



Ambiance Dance Company
Policies
Procedures
Terms & Conditions
HANDBOOK

Your guide to everything Ambiance Dance

Table of Contents

About/Ethos	page 3
Our Classes	page 3
Term Dates	page 3
Enrolment Process	page 3
Student App: Movitae	page 3
Parent App: Customer Portal	page 4
- Website Login	page 4
Pricing Structure	page 4
- Tiny Tots	page 5
Price Capping	page 5
Terms and Conditions of Fees	page 5
Payment Options	page 6
Direct Debit Dates	page 6
Discounts	page 6
Duty of Care	page 6
Code of Conduct	page 6
Communication Policy - Parent/Student	page 6
Booking System - PICKTIME	page 7
Student Etiquette	page 7
Parent Etiquette	page 7
Disciplinary Actions	page 8
Uniform and Class Attire	page 8
Punctuality and Attendance	page 9
Watching Classes and Viewing Cameras	page 9
Carpark	page 9
End of Year Showcase/Concert	page 9

CONTACT US

STUDIO DIRECTOR - Tania Sibon-Bourke
Administration Contact
STUDIO MOB # 0419 927 270
Business Phone/Fax (08) 9409 6868
Studio Address – Unit 1/58 Christable Way Landsdale 6065
Administration Email: info@ambiancedance.com.au
Accounts Email: accounts_@ambiancedance.com.au
Website: www.ambiancedance.com.au

STUDENT APP - Movitae

CODE: AMB1470
<https://movitae.com/signup?code=AMB1470>
Please set this up immediately for your child to access class information and relevant learning.

CUSTOMER PORTAL - Parent App

CODE: 2XZJS5HL
https://thinksmartsoftware-au.com/customer_portal_v2/#/
PLEASE SET THIS UP IF YOU ARE A NEW TEAM MEMBER
This will allow you to manage all your customer details, payment information and check any invoices.
Please download the Thinksmart Portal from the App Store or Google Play. Use the code above and then use the email you used at enrolment and set your own password.

LIKE US ON

Facebook – Ambiance Dance <https://www.facebook.com/ambiancedance>
Instagram - [ambiancedance_](https://www.instagram.com/ambiancedance_)
Twitter - Ambiance Dance
Members Only Facebook Page <https://www.facebook.com/groups/adcmembersonly>

PICKTIME BOOKING SYSTEM

<https://www.picktime.com/ADCbookingsystem>

About Us and Our Ethos

Under the Directorship of Tania Sibon-Bourke and the best team of teachers throughout Perth, Ambiance Dance is creating the "triple threat dancer that can dance, sing and act." Since the commencement of Ambiance Dance in 2005, our vision was always to create a family rather than just a dance school. A place where students feel nurtured and supported along their dance journey, which will allow them to dream big and achieve more than they ever believed they could.

Our ethos at Ambiance Dance is to Create, Express and Inspire. We help students create their own future, express themselves as individuals and inspire them to achieve. We do this by creating an atmosphere which is fun, inspiring, energetic and motivating. Our dance family is a community which teaches more than just dance. Students learn an array of life skills, such as time management, commitment, respect, responsibility, discipline and compassion, which will set them up for success in all aspects of life.

Our Classes

Ambiance Dance nurtures all of our students in a safe and fun filled environment. We believe at Ambiance Dance that every child is a star! All of our classes are designed for both boys and girls to enjoy. Ambiance Dance welcomes students of all ages from Baby Boppers and Tiny Tots to Adults. We offer classes in Jazz, Tap, Classical Ballet, Lyrical, Acrobatics, Hip Hop, Singing, Musical Theatre and Contemporary Classes. Fitness and conditioning classes are also on offer for children and adults. Students are welcome to enrol in general classes just for fun or for those who want more performance opportunities and a more technical approach, we offer performance team and examination classes all of which are taken by some of the most experienced and qualified teachers within the dance industry. Please see the link below for a more detailed description of dance genre's available.

<http://www.ambiancedance.com.au/dance-styles/>

Term Dates

Please refer to the Ambiance Dance website

<http://www.ambiancedance.com.au/news/term-dates/>

Enrolment Process

To enrol into classes at Ambiance Dance please follow the link as well as the step by step instructions below.

