

NOOSA HOUSE OF DANCE



ENROLMENT HANDBOOK 2025

INTRODUCTION

It's our absolute pleasure to warmly welcome you into our family at Noosa House of Dance. 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. Don't forget that our friendly staff are always here to help and will happily answer any queries you may have.

QUICK REFERENCE STUDIO INFORMATION

Mobile: 0421853512

Email: hello@noosahouseofdance.com

Website: www.noosahouseofdance.com

FACEBOOK: Noosa House Of Dance

INSTAGRAM: @noosahouseofdance

Creative Director: Ashley Cloumassis

STUDIO MANIFESTO

To start off, it's important to us at Noosa House of Dance that all members of our team 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. Noosa House of Dance is place where kids of all ages shapes and sizes learn to dance 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.

IMPORTANT DATES

Date	Event	Description
28/1- 04/04	Term 1 Dates	
27/01	Australia Day Public Holiday	NO CLASSES
10/02-15/02	Valentines week	Dress up in your red or hearts for valentines day
31/03-04/04	Eggtastic Easter Week	Dress up in easter inspired
21/04	Easter Monday	NO CLASSES
22/04-27/06	Term 2 Dates	
25/04	ANZAC DAY	NO CLASSES
05/05	Labour Day	NO CLASSES
07/07-11/07	RAD Grade exam Workshop	For exam/ class award ballet students only
TBA	RAD Grade exams	
14/07-19/09	Term 3 Dates	
28/07-01/08	Pyjama Rama	Wear your Pjs to class all week!
12/09	Noosa Show Holiday	NO CLASSES
07/10-12/12	Term 4	
06/10	Kings Birthday	NO CLASSES
25/10/2023	Dress Rehearsal	Compulsory for all participating dancers
1/11/2023	Tech Rehearsal	Compulsory for all participating dancers
2/11/2023	CONCERT 2025	
3/11-8/11	NO CLASSES	Concert recovery week
6/11/2023	EPT Auditions	
7/11/2023	EPT Break up Party	
8/12-13/12	Christmas Dress Up Week	

REGISTRATION

Before putting on those dance shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork 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 class selection.

Our annual registration fee is \$33 per family and this covers insurance, registration and administration fees. When enrolling online, this fee is required upon finalisation of enrolment and when enrolling in person this fee will be added to your first payment labelled *Registration Fee*. We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate a trial for existing students who are wanting to try something a bit different. Please contact the office if you would like to try a new class and we will happily schedule in a free trial.

COMMUNICATION

By now you have probably noticed that we are big on communication here at Noosa House of Dance. It is our promise to respond to all enquiries within 48-hours during business days, and we will never leave a query unanswered. Our friendly office staff can be contacted on hello@noosahouseofdance.com or for accounts accounts@noosahouseofdance.com or on mobile number 0421853512.

For convenience, our primary means of communication is via email. You will receive monthly 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 hello@noosahouseofdance.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 a text and email to all families. So, for this reason, please make sure the mobile phone number and email you have provided to the studio are 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 "like" our Noosa House of Dance Facebook page and under notifications click "get notifications", therefore you will never miss out on events, rehearsals and important information.

Communication in classes with teachers is not encouraged as we like to provide value for money and make sure students get the most out of classes. If you would like to arrange a meeting, please do so with our office staff.

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 0421853512 to chat with one of our helpful team members.

