

THIS BOOKLET IS ON THE WEBSITE PLEASE DOWNLOAD

AMBIANCE DANCE

&

MOVEMENT ACADEMY



Information & Enrolment

Booklet

*"Coaching to develop children's skills
enabling success and confidence in all aspects of their life
using dance as the platform to build from."*

Ambiance Dance & Movement Academy

T/F: 08 9409 6868

Mob: 041 9927270

Email: admin@ambiancedance.com.au

Or ambiance@inet.net.au

Address: 43 Lancaster Road, Wangara 6065

Website: www.ambiancedance.com.au

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The Purpose and Benefit of this Booklet

This booklet will provide you with all the generic information that you as parents and students require as being a member of Ambiance Dance & Movement Academy. This dance and movement school is committed to maintaining a team focus whilst building confidence and learning new skills in a positive environment. To do this we must all adhere to some simple rules and regulations thus enabling a smooth running venue.

TERM DATES FOR 2010

Term 1: Saturday 30th January – Thursday 1st April

Term 2: Monday 19th April – Saturday 3rd July

Term 3: Monday 19th July- Friday 24th September

Term 4: Saturday 8th October - Friday 17th December

IMPORTANT DATES for 2010

**PLEASE SEE
NOTICE BOARD**

EFT / Banking Details-

Account Name: Tania Sibon ATF Sibon Family Trust T/A Ambiance Dance & Movement Academy

BSB: 484799

Account Number: 052632195

Credit Card & EFT Facilities are AVAILABLE NOW.

A fee of \$1.50 is charged per EFT transaction and 1.5% on Credit Cards, alternatively you can pay funds directly to our account within 7 days of receiving your invoice. Please note cash payments are still available but cheques will no longer be accepted.

If payments are dishonoured a dishonour fee [amount varies depending on Banking institutions] will be invoiced to you in an additional invoice.

When payments are made you must email a copy of your transaction receipt to accounts@ambiancedance.com.au in order for accounts to be reconciled.

Staff Contact Details

Studio Phone/Fax 08 9409 6868

Director:	Miss Tania Sibon	041 9927270	admin@ambiancedance.com.au
Assistant Teachers:	Miss Cat Screaigh	040 9104655	
	Mr Haydn Shadforth	041 0542936	haydn_ambiance@me.com
Accounts	Mrs Melanie Godsell	040 2141261	up.2date@bigpond.com
	Miss Taryn Balchin	043 7690443	accounts@ambiancedance.com.au
Front of House	Miss Penny Sibon	043 8232412	
Costume/Uniform Designer	Mrs Sue Torretti	040 9111457	admin@ambiancedance.com.au

The expected requirement is that ALL clients contact Miss Tania on either her mobile or email admin@ambiancedance.com.au FIRST!

Reception Hours

Monday	10:30am-12:30pm	3:30-6:00pm
Wednesday	10:30am-12:30pm	
Thursday	3:30pm-8:00pm	
Saturday	8:30am-2:00pm	

Clients can ask queries and make payments in person or over the phone in the allocated Reception times, all other times reception is unattended and you will need to leave a message in the silver box.

Public Holidays

Classes will be advised accordingly throughout the year so please check the website and the notice board regarding Public holidays.

Ambiance Policies & Procedures

Firstly thank you for choosing to be a part of the Ambiance Team and opening yourself up to the learning of dance and movement. To facilitate the best learning environment possible we need to commit to a few rules and regulations. These rules are here to assist the staff, parents and children so it is imperative that you read, understand and abide by them in order to make our school friendly, cooperative and a smooth running facility. By signing the enrolment form you are agreeing to the policies and procedures of Ambiance and the information that will be provided in this booklet. If you as a family do not think that you can abide by these policies and procedures please liaise with the Director (Tania Sibon).