<http://www.ambiancedance.com.au/enrollment-information/online-enrolment-instructions/>

1. Please ensure you are 18 years of age or over to complete the parents details as this is the person responsible for the account.
2. Download the timetable from the dance timetable tab prior to enrolling online for reference as this will assist your selection process.
3. Refer to the timetable for what days your selected classes are on. When you first go to the online enrolment you will be presented with the full schedule. Classes are colour coded for your convenience. Select ALL classes for ALL students you are enrolling, from the front schedule and keep adding classes as required.
4. If you are enrolling 2, 3 or 4 students etc you must do so under the one enrolment [i.e. under the one parent entry otherwise this will create double up clients]. All you need to do is select ALL the classes that ALL children are doing. They will then go into the cart. Once you add all student details then you will go to a page (as stated below in point 6) that will allow you to allocate classes per student so that each class is allocated to the correct student.
5. Once you have selected everything, you will submit the cart and then it will take you to Customer details page (this is the parent). Please enter your details and press save. There you will be able to enter each student's details, press save and submit.
6. You will then be taken to another page that will allow you to cross reference and select which classes are attached to which student. Please use the drop-down boxes to select which student, and it's as easy as that.
7. All enrolments must come through online as this allows you to go straight into the selected classes.
8. Once you have completed the online enrolment you will be automatically forwarded to the Direct Debit form followed by the Medical form. You must complete both forms online, otherwise the enrolment will not be processed into our system due to it being an automatic feature.
9. Please call 9409 6868 or 0419927270 if you require assistance with your enrolment and Miss Tania will guide you through this process.

PLEASE NOTE that by filling out the enrolment form online you are agreeing to the policies and procedures within this information booklet in addition to the payment terms and conditions of Ambiance Dance. If you as a family do not think that you can abide by the detailed terms and conditions, please contact and liaise with the Director prior to enrolling. Once you are enrolled you are liable for ALL invoices and requirements under the terms and conditions listed both on the website and within this booklet.

Student App - Movitae

Ambiance Dance is proud to enable our dancers to take their dance class home and learn faster with Movitae.

This app allows students to have access to the content within their own class groups without you worrying about what else may come up on your devices as it is a secure app. It creates one sharing platform that children can engage easily in what is safe and VERY effective and eliminates having your children on your facebook. We also have the ability to upload videos and music without losing quality and sound.

We will provide parents and students with some great dance resources via Movitae, plus video feedback from class, studio specific information and we will use Movitae as a communication tool.
A compulsory fee of \$5.50 is charged per student each term for this platform, please sign up to make sure you don't miss out on your child's learning.
Instructions on how to sign up and troubleshooting please link the link below.

STUDENT APP - Movitae

CODE: AMB1470

<https://movitae.com/signup?code=AMB1470>

Please set this up immediately for your child to access class information and relevant learning.

Website Link - <https://www.ambiancedance.com.au/noticeboard/movitae/>

Parent App - Customer Portal

The Thinksmart portal is an app linked with Ambiance Dance, where you can view ALL your invoices, scheduled payment dates, notify absences, view and add classes as well as view and change any personal information.

Everyone has been sent a link to sign up for the customer portal upon enrolment. The password for this account is created and set by the user and Ambiance Dance has no access to these accounts as they are encrypted for your safety.

To get this app search 'ThinkSmart Portal' or click on the relevant app store to download the app.

[Apple App Store](#)

[Google Play](#)

If you have any issues, downloading this app, please see reception.

CUSTOMER PORTAL - Parent App

CODE: 2XZJS5HL

https://thinksmartsoftware-au.com/customer_portal_v2/#/

PLEASE SET THIS UP IF YOU ARE A NEW TEAM MEMBER

This will allow you to manage all your customer details, payment information and check any invoices.

Please download the Thinksmart Portal from the App Store or Google Play. Use the code above and then use the email you used at enrolment and set your own password.

Website Link - <https://www.ambiancedance.com.au/enrollment-information/customer-portal/>

Website Login

The website login is needed to access any locked pages within the website such as the Ambiance calendar and forms needed throughout the year. These pages are locked as some information is purely for our members only. Everyone has also been given a password for this that is set by Administration, but can be changed. The username and password is found in the email sent from Wordpress.

Understanding your *USERNAME AND PASSWORD*

Everyone's username for the website is the first initial of their first name and then their surname (first 2 letters are capitals).

EXAMPLE: TSibon-Bourke or TBourke and then you can reset the password to what you want.

PLEASE NOTE: This IS NOT THE CUSTOMER PORTAL and the login is NOT the same.