ANNUAL CONCERT

Each year at Noosa House of Dance, we hold a concert production. This is a time where students showcase their hard work and dedication along with the rest of Noosa House of Dance. The dates that students need to keep free are in the "Important Dates" following this section. Each class will have 1 dance in the concert and require a costume and any other uniform requirements eg. Shoes. We start to collect costume deposits of \$20 from term 1 as we start to purchase costumes in term 2. If you do not wish to participate in the concert, our staff need to be aware so we can coordinate costumes, routines and invoices accordingly. A one off rehearsals & concert fee will be charged in term 4 for venue expense. Dress and Technical rehearsals are charged a \$20 fee Per class this is help with cost of the theatre hire, lighting, technical, sound hire, staff wages, Theatre staff, dressing room hire, cleaning fee, parking fees, etc

CODE OF CONDUCT

To ensure the smooth, safe running of Noosa House of Dance 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 classes. 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 essential. 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 the office – parents and students are not permitted to contact Noosa House of Dance teachers via personal phone, in person, or via social networking with studio issues unless it has been broached with the Creative Directors Ashley Cloumassis or Meg Ditchfield first. Personal meetings with the studio Creative Directors can happily be arranged via office phone or email.

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. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Noosa House of Dance Studio 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.

Noosa House of Dance 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 Noosa House Of Dance and may not be reproduced or sold by any students, parents or staff without permission of staff.

STYLES

Classical Ballet (RAD) Ballet serves as a backbone for many other styles of dance, as many other dance genres are based on ballet. Ballet is based on techniques that have been developed over centuries. At Noosa House of Dance we learn from the Royal Academy of Dance (R.A.D) and students have the option of participating R.A.D exams annually.

Jazz This type of dancing is energetic and fun, consisting of unique moves, fancy footwork, big leaps and quick turns.

Hip Hop Hip-hop is a dance style, usually danced to hip-hop music, that evolved from the hip-hop culture. Hip-hop includes various moves such as breaking, popping, locking and crumping, and even house dance.

Lyrical/Contemporary Lyrical dance encourages dancers to use their emotions and moods to design their own steps and routines. Contemporary includes a variety of movements that emphasise expression and strong lines.

Musical Theatre Dance plays a big part in musical theatre alongside acting and singing skills. It mainly draws from Modern Jazz dance techniques but can be fused with other styles, often caricatured for the style of stage performance.

Acrobatics A style of dance that combines elements of jazz, gymnastic and ballet technique with acrobatic skills of precision. This class focuses specific tricks and flexibility improvement.

Adult Dance This class is designed for people over 18 years, to join a fun relaxed environment, while working on dance skills and choreography.

Elite Performance Troupe Our EPT students audition and are then selected at the end of each year. EPT students represent our school at eisteddfods around the coast. These are our best students and role-models.

Performance Ballet These students also perform at group eisteddfods in classical/demi character/national categories. They are students that attend 2 ballet classes a week and work hard on their classical training.

Preschool Programs:

Dance/Acrobatics Club Age Group 2-4 years. Dancers work alone within the group with the other group members. Lesson plans are more structured and designed to develop dance skills appropriate to this age group. Concepts relate to literacy, colour recognition, listening skills, taking direction, cooperation and dance vocabulary. Acrobatics club teaches the first techniques for acrobatics in a fun and exciting way. Jump, roll and cartwheel in this energetic class

Tutu and Twirls Tippy toes, tutu's and twirls, every little budding ballerinas dream. Tutu's and Twirls is a class that lays the foundation for classical ballet in a fun, imaginative and exciting way. 2-4 years

AGE GROUPS

Juniors - Age: 5-7 years

Pre-Intermediate- 8-11 years

Intermediate- 11-13 years

Senior/Open: 14yrs +

Adult Dance: 18+

Please note some classes are only offered to some ages groups however please check recommended ages on these classes. All ages are given as guidelines and are at teacher's discretion and students ability and experience.

SAFETY

With the safety of our families a number one priority, Noosa House of Dance 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 agreed to 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 contact our office staff who will happily assist you. All of our teachers and staff members have Blue Cards and have undergone official checks allowing them to work with children. The directors and staff at Noosa House of Dance 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 recognize 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. Noosa House of Dance 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.

PRIVACY

When you purchase or hire a product or service with Noosa House of Dance the information we may collect from you includes your name, address, telephone numbers, email addresses and home address. 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 information to you 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 paper and 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 on telephone 0421853512.