Fee Policies & Procedures

- 1.1 All term fee invoices will be issued in the 9th week of the previous term. Failure to pay fees will result in loss of the enrolment position.
- 1.2 All accounts must be settled by the first week of term or 10% will be added to your bill.
- 1.3 If unable to pay fees within the above period you must contact Ambiance Accounts to arrange alternative payment accounts@ambiancedance.com.au IMMEDIATELY.
- 1.4 Fortnightly payment plan is available, if you choose this plan NO DISCOUNTS will apply and 5% will be added to your invoice per term to cover administration costs. Fortnightly plans will be set via debiting your credit card every 2 weeks for the allocated amount.
- 1.5 Discount of 10% will apply when you have 3 or more children enrolled in 3 or more classes each. You must pay all fees by week five and a 50% deposit will be required at enrolment.
- 1.6 If any class changes occur you must notify Ambiance in writing 2 weeks prior to the requested change.
- 1.7 All enrolments will continue through to the subsequent term unless 2 weeks' notice is given to accounts this must be in writing. You will be responsible for all fees incurred if you do not notify Ambiance in the given period.
- 1.8 Enrolment Fee of \$25 per family will be charged no matter what time of the year enrolment occurs.
- 1.9 At the end of the year each student must re-enrol for the following year. Automatic enrolment will not occur.
- 1.10 Family discounts of 5% will only apply if fees are paid in full according to the above policies and procedures.
- 1.11 Class trial fee of \$15 is applicable and will be deducted from your enrolment if you/your child enrol on the day of the trial. If you do not enrol on the day then you will still be required to pay this fee as a separate amount to any subsequent enrolment.
- 1.12 Any fees overdue by 3 weeks, the student will be asked to sit and watch class and won't be able to participate.
- 1.13 EFT& Credit Card is available and charged at \$1.50 for EFT and 1.5% for C/C alternatively you can direct deposit funds online to Account Name Sibon Family Trust ATF TA Ambiance Dance BSB 484799 Account Number 052632195
- 1.14 All classes are taken at you/your child's own risk; no liability will be taken by any teacher at Ambiance Dance & Movement Academy. Ambiance is covered by DanceSurance (Authorised Representative (ASIC AR No. 262282) of WWSI Pty Ltd (AFS No. 229795) Suite 20, 45-51 Ringwood St, Ringwood, Vic, 3134)

Refund Policies & Procedure

PLEASE NOTE Credits will not be given for missed classes due to family holidays, school camps or anything involving missed classes during the dancing term.

- 2.1 Prior to commencement Ambiance Dance will refund all payments made by the student if the class is cancelled.
- 2.2 After commencement of class no refund of fees will be given.
- 2.3 In some cases of illness or injury, make up classes can be organized but they must be within the same term and only when positions are available.
- 2.4 If changing classes during a term a letter must be written stating what class you are leaving and what class you will be starting (depending on availability) this is only available at the directors discretion.
Notice Board Policies & Procedures
- 3.1 It is the parents' and students' responsibility to read the notice board on a weekly basis.
- 3.2 If the office is unattended please utilize the office mailbox. (ie to leave fees to ask questions etc. The mailbox will be attended to each night).
Injury/Medical Condition policies & Procedure
- 4.1 It is the student's responsibility to notify their teacher in the event of injury/medical condition, prior to class.
- 4.2 The first aid box is available to every student through their teacher. Due to government regulation we are unable to provide anyone with Panadol or equivalent medication.

Costume Policies & Procedures

- 5.1 Costume deposits will be required for each class if participating in the end of year concert. If a student fails to pay the required costume deposit, no costume will be provided.
- 5.2 We have a dress maker to make all costumes. If you want to make your own costume this can be arranged. Please note a pattern/cutting fee will be incurred for the making of the pattern/s and delivering it to you cut out. Fee TBA

Concert Policies & Procedures

- 6.1 It is not compulsory for a student to be involved in the annual performances, however it is preferred.
- 6.2 If a student is away for any specific amount of time it is the teacher's decision whether or not they will be included in the end of year routine/s. Teacher's decision is final.
- 6.3 It is compulsory to attend the dress rehearsal/s for the end of year performance.

Class Attire Policies & Procedures

- 7.1 All students must be appropriately dressed for class, with correct footwear.
- 7.2 All students must be appropriately groomed for class, with their hair tied back securely. Students must have their hair in a bun with hair net and pins for every ballet class (every age group), no exceptions. Please be aware that no jazz clothing will be worn in any ballet class, no exceptions.
- 7.3 Any student inappropriately dressed or groomed will not be able to participate in class activities.