Below are links to different parts of the website including the Information Booklet, Please take the time to read these notes and refer to the ADC Information booklet which was emailed to you upon enrolment and is also available on the website at all times.

PLEASE NOTE: The Customer Portal and Website Login are different platforms and you will need separate logins. Please ensure you have activated each account.

Pricing Structure

Class Cost-\$14.00 per hour class (GST included) – 1 class per week

Enrolment Fee - \$45 per family, which covers insurance, administration and music licensing costs.

This is paid at any time of the year your enrolment occurs and is not done pro-rata.

Refer to the timetable for the duration/minutes of each class.

- 30 minutes class per week \$70 per 10 week term
- 45 minutes class per week \$105 per 10 week term
- 1 hour class per week \$140 per 10 week term
- 2 hours class per week \$280 per 10 week term
- 3 hours class per week \$420 per 10 week term
- 4 hours class per week \$560 per 10 week term
- 5 hours class per week \$700 per 10 week term
- 6 hours or more per week (Unlimited Package) \$840 per term*

ALL Term Fees are inclusive of GST.

Casual classes can be attended at a nominal charge approved and discussed with the Director.

PLEASE NOTE:

The following classes listed below are NOT included in the Unlimited Package, an additional term fee will be charged.

- All Major Ballet Exam classes (Sub Elementary - Premier Dancer).
- Additionally timetabled competition/troupe classes (those booked on weekdays/weekends aside from the timetabled classes, troupe choreography days require additional payment) .

Tiny Tots Dance Education

\$149 per 10week term with the BONUS of discounted additional Tiny Tots classes.

Classes include:

- Tiny Tot Combination classe
- Tiny Tumble Acro
- Tutu Cute
- Baby Boppers

If you add on the extra Tiny Tot class options you will pay our hourly rate for additional classes.

*Classes with 3 students or less may have an applicable surcharge applied to cover the teachers cost. Running classes with such limited numbers may be merged with another class if needed to avoid this cost.

Classes that do not run on public holidays will still be charged for. This is why in MOST instances we will always have some form of class on public holidays.

Additional rehearsal classes for the competitions or the concert will be charged accordingly. Costs will be advised and they are required to cover studio costs and teacher's time. This includes the dress and stage rehearsals for the concert but not any additional studio rehearsals (Friday night run throughs are done FREE of charge).

Price Capping

Any student who spends \$840 for the term is eligible to participate in all classes within their age group for no additional cost (some exclusions may apply). PLEASE NOTE no other discounts will apply after the CAP. There will be no family discount available if you take advantage of this CAP offer! A commitment to the class must be made you cannot swap and change classes as you feel. If you do wish to withdraw from classes it must be done in writing in accordance to ADC T&C's.

The below Terms & Conditions must be agreed to and read prior to enrolment.

This information is detailed in the T&C's when enrolling. All ADC policies and procedures are being agreed to by completing your online enrolment with Ambiance Dance.

T&C's are listed below and also in the enrolment interface.

TERMS & CONDITIONS

1. All information required including invoices, can be found on the Think Smart App. Any issues please email accounts_@ambiancedance.com.au.
2. Penalties will apply to late payments and/or broken agreements. 10% will be added to your invoice and if payment is still not made, debt collection will be pursued at a cost to you the customer.
3. If you wish to discontinue any class or transfer, then you need to hand in the Transfer/Withdrawal Form two weeks prior to the end of the previous term. Failure to comply, will result in full fee's being payable for the relevant classes for the subsequent term. Classes enrolled in are considered to be enrolled in for the full academic year, not a term basis, so please ensure you consider your classes carefully and always notify admin if you require any class changes via email info@ambiancedance.com.au. Refunds or class credits will NOT apply if students withdraw mid-term just because they change their mind or don't like a particular class. Refunds or credits for classes will only be given at the discretion of the DIRECTOR. Cancellation fee of \$65 is applicable to remove the full fee liability of class/classes if late withdrawal is submitted.
4. No student is eligible for a credit if sick, on school camp or on family holidays. If a credit is approved for any cancelled classes or extenuating circumstance it will be deducted of the next term invoice.
5. It is the customers responsibility to check the customer portal for all invoices and scheduled payments. Invoices will be available in the portal two weeks prior to term commencement.
6. Once you have enrolled in a class, you are liable for the full term fees even if you/your child no longer wishes to attend. If there are extenuating circumstances out of your control which require you to withdraw early from classes, a \$65 cancellation fee is applicable to remove the full fee liability. It is up to the discretion of management if this fee is to be applied.
7. Failure to pay any fees will result in the loss of your enrolment position with debt collection and possible legal action to follow. You will also be responsible for any costs associated with debt collection.
8. Moving forward, cash payments WILL NO LONGER be ACCEPTED for fee payment. We regret that we cannot take money on a weekly basis for any class. Payment method is via EZI-DEBIT ONLY
9. Please see the Direct Debit table on the website for debit dates. By completing the online DDR form, you are selecting and agreeing to these debit dates in accordance with which plan you have chosen. Should you need a special/ alternative arrangement please email accounts_@ambiancedance.com.au. All account liaison must be done via email to ensure a record can be maintained. If you have filled out a DDR form in previous years then the original payment plan will remain in place. If you require an alternative payment plan you MUST email accounts_@ambiancedance.com.au to change it prior to term commencement. This MUST be in writing.
10. Account Details payable to
BSB-484-799
Account number 052 632 195
Name: Ambiance Dance.