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 Ballet as a part of our Royal Academy of Dance (R.A.D). This year, our exams will be held in with the exact date to be confirmed later via email, our website and app. All student who wish to take part in exams will be asked to enrol in a second ballet class each week to enter for added practice. While exams are not compulsory, our syllabus R.A.D, is a very high recognised ballet syllabus in Internationally. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your R.A.D exams annually. We will make sure that the child has the ability and strength to complete the exam to certain standard, there is a chance a child may be asked to wait until they are ready to sit the exam.

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 also need to attend mock exams up to a month before the exam.

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 and school life. Our timetable is available separately, paper copies are at the studio, it is also on our app and website.

UNIFORM*

At Noosa House of Dance, 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

We do expect all dancers to maintain a high level of grooming. This includes:

- - Hair pulled back off face and in a bun.
- - Dance / supportive clothing must be worn.
- - No loose fitting items.
- - The correct footwear must be worn or purchased within 3 weeks of classes. • -No excessive or bulky jewellery whilst in class
- -No watches

If the student is not dressed appropriately they may be asked to leave the class and may return once back to class when they are dressed correctly. ***Please make sure your child has the correct equipment for uniform hair (bobby pins, clips, hair ties, hair brush etc), yes... hair counts as uniform!***

Uniforms merchandise can now be purchased year-round by ordering from <https://noosa-house-of-dance-uniform-shop.square.site> . Orders are **Pre Order ONLY** are ready roughly within 4- 6 weeks

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! We suggest your child to have a 'dance bag', including all their essential hair supplies, dance wear and dance shoes.

Further style-specific uniform requirements are as follows:

EPT: NHOD Branded dance wear -BLACK and PURPLE only. Both black Jazz shoes and Lyrical 1/2 shoes are needed

Pre Primary/Primary RAD:

Pastel Purple leotard and matching wrap skirt with ballet tights/socks and leather ballet shoes.* Hair in a bun

Grade 1 – 3 RAD: Bloch brand deep Purple leotard with ballet tights and canvas/ leather or canvas ballet shoes to match tights.*

Grade 4 and above: Bloch brand deep Purple leotard with ballet tights and canvas/ leather or canvas ballet shoes to match tights. All classical ballet students MUST have their hair in bun for class*.

IF- ADV2 :ALL INTERMEDIATE FOUNDATION AND ABOVE MUST BRING POINTE SHOES TO EVERY CLASS Black Leotard with ballet tights and canvas/leather or canvas ballet shoes to match tights. All classical ballet students MUST have their hair in bun for class*.

Acrobatics: Any supportive dance wear in our studio colours purple, black. Hair Must be in a BUN! This is 100%for safety!

Jazz: Any supportive dance wear in our studio colours purple, black and black jazz shoes. *

Hip Hop: Any supportive dance wear in our studio colours purple and black any hip hop suitable shoes.*

Modern Lyrical /Contemporary: Any supportive dance wear in our studio colours purple and black* 1/2 lyrical shoes

Acrobatics/Dance Club/Tutu and Twirls: Any supportive dancewear in our studio colours purple and black* .

Musical Theatre: Any supportive dancewear in our studio colours purple and black . Black jazz shoes* .

Preschool program: Girls purple leotard. Boys and Mums are invited to wear something tight fitting and easy to move in*.

Adult Dance: Any supportive dancewear in our studio colours purple or orange and black*.

We now have EFPOS available!

FEE STRUCTURE

Our fees now are charged termly. Fees are due **2 weeks from date of issue**, any problems with payment please contact the office to arrange other options. If a student joins mid- month, the fees will be adjusted accordingly.

