



DANCE STUDIO
HANDBOOK

FOR
PARENTS AND STUDENTS

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1/ Introduction

It's our absolute pleasure to warmly welcome you into our family at From Dust Creative Arts. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! ☺

QUICK REFERENCE STUDIO INFORMATION

Address: 407 Acalypha Street, Tom Price, WA

Phone Number: 0422 892 587

Email: fromdustcreativearts@gmail.com

Website: www.facebook.com/fromdustcreativearts

www.fromdustcreativearts.com (going live soon)

Principal: Brie Healy

2 / Studio Manifesto

To start us off, it's important to us at From Dust Creative Arts that all faculty members share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

From Dust Creative Arts is a place where kids of all ages, shapes and sizes learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

Manifesto

We are committed to providing high quality programs in remote and rural areas.

We are passionate about the arts and all the benefits the arts bring.

We care about childhood and adulthood development and bring growth to both the bodies and minds of all of our students.

We love to dance and to share that love with our students!

We embrace all ages and all abilities; creating an inclusive environment is of upmost importance.

We stand for continual growth; as teachers, as students, as role models.

We promise to be a long term arts education institution in the Pilbara.

3/ Registration

Before lacing up those jazz shoes, it's important that all students and/or parents - whether returning or new - register an account, agree to our policies and enrol in classes online so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability contract.

Our Early bird registration offer not only means that you will receive a 10% discount but it also ensures that in the event of classes reaching capacity before the year kicks off, you will be guaranteed a place in the class/es of your choice.

You can register online and take advantage of the early bird special at From Dust Creative Arts any time from Monday 9th December - 25th December for the following year.

Our annual registration fee is \$27.50 and must be paid in full prior to the commencement of classes. Make sure you get your payment in via Credit Card or PayPal through DanceStudio-Pro as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

4/ Communication

By now you have probably noticed that we are BIG on communication here at From Dust Creative Arts. It is our promise to respond to all enquiries within 24-hours during school terms and we will never leave a query unanswered. Our friendly office staff can be contacted on 0422 892 587 between 8am-1pm Monday-Friday.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address fromdustcreativearts@gmail.com to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our From Dust Creative Arts Facebook page. This group can be found at facebook.com/fromdustcreativearts and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in our entrance areas so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 0422 892 587 to chat with our Principal.

5/ Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via email and Facebook as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.

Date	Event	Description	Who it involves
06/02/2019	First Day of Classes TP	Term 1 Fees and Registration payments due this week.	TP Families
09/02/2019	First Day of Classes PARA	Term 1 Fees and Registration due this week.	PARA Families
13/02/2019	Volunteer Call Out	All Dance Families are encouraged to volunteer for our pop-up studio set-up and pack-ups for the term.	All Dance Families
06/04/2019	Cheela Plains Performance	Country Themed Performance contributing to the season opening of Cheela Plains.	Selected performing classes
10-13/04/2019	Bring a Friend to Dance Week	Every student can bring one friend to all classes for a Gold Coin Donation. Last week of classes for Term 1.	All Students
01/05/2019	Term 2 Begins	Term 2 Fees and Costume Deposits (\$25 per item) due this week	Everyone
30/06/2019	Acrobatic Arts Exam Day	All Acrobatic students will have the opportunity to sit official exams with a visiting adjudicator	Acrobatic Exam Students
03-06/07/2019	Pajama Week	Dress up in Pajama's and bring a Gold Coin Donation. Last week of classes for Term 2.	All Students
24/07/2019	Term 3 Begins	Term 3 Fees and Costume Final Payments due	Everyone

25-28/09/2019	Parent Participation Week	Parents join students in classes for a Gold Coin Donation. Last week of classes for Term 3.	Everyone
29/09-13/10	Bayswater Dance Comp	Selected students will have the opportunity to perform in Perth.	Exam, Private and selected classes.
16/10/2019	Term 4 Begins	Term 4 Fees Due, Concert Tickets on Sale.	Everyone
26/11/2019	Dress Rehearsal	Rehearsal to ensure set, props, costuming, spacing, lighting, and sound all are fine tuned prior to show time.	Everyone
06-07/12/2019	End of Year Showcases	Two massive shows celebrating all of our students across two nights.	Everyone
08/12/2019	Christmas Party and Presentations	Thank-you's, Gifts, Awards and Party! In Tom Price.	Everyone

Dates TBA:

- Wearable Art Awards (Seniors): August
- Nameless Festival (Selected Classes - Themed): August
- Sundowner Events PARA and TP (Selected Classes): October

6/ Code of Conduct

To ensure the smooth, safe running of From Dust Creative Arts and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a From Dust Creative Arts staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception - parents and students are not permitted to contact From Dust Creative Arts teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the principal first. Personal meetings with the studio principal can happily be arranged via reception.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

From Dust Creative Arts takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

From Dust Creative Arts management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of From Dust Creative Arts and may not be reproduced or sold by any students, parents or staff without permission of the principal.

