



CFBS Terms & Conditions

Enrolment

Enrolment is completed annually and lasts for the whole year. An enrolment **MUST** be completed (for new and continuing students), an enrolment fee of \$20 will be added to the first invoice. The enrolment fee includes insurance cover for each dancer and administration. It is important to advise CFBS of any changes to your enrolment and contact details as they occur.

We ask that you inform CFBS staff of any medical or other conditions of the dancer that you feel are important for CFBS staff to be aware of.

Any medical conditions that require individual medical action plans must be submitted via email to admin@canberrafestivalballet.com.au

Re-enrolment is automatic for terms 2, 3 and 4. If a student is not returning for the next term CFBS must be notified in writing or they will be invoiced for the next term.

Term fees are due within the first 14 days from the start of term. Fees not paid after 28 days from the start of term will incur a \$35 late fee unless a payment plan is in place.

Fees are based on ACT school terms. Classes are held on the last Sunday of term (first day of school holidays). Subject to change.

No discount or refund is given if a student leaves during the term unless 4 weeks written notice is given.

Sibling discounts - families with 2 or more children will receive 10% off their fees (excluding Performance Group and private lesson fees).

Fees do not include exams, holiday classes, workshops, solo's and end-of-year performances. Students who have fees outstanding may not be re-enrolled for the following term (unless an existing payment plan is in place).

Students are not to participate in dance styles outside of CFBS if they are available at CFBS.

Students who are ill may be isolated and/or sent home.

Please note that CFBS reserves the right to amend class times whenever necessary.

CFBS reserves the right to cancel a student's enrolment at any time.

Missed Classes

Refunds will not be issued for missed classes. Missed classes may be made up by attending an alternative age appropriate class during the same term. All make-up classes must be arranged through Lisa Bridgford. NO make-up classes will be allowed during viewing weeks.

Please notify CFBS via text or email if a student will be absent from class for any reason.

A minimum of 24 hours notice is required to cancel a private lesson. Lessons not cancelled appropriately will be charged at usual rates.

If a student commences 4 or more weeks after the beginning of a term, or is absent for 4 or more consecutive weeks due to illness or extenuating circumstances, a discount may be applied to the term fees, at the discretion of Lisa Bridgford. Unless notified the school does not hold classes on public holidays. Classes missed due to public holidays may also be made up as above.

Communication

It is vital that all CFBS families are well informed of upcoming news, activities and events. For convenience, our primary means of communication is via email. Updates are sent on a regular basis, so it is important that we have current email addresses for each family. We are 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 to your contacts so our emails don't end up in your junk folder.

Important information is also posted on the windows of the dance studio. Please be sure to read them frequently.

Facebook is a great way for us to keep in touch with a large number of people at once. We encourage all families to 'like' our Facebook page and request to join our closed group.

Payment of Fees

Payment methods: Direct Deposit, Cheques and Paypal. Payment plans must be approved by Lisa Bridgford

Bank Account Details

Canberra Festival Ballet School **BSB: 082-432 Account Number: 261030363**

Exams and Performance Work

These activities may only be undertaken on the advice of the teacher. Any expenses incurred by the ballet school will be on-charged to the student. No student will be permitted to have private lessons unless their account has been paid in full by week 2 of term, or a payment plan is in place.

Soloists and Performance Group students please refer to the Performance Group Program for more specific information.

Viewing Classes

In order to maintain the student's concentration and focus, in general parents are not able to watch classes. Exceptions can be made for first classes, as new students settle into their class. In terms 1 and 2 there will be an open week at the end of each term and parents and friends are invited to watch classes. All persons watching must respect the students and not talk or cause distraction.

The following points will help keep our Open Weeks calm and memorable occasions.

- Switch off or silence your mobile phone
- Please use your discretion when bringing in siblings. Young children that cannot keep still or quiet are a distraction and can spoil the class for everyone.
- Larger classes need to limit visitor numbers. Please keep guests to a maximum of two.
- If arriving late or leaving early, please wait until the music stops.
- If you wish to take a photo please make sure that you adhere to our Social Media Policy.
- Do not help or correct your child in class; the teacher needs full attention at all times.
- Finally, enjoy your child for what he or she has achieved. Do not compare – we don't. Every child is an individual, working at their own pace.

Choreography

All choreography for eisteddfod solos, group dances, annual performances and the like taught by CFBS staff and guest teachers remains the property of CFBS, and may not be used without permission from the director.

Attendance to Outside Classes and Auditions

Students should seek permission and guidance from the staff at CFBS before attending any classes or auditions outside of CFBS. This is in the best interest of the student.

Physical Contact

The nature of dance classes requires physical student-teacher contact for the purposes of placement and correction of technique and will always be appropriate. All teachers have ACT Working with Vulnerable People clearance.

Uniform

All enrolled dancers are required to wear their specific class/style uniform to every class. Ballet girl's hair must be in a neat bun. All CFBS Uniforms can be purchased from Attitude Australia located in Mitchell. We do sell some second-hand uniforms. Please read the Uniform Guidelines.

Students must arrive and leave CFBS with clothes covering their dance clothes. Dance shoes are not to be worn outside CFBS eg. walking to the car. Please label all uniforms so that if lost, items can be returned easily.

Personal Property

All property should be stored in the waiting area outside the studio. Please note, while CFBS will store lost property ALL items left behind at the end of term will be removed. CFBS 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.

Supervision

The movement of children from parental supervision to CFBS staff supervision requires the utmost care by all parties. No child should be left without the parent being satisfied that their child is in class and under the care of CFBS staff. Nor should any child be encouraged to leave care without supervision.

CFBS asks that you ensure the following responsibilities:

- Dancers are on time for class and brought through the gate by a parent or guardian. Please contact CFBS should your child not be attending class.
- Dancers are picked up on time by a parent or guardian at the end of their class/es. When dancers leave the premises they are out of our care. No student should wait or be asked to wait outside the building to be collected.
- In the event of an evacuation, CFBS staff have guidelines to follow to ensure the safety of dancers. Our main evacuation assembly area is on the grassed area across the road from the studio. Here, dancers will be supervised and parents contacted to collect children.

Conduct

Students/Parents of CFBS are expected to be respectful and cooperative at all times. CFBS does not tolerate any bullying/harassment of any kind including slander on social media. Students/Parents must communicate with Lisa Bridgford any CFBS activities/issues/class attendance/queries. Students/Parents are not authorised to contact CFBS staff via social media regarding CFBS matters. Students/Parents of CFBS are required to work with staff to keep a clean studio area. Please read the CFBS Code of Conduct for Students; Teachers; Parents and Guardians; and Social Media.

No classes or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class. If messages or food/drink/medication needs to be passed to a student, it must be done through a staff member.

Students waiting before and after classes are expected to behave appropriately at these times and not run around or be excessively noisy. If any messes are left, children will be asked to leave class and to clean their area before they can return to class.

Contact Us

65 Strayleaf Cres, GUNGAHLIN ACT 2912

Phone: 0419 959 760

Email: admin@canberrafestivalballetschool.com.au (admin)

Email: cfbschool@outlook.com (Director)

Website: <http://www.canberrafestivalballet.com>

Facebook: Canberra Festival Ballet School

Instagram: canberrafestivalballet