11. Any extra classes added throughout the year will be charged accordingly. For example, extra exam or troupe rehearsals/classes.
12. Please be reminded that only with the fulfilment of financial commitments by everybody, can Ambiance Dance continue to provide first class tuition for all students. Fee payment plans for the current year must be chosen prior to the first class your child attends. Any student non-financial before classes commence will not be permitted to enter the class due to insurance constraints.

If special payment arrangements are required outside of the below options and debit schedule, a \$10 administration fee will be applied per amendment. All requests must be made via [accounts @ambiancedance.com.au](mailto:accounts@ambiancedance.com.au)

Payment Options - Direct Debit via Ezidebit (fees apply)

- | | |
|-----------------|---|
| <u>Option 1</u> | Full Payment Upfront. Week 1 of each Term |
| <u>Option 2</u> | Split Payment 50% / 50%. Week 1 and Week 5 of each Term |
| <u>Option 3</u> | Fortnightly commencing each Term |

Direct Debit Dates

Please refer to the Ambiance Dance website
<http://www.ambiancedance.com.au/news/direct-debit-dates/>

Discounts

Families with 2 or more children enrolled in 3 or more dance classes per child, please contact [accounts @ambiancedance.com.au](mailto:accounts@ambiancedance.com.au) for a discounted fee schedule.

Family discounts are calculated and applied on an individual family basis upon application. Once on price capping no further discounts will apply.

Duty of Care

All care is taken but no responsibility is accepted for accidents/injuries incurred in the studio or at concert/competitions and other performances. Student's dance at their own risk.

Release and Waiver forms must be signed before enrolment can be accepted which is within the online enrolment. By accepting our terms and conditions you have accepted the waiver.

Code of Conduct

All Ambiance Dance activities are approached with professionalism and integrity. We are committed to providing a safe, welcoming and nurturing environment that seeks not only to instil a love of dance in our students, but to develop important life skills as well - respect, commitment, reliability and teamwork included.

To ensure a happy and positive experience for all involved, it is important that students, parents (including carers or legal guardians), extended friends and family members and staff understand and comply with the below.

Communication Policy- Studio Phone 08 9409 6868 or 0419 927 270

Reception hours are as follows

ON SITE ONLY - Below Listed Times

Monday 10:00-1:00pm & 4:00 - 6:00pm
 Tuesday 11:00-12:00pm & 4:00 - 6:00pm
 Saturday 8:30am - 1:00pm (*volunteer staff*)

VIA PHONE ONLY 9:00am - 2:00pm

Monday
 Wednesday
 Thursday

FRIDAY & SUNDAY Administration is CLOSED

If you are communicating that your child is unwell you can do this via the customer portal app so that the relevant teachers know in advance. Please DO NOT post absences/sickness to the Members Only FB Page. These posts will not be approved.

Please be mindful that our teachers are here to teach your children. Whilst we are happy to answer your questions, teachers are not available during or in-between class time for any reason at all. Please do not try and have a quick chat as we do not wish to offend when we are running between classes.

PLEASE do not contact staff members via mobile phone or personal social media regarding studio related questions. Whilst we understand that you may have a personal friendships with some staff I implore you to consider if the requested

information is really necessary to encroach on their personal time. Staff have been asked to refer you to the appropriate communication methods..... Ambiance email, Information booklets or Movitae if required.