7/ Age groups

TOTS (2-3 years): Dance/Ballet. These classes are an introduction to movement using creative, imaginative role-playing and fun props. These classes may involve pretending to be animals, playing instruments to learn rhythm, learning balancing, skipping and running and techniques using costumes and ribbons, or picking up “diamonds” (shhh...they’re actually just feathers) from the ground to develop their hand-eye coordination. These classes are suitable for both boys and girls who are having so much fun that they don't even realise that they are learning the fundamentals of dance technique along the way.

BEGINNERS (4-5 years): Ballet/Tap&Jazz/Acrobatics/Hip Hop. Our Beginners classes introduce more terminology and structure to the dance class as students become more aware of their own bodies and those around them. Students learn spatial awareness, movement dynamics and focus and are given the space to share their own creativity.

JUNIORS (6-8 years): Ballet/Tap&Jazz/Acrobatics/Hip Hop/Contemporary/Musical Theatre. Juniors classes incorporate lessons in alignment and muscle engagement as students learn to execute movements in a technically sound way that prepares them for more difficult movements in the future. Students are given the space to create structured dances with class mates as well as learn choreographic skills in composition and musicality.

INTERMEDIATES (9-11 years): Ballet/Tap&Jazz/Acrobatics/Hip Hop/Contemporary/Musical Theatre/Aerial Silks. Intermediate classes include terminology, structure, alignment, muscle engagement, movement dynamics and are also include setting personal goals in what they would like to achieve in dance class over the year. Students understand the connection between strength and flexibility exercises to specific dance skills they would like to achieve. A focus on safe dance practice is taught and explained for safe at home practice during the week!

SENIORS (12+ years): Ballet/Tap/Jazz/Acrobatics/Hip Hop/Contemporary/Musical Theatre/Aerial Silks. Senior classes are faster paced and more challenging choreographically. Students learn all as stated above and are often given the opportunity to contribute towards choreography as each student begins to develop their own movement style. Dance history, anatomy, and a varying style of techniques are taught to give a well rounded dance education to each student.

8/ Safety

With the safety of our families a number one priority, From Dust Creative Arts is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

The directors and staff at From Dust Creative Arts are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events.

From Dust Creative Arts takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our online enrolment a public liability statement. Please read this document carefully and acknowledge consent of it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio. (You will have ticked the box in agreement prior to being able to enrol in classes)

9/ Privacy

When you purchase or hire a product or service with From Dust Creative Arts the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office via email fromdustcreativearts@gmail.com.

10/ Exams

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in Acrobatics as a part of our Acrobatic Arts program. This year, our exams will be held in Term 2 in Tom Price on June 30th. We encourage all students who attend Acrobatics Exam/Extension each week to enter for exams. Other students may be invited to participate depending on their progression levels in class.

While exams are not compulsory, our syllabus/program Acrobatic Arts is the most highly recognised acrobatic syllabus worldwide. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your Acrobatic Arts exams annually.

On a side note, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

As part of the exam preparation, exam dancers will need to attend Acrobatic Exam/Extension Class for a minimum of Term 2 and may be required to participate in a practice exam prior to the event.

The cost of exams this year is \$100-\$150 depending on level and payment for exams is due with payment of Term 2 Fees. If you have not paid by this date, unfortunately your child will not be eligible.

****We are also affiliated with Australian Teachers of Dancing. If you would like your child to participate in Tap, Jazz, Ballet, Hip Hop, Contemporary or Musical Theatre exams please let us know and we will organise an exam for your child**

What happens in a dance exam?

The students will come to the studio about an hour before their exam begins.

Their hair will be neatly presented in a bun and uniforms must be worn with tights.

*In groups of 2-6 students, they will enter the studio (**without** their teacher) and greet their examiner.*

Exam students will learn their examiner's name prior to the exam so they can greet them by name. For example: "Good Morning Mr. Hartley."

Over the course of 30mins / 45 mins / 1hr (duration depending upon level), they will perform their entire syllabus for the examiner, both as a group and individually.

*There is **not** a theoretical/written exam involved.*

*It usually takes about **6 weeks** for all exam data to be compiled, but once the **examining body** has completed the marking process your child will be presented with their exam grade, percentage, an exam certificate, as well as comments and areas for improvement on their performance.*

Your child's exam results and certificate will be awarded in class once they are ready at the studio.

11/ Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find below our timetable for 2019 and please contact us if you have any questions at all.

