (MUST BE PAID AT TIME OF LESSON)

DURATION	PRICE
15 MINUTES	\$25.00
30 MINUTES	\$30.00
1 HOUR	\$60.00

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).

END OF YEAR CONCERT PROCEDURES AND COSTUME POLICY

1. Deposits for costumes for the end-of-year concert are due toward the conclusion of term 2. If you opt out of participating in the performance, prompt notification is appreciated.
2. Costumes will be ordered for your child upon submission of the required size sheets that will be sent out towards the end of term 2. These sheets MUST be returned by the due date listed and the agreement signed and dated at the bottom of the sheet.
3. Following costume orders, balances must be settled, regardless of your child's participation status in the end-of-year concert once the orders have been placed. Failure to fulfill balances may prompt the involvement of a third-party collection agency, with associated costs and interest added to outstanding accounts. By initialling the online enrolment form confirming your acknowledgment of the code of conduct and signing the size sheet you enter into this agreement.
4. Costume payments will be divided into two parts: 1. end-of-term 2 deposits paid 2. balances during term 3.
5. The deposit is non-refundable once the orders have been placed
6. The deposit amount is \$70.00 per costume per dance class your child is enrolled in.
7. Given the varying costs of costumes, we will inform you once orders are placed. SDS Griffith endeavours to maintain reasonable costume prices.
8. **DRESS REHEARSAL IS MANDATORY FOR ALL STUDENTS.** Non-compliance with this requirement may result in your child's exclusion from the concerts. Dress rehearsal is scheduled for the first Saturday of December each year. Timings will be communicated as necessary (and any unforeseen changes).
9. Students are expected to participate in BOTH concerts.
10. Concert dates are provided at the beginning of the year via our website www.sdsgriffith.com to pre-empt any scheduling conflicts. Please ensure you reserve these dates on your calendar.
11. The dress rehearsal incurs a one-time class fee.
12. Please note that SDS Griffith reserves the right to withhold costumes if any outstanding fees remain at the end of the year until all dues are settled.

SOCIAL MEDIA POLICY

- All social media content, including posts, blogs, status updates, and tweets, should be considered public commentary representing SDS Griffith
- Ensure that all content, including text, photos, or videos, remains family-friendly and highlights positive news, updates, and imagery related to SDS Griffith.
- Respect the privacy of our students and their families by refraining from disclosing any personal information.
- We have a zero-tolerance policy for abusive, discriminatory, intimidating, or offensive content. Any such posts will be promptly removed, and the responsible individuals will be blocked from our social media platforms.
- SDS Griffith reserves the right to block former students and their families from our social media channels if they part ways with the studio under negative circumstances. Should negative comments about SDS Griffith be posted on any social media platform, legal action regarding defamation and/or slander may be pursued.
- Photographs and videos may be captured during classes or performances for promotional purposes. If you wish to exclude your child/children from these materials, please indicate so on the enrolment form.

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. Legal action may also be taken.

SOLO'S & TROUPE TEAM POLICY

- By enrolling your child in solos or accepting our invitation to participate in our Troupe team training program, you are agreeing to a one-year commitment to the Troupe team, including attendance at additional lessons and rehearsals as necessary.
- Should your child choose to withdraw from the troupe mid-year after the dance year has commenced, an exit fee of \$250 will be required to facilitate the re-blocking of routines.
- Troupe team students are required to attend two technical classes per week, one acro class, one jazz class and troupe lessons to maintain their membership. Additionally, Troupe Team members must be willing to adhere to a schedule for competitions and performances, which involve travel.
- Full SDS Griffith uniform must be worn by Troupe team members when attending events or competitions.
- A separate contract must be signed annually by all Troupe team members.
- The Director of SDS Griffith reserves the right to cancel this contract at any time if the code of conduct is violated or if the Director deems that the dancer or parent is not exhibiting teamwork or is causing conflict.
- Troupe members are expected to commit to attending all away competitions.
- Troupe members are required to attend all guest workshops and/or choreography sessions for new routines.
- The troupe competition schedule will be communicated to all troupe member parents either at the end of the current year or at the beginning of the year to allow ample time to lock in dates. In the event that a member cannot participate in a competition, a re-blocking fee of \$250 will be charged for the affected competition. If a team member is unable to attend two competitions within a calendar year, they may be asked to leave the team.

For a complete copy of the SDS Griffith Troupe contract, please request it from Ms. Shannon.

ACKNOWLEDGMENT OF TERMS AND CONDITIONS OF SDS GRIFFITH

Upon signing the enrolment form, you hereby acknowledge acceptance of the terms and conditions outlined in the SDS Griffith Code of Conduct. Kindly note that the SDS Griffith Code of Conduct undergoes annual updates, and it is recommended that you review it annually for any revisions. In the absence of written notification by the parent, guardian, or designated caregiver of the student, SDS Griffith shall presume your ongoing agreement to abide by the terms delineated in the code of conduct on an annual basis.