Parking at the Studio

- We have 10 allocated bays for our clients.
- Please drop your child in the drop off bay so they can attend classes
- If you wish to stay at the studio during classes then park n the verge in front of the drainage sump
- DO NOT PARK ON THE GRASSED AREA *NO EXCEPTIONS*

Ambiance & Dancing Etiquette

- If you/your child are absent from class YOU must advise the studio by either email or text message to Miss Tania on 0419927270 BEFORE the class has commenced, preferably 3-4hours prior. Please ensure you arrive **on time** to class as it really disrupts the class if students are walking in late, it is also a safety concern if they miss the warm-up. **Arrive 5-10 minutes before class commences!**
- **Dance Performance children must NOT** be absent from more than 2 troupe classes in one given term as they are working on troupes and exams. Commitment is essential for these classes. If this is something that you feel you can't commit to, the Just Dance stream may be better suited to you and your child. Please talk to Miss Tania if issues arise regarding sickness etc as children may be well enough to at least come and watch which is always helpful in their learning.
- Parents are not permitted to watch the class as it is distracting for the students. If the teachers would like you to come in to watch something at the end of class they may occasionally allow you to watch. There will be an open day where parents can watch in Term 2 & Term 3 Dates will be advised.
- Parents and children must speak in a respectful manner at ALL times with the studio. Any negative behaviour or discussions regarding other parents, children, teachers and staff will NOT BE TOLERATED. This is YOUR dance and movement school so please always talk about it in a positive way both inside and outside of the school. If you have feedback or something is bothering you please say it directly to Miss Tania and your feedback will be dealt with and rectified to the best of her ability. Please do this in a private manner and not in the foyer where all can hear.

Food in Studio

- The studio is a place for dancing **NOT** eating. There is to be absolutely **no food bought into the studio** at any time during or after class. Students are permitted to bring water into the studio and it must be in a drink bottle and placed in the student's pigeon hole **WITH THEIR NAME ON IT!**
- We will no longer provide cups for students to have water inside the studio as the risk of them spilling it all over the floor is great and this will ruin the flooring.
- **NO soft drinks are allowed in the studio.**
- Birthday Cake and various celebration foods will be permitted in the studio at the discretion of Miss Tania and staff. (special occasions)

Uniform Dress Code & Hair Requirements

It is imperative that all students have the correct clothing and footwear for all classes for their safety and to enhance learning. In addition please ensure hair is always neatly pinned back and long hair must ALWAYS be tied up preferably in a bun. ALL STUDENTS ATTENDING CLASSICAL CLASSES MUST HAVE THEIR HAIR IN A BUN.

Girls Tiny Tots

Baby Pink Leotard & Pink Ballet skirt

NO WRAP AROUND SKIRTS PERMITTED

Girls Junior –Intermediate-Senior School

Colours= Hot Pink /Black

- Hot Pink /Black leotard
- Black shorts/long pants/3/4 pants
- Black Shorts with Hot Pink Rollover

Boys Tiny Tot's, Junior & Senior School

- Black Shorts
- Black Shirt/Singlet [ambiance embroidered]

Team Jacket

Pink & Black [boys have predominantly black jackets]

*The team tracksuit **must be purchased** if you are planning on participating in competitions or public performances as they must **ALWAYS** be worn at the performance event to represent our fantastic team.*

- All students must come to dancing in appropriate dance attire for the chosen class
- Hair is to be neatly pulled back, and **NEVER worn down in any class.**
- Our school colours are baby pink /burgundy/hot pink & black [older students]. If you already have dance attire wear it until it is worn out then purchase our uniform or material is also for sale if you sew your own. We like to see the kids in colours that are age appropriate so please do not put tiny tot's in black. Thank you for your cooperation in this matter.
- NO JIFFY shoes are to be worn for any class.
- **Ballet-** students must come with their hair in a bun and off their face. Leotard and tights are to be worn; if it is too hot then fitted dance shorts or a ballet skirt [Kindy ballet] may be worn. Ballet pumps or Pointe shoes depending on level are required to be worn on their feet.
- **Jazz-** Hair must be pulled back and off their face, NO fringes hanging in front of their eyes, pin them back please. Leotard and tights, or dance singlet and shorts or leotard and dance skirt to be worn. **Ballets pumps are required for Junior & Intermediate only Sub Seniors & Seniors are permitted to wear jazz shoes..**
- **Adult-Fit-** comfortable clothing of your choice sneakers as foot wear. Basic fitness is done in this class and is better to wear sneakers to support the feet, bring towel and water and your heart ready to pump.
- **Acrobats-** hair must be pulled back and off their face, this is imperative for their safety as it is easily pulled when doing various acrobatic tricks. Leotard and shorts or leotard and tights to be worn, this is imperative as teachers need to toss the children for tricks and cannot do this easily in loose fitting clothing. **No general clothes are to be worn after your trial class, once enrolled appropriate foot wear and clothing must be worn. There is no shoe that is specific for acrobats you must get rubber on the soles of the shoes that you/your child chooses (either jazz shoes or pumps are appropriate). If unsure please see the teachers and they will advise you on what you require. (make sure the boot maker you choose has done dance shoes before as they are very different to every day shoes)**
- **Tap-** same as Jazz except tap shoes are required.
- **Musical Theatre/Singing-** clothes may be worn but ensure you can move in them as some movement and dance will be done in this class.