TUESDAY	Cultural Centre
4.00-5.30	Aerial Silks - 9 years+
6.00-8.00 (Term 2)	Aerial Silks - 17 years+
	(8 week long programs beginning week 2 of School Terms)

WEDNESDAY	Community Centre		Cultural Centre
2.45-3.30	Beginner Ballet	5.00-5.30	SET UP VOLLIES
3.00-3.45	Open Contemporary	5.30-6.15	Private Lessons
3.30-4.15	Beginner Tap&Jazz	6.15-8.15	Senior Combo (Tap, Jazz & Hip Hop)
3.45-4.45	Contemporary Extension		
4.15-4.45	Boys Hip Hop		

THURSDAY	Cultural Centre
2.45-3.30	Beginner Acrobatics
3.30-4.30	Junior Acrobatics
4.30-5.30	Junior Ballet
5.30-6.30	Intermediate Acrobatics
6.30-7.30	Inter/Senior Ballet
7.30-8.30	Senior Acrobatics

FRIDAY	Community Centre - Floor		Community Centre - Stage
2.45-3.30	Beginner Hip Hop	2.30-3.00	Tots Dance
		3.00-3.30	Tots Ballet
3.30-4.30	Intermediate Hip Hop	3.30-4.30	Junior Tap&Jazz
4.30-5.30	Junior Hip Hop	4.30-5.30	Intermediate Tap&Jazz
5.30-6.30	Acrobatic Exam/ Extension		

SATURDAY	Karingal Function Centre - Room 1		Karingal Function Centre - Room 2
9.00-9.45	Tots/Beginner Acrobatics	9.00-10.00	Open Ballet
10-10.30	Tots Dance	10-11	Open Tap&Jazz
10.30-11	Tots/Beginner Ballet		
11-12	Open Acrobatics	11-12	<i>Private Available</i>
		12-1	Open Hip Hop
		1-2	Open Contemporary
2-3	Junior Acrobatics		
		3-4	Junior Hip Hop
4-5	Musical Theatre		

12/ Uniform

At From Dust Creative Arts, we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased year-round from the studio. We are currently in the process of changing uniform suppliers so stay tuned for our new stock and prices coming very soon!

Please ensure all parts of your child's uniform are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform requirements are as follows:

Ballet- Ballet students must have split sole pink (girls)/ black (boys) ballet shoes which can be purchased from Energetiks. You will also need theatrical pink ballet stockings and a leotard. Hair to be worn in a bun.

Jazz and Tap- Students require tan (black for boys) split sole slip on jazz shoes and tan tap shoes with tan stocking socks/tights. For their uniform, students may wear any combination of shirts, crop tops, shorts or pants from our uniform shop.

Hip Hop- Students require Black&White Sneakers along with any combination of shirts, crop tops, shorts or pants from our uniform shop.

Contemporary/Lyrical- Students can wear bare feet for this class. As they get more advanced we suggest getting some foot thongs.

Acrobatics- Students require tan split sole slip on jazz shoes. They must wear tight fitting clothing from our uniform shop with their hair tied back so that they cannot get it caught or tangled in any way when they are doing their tricks.

13/ Fee Structure

Please find below the fee structure for 2019. Feel free to contact our office staff if you have any fee-related queries.

DANCE

Fees per school term/quarterly

30 minute class - \$92.50

45 minute class - \$103.50

1 hour class - \$115

Adult Casual Rate - \$15 per/class

2 hour class - \$135

AERIAL SILKS

Fees per 8 week course

1.5 hour class - \$160

Adult Casual Rate - \$20 per/class

2 hour class - \$185

Adult Casual Rate - \$25 per/class

PRIVATE LESSONS

Fees per class booked (cancellations incur a 20% fee)

30 minutes - \$35

1 hour - \$60

EXTRA FEES - non-refundable

Registration - \$27.50 payable upon Registration

Costume Deposits - \$25 per item due with Term 2 Fees/or upon enrolment for mid year enrolments

Costume Final Payments - \$25-\$75 per item due with Term 3 Fees/or upon late enrolment

We offer the following options for fee payment:

Upfront Payment - you will receive your term invoices via your dancestudio-pro account prior to the commencement of term and have until the end of Week 1 to pay these fees in full. Payment options include credit card or PayPal through your online

accounts.

Overdue fees will accrue a late fee of 10% per week that it is past due and if fees remain unpaid in week 4 of classes students will not be permitted to participate in their lessons.

Payment Plans: If you require a payment plan for fees please contact us prior to due dates to organise a flexible plan for you.

Please note: All students are invoiced quarterly based on the schools terms so your class invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire invoiced period.

Refunds will not be issued for missed classes due to cancellation or public holiday - where possible, we will endeavour to arrange make-up lessons for classes cancelled by From Dust Creative Arts or will offer an alternative class.

Casual Payment

Our casual classes can be paid as you attend via cash or credit card/paypal via dancestudio-pro to be paid to your teacher.

If you wish to withdraw from classes at From Dust Creative Arts it is a requirement that you notify the studio in writing.

14/ Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Unfortunately we are unable to accommodate make-up sessions for students who miss classes, but will make every endeavour to schedule a catch-up class in the unlikely event that From Dust Creative Arts needs to cancel a lesson.

15/ Social Media

From Dust Creative Arts' Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with From Dust Creative Arts' code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards From Dust Creative Arts' staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in From Dust Creative Arts' uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Photos or Videos taken from performances or rehearsals may NOT be posted online.

- You may not post photographs / videos that feature From Dust Creative Arts' dancers other than your own online without the proven consent of their parent/guardian.

- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.