AUTO PAY *NEW IN 2024- Automatic Payment will be withdrawn once every 2 weeks. Autopay is optional for parents parents can also pay via the portal or we do accept cash in an envelope with Childs full name and class along with the amount enclosed handed to the teacher

Each student will be charged a \$20 costume deposit per class, per term, as of term 3. This is taken off the total amount of the costume invoice in Term 4. Any student joining later than term 1 will need to pay the previous terms costume deposits even if they enrolled late. Costume deposits are refundable until week 2 in Term 3, after this time costumes are ordered & deposits are non-refundable.

Dress and Technical rehearsals are charged a \$25 fee per class this is help with cost of

the theatre hire, lighting, technical, sound hire, staff wages, Theatre staff, dressing room hire, cleaning fee, parking fees, etc

If you do not wish to participate in the concert and therefore do not require a costume you will need to notify the office before the start of Term 3 otherwise, you will be charged the total costume amount.

A \$33 registration fee per family will be charged upon enrolment with the first monthly payment, this covers insurance, registration and administration fees.

Class Length/ Type	Price per Week
30 minutes	\$14.80
45 minutes	\$15.90
1 hour	\$17.00
75 minutes	\$18.10
90 minutes	\$19.20
2 Hours	\$20.20
Deals	Price per Week
Senior Student Unlimited	\$70*
*Sibling Discount	10%

Sibling Discount does NOT apply to Unlimited passes. Excludes workshops, concert rehearsals, outside of class time scheduled rehearsals.

All prices include GST

* EPT classes do have extra expenses not listed here

Card fees - auto pay- 2.75% card payment, 0.00% BECS bank account transfers.

Portal payment Card payments: 1.75%, bank account transfers: 0.00%

Paypal

LATE FEES

Overdue fees will accrue a late fee of \$5 per week that it is past due and if fees remain

unpaid in week 5 of classes students will not be permitted to participate in their lessons.

Please note: All students are invoiced based on a Termly Basis 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 Noosa House of Dance or will offer an alternative class. Refunds or credits are not issued if a child misses class due to illness or personal holiday.

ATTENDANCE

PLEASE NOTE CLASSES DO NOT RUN ON PUBLIC HOLIDAYS IN 2024!

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.

SOCIAL MEDIA

Noosa House of Dance's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, 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.

Ig: @noosahouseofdance

Facebook: Noosa House of Dance

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 Noosa House of Dance's code of conduct as outlined in this handbook. - Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Noosa House of Dance's 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 Noosa House of Dance's 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 maybe posted online only with permission from the class teacher or principal. - You may not post photographs / videos that feature Noosa House of Dance 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.

**2024 ENROLMENT FORM STUDENT
DETAILS:**

Surname: _____

Given names:

—

Street address:

Suburb: _____

State: _____ **Postcode:** _____

Mobile number:

D.O.B _____ **Gender:** _____

**Any conditions (medical or other) that
we should be aware of:**

In light of government health policies, we
are legally unable to administer first aid
without parental consent. In the event of an
accident, would you like your child to
receive first aid? **Please circle - YES / NO**

If an ambulance needs to be called
would you like us to? **Please circle -
YES / NO**

Please sign to acknowledge you have read
the Parent and Student handbook and are
aware of the fee structure, code of conduct
and obligations of being a part of Noosa
House of Dance.

Sign: Date:

PARENT/ GUARDIAN 1 DETAILS:

Given name: _____

Surname: _____

Home phone no: _____

Mobile number:

Email

PARENT/ GUARDIAN 2 DETAILS:

Given name: _____

Surname: _____

Home phone no: _____

Mobile number: _____

Email: _____

MEDIA RELEASE I, the undersigned, give permission for Noosa House of Dance to use video footage and / or photographs of my child, _____ . This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- Printed materials (eg - brochures and newsletters) -
- Online and offline advertising and promotion - Videos
- and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Noosa House of Dance for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Parent/Guardian signature: _____ Date: _____

HEALTH INFORMATION AND MEDICAL RELEASE

I, _____, the parent/guardian of _____, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in Noosa House of Dance activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release Noosa House of Dance, and its employees of any and all liability which may arise as a result of my child's participation in activities at