Please complete order form for the team tracksuit & class uniform located on the WEBSITE or available in the foyer!

Canteen

This is run by my Mum, Miss Penny and is very much there on an honesty basis. Please ensure that you always pay for your consumptions, this includes teachers too!

The profit that we make is minimal but is enough to pay for our Xmas part and this is really special for both the children and staff as it gives us time to be with you all as families and have a picnic or jump on the bouncy castle or whatever it may be that we organise.

We will be looking at investing in a tea & coffee machine as well as a vending machine in the first half of the year. This will thus make the canteen easier to run and available at all times.

Fundraising

Various fundraising events will be conducted throughout the year, it is imperative that all families take part in these initiatives as the funds raised will benefit the children and the dancing school as a team. The fundraising committee will be coordinating the events and various drives throughout the year so if you have any ideas or come across an initiative that you think would be great for Ambiance to take part in please let the Fundraising committee know, they will be happy to liaise with you to facilitate the event. Please contact me first and I will issue you with their contact details.

Events/Drives that will occur throughout the year will include:

- Chocolate Drives (no more than 2 a year)
- Wine (premium clean skins with the Ambiance logo-red & white)
- Disco night (held at the studio)
- Winery tour (over 18yrs only- Swan Valley bus tour)
- Golf Day

(Plus More)

Class Fees

Prices have been altered in 2010 to make it cheaper for those that do more classes [competition-exams etc] if you spend more than 5 hours a week at dancing then you can do unlimited classes for no extra cost this opens up hip hop-musical theatre etc to those that have been wanting to participate but couldn't afford it..... I am offering a more cost effective way to enhance your child's dance skills and variety.

TIME KEY

1 class = 1 hour

30 & 45 minute classes will be adjusted accordingly.

- 1 hour per week \$110 per term
- 2 hour per week \$220 per term
- 3 hour per week \$330 per term
- 4 hour per week \$440 per term
- 5 hours or more UNLIMITED CLASSES \$550 per term

All term costs are inclusive of GST

Additional rehearsal classes for the competitions or the concert will be charged accordingly cost's TBA to cover studio costs and teachers time. This includes the Dress Rehearsal for the concert.

1. Routines are usually kept by students for 2 years. If a new routine was given in 2009 this will be re-used in 2010. However this will be left up to the teacher's full discretion.
2. Students may only enter solos' if they are attending required classes. ie To do a Classical, Slow modern, Demi or National students must be doing a Classical class. To enter Modern or Tap solo students must be doing Theatrical Classes of the same level.
3. Private Lessons will be charged at the rate of \$25.00 per ½ hour. Payment is required at time of lesson. Administration fee will be charged for ALL late payments.
4. A master & practice copy of the music will be available from the teacher a \$10 recording / editing cost will also be charged. Any further copies of music required due to loss or damage will be charged at a higher rate as recording and editing is a timely process.
5. You must bring your practice copy to every lesson in a case so as to not damage your disc.
6. All solos will be taught at the teacher's discretion.
7. Once forms have been completed all Solo's & Duo's will be allocated to teachers by Miss Tania this is to avoid anyone being missed. Please do not contact teacher individually as it becomes impossible to keep track of what routines have been commenced. We will allocate routines according to what we feel is best for student and teacher.
8. All teachers are available in the allocated times within the timetable to conduct these lessons. Private lessons are primarily used to choreograph routines for competitions or exams.
9. It is imperative that you/ your child book in for these timeslots immediately as times are limited and it is very important that you/your child is ready and confident should you/they choose to do competitions or exams.
10. 48 hours notice must be given if private lessons require cancellation or you will be charged accordingly for the missed lesson
11. All private lessons must be attended with a video camera so that you/your child can learn the routine easily and have a record of it to practise with at home. This is imperative to assist the learning process and ultimately minimise the lessons that you/your child needs to have thus reducing your cost substantially. If you do not have a video camera, please inform your teacher prior to your lesson as then an alternative arrangement can be made.

**Thank You for taking the time to read this booklet and for
being part of the TEAM at AMBIANCE!**