Meetings can be requested with the Studio Director via email. This will allow all required parties to book aside enough time to ensure your request is adequately handled. Email protocol ensures you will get a response within 48hrs, if you do not receive a reply please resend/follow up as it may have gone to junk mail. Please do not assume we received your correspondence if you do not get a reply.

PLEASE NOTE: Email is preferred method of contact as a record can be kept regarding all communication. Please direct all queries/requests via email info@ambiancedance.com.au

It is the parent's responsibility to ensure we have your correct email address and to check your spam folders. All correspondence from Ambiance Dance Company will be via email and also placed in a communication folder at the front desk. (this will not include personal/individual emails only group correspondence).....Please check!

If you have any questions or queries, please feel free to ask via email, over the phone or in person at reception during allocated reception/phone hours.

Booking System - PICKTIME

We are now utilising PICKTIME as our private lesson and appointment booking system.

Please see the link below and book private lesson or private appointment times accordingly. Once the booking times are entered you will receive email confirmation to confirm you're booking. If you require a time that is not available on the booking system please email info@ambiancedance.com.au and if possible administration will try and assist you in your request.

REMINDER 48 hours notice must be given if private lessons require cancellation or you will be charged accordingly for the missed lesson.

<https://www.picktime.com/ADCbookingsystem>

Student Etiquette

1. Demonstrate respect for teachers, parents, staff and other students at all times.
2. Arrive at least 5 minutes prior to your scheduled class.
3. Attend class regularly unless ill or injured, or in the event of a family emergency.
4. Honour prior commitments made to the studio by attending classes, rehearsals and performances above other social events.
5. Serve as a role model to younger dancers at all times, including appropriate language and behaviour.
6. Show respect and care for studio equipment and facilities.
7. All students are required to bring a clearly named water bottle to all classes.
8. Student's hair should always be tied back off the face during class. Please use hairspray and clips if required, students are not to come in to class with their hair down or with fringes in their faces as it effects the learning of certain dance moves eg spotting, turning.
9. Dance uniforms and appropriate shoes must be worn to all classes. All students enrolled in acrobatics must have the correct acro shoes with acro grip (rubber) on the sole for safety reasons. U/6 and below **MUST** wear jazz pumps (not Jazz Shoes) in class and ALL tap shoes must have rubber on the sole as well as tap plates (studio preference is CAPEZIO plates). School uniform is not appropriate dance attire.
10. **No Jewellery, watches or large earrings should be worn into class at any time.**
11. Mobile phones should be switched off, or on silent mode and are not to be used in class, unless specifically instructed.
12. Put rubbish in the bins provided and clean up after yourself.
13. Ask for help if you need it - we are here for you.

Parent Etiquette (including carers or legal guardians)

1. Demonstrate respect for teachers, students, staff and other parents at all times.
2. If you require a moment to speak to the class teacher, please make an appointment to see them outside of class time as they are employed to teach class to all students and not chat to parents. Please ensure this appointment/liaison is done via Miss Tania only.
3. If you have a problem or complaint, please put it in writing or approach Miss Tania directly as soon as possible. It is not necessary to gossip or bring negativity into the studio, we are here to assist and if we know of any issues we can either rectify the situation or explain why it is a certain way. ADC will not tolerate any defamation of our brand or facility, this includes gossip, bullying, harassment or rudeness towards teachers, children or parents.
4. Take responsibility to read email/facebook updates and keep up to date with current activities and important information.
5. Ensure siblings are supervised at all times (equipment is treated with care and the waiting areas are left tidy). We are a dance school not a day care service, we do love having your children around, but please remember you are required to drop off no more than 10-15 minutes before scheduled class and pick up on time. If you require an exception please let reception or Miss Tania so we know who is onsite at all times.
6. Please refrain from entering dance studios unless invited by teachers. This includes studios not in use and extends to siblings.
7. Understand and support Ambiance Dance Studio's approach by encouraging children to show commitment and positivity while working to the best of their own ability.

8. Refrain from taking videos or photographs without permission.
9. Respect our approach to establishing and maintaining professional relationships with our students and parents.
10. Use appropriate language in the presence of children.

Disciplinary Actions

1. Inappropriate, disrespectful or aggressive behaviour by students, parents, (including carers or legal guardians) extended friends and family, staff or volunteers will not be tolerated and may result in immediate cancellation of enrolment, with no refund or further discussion.
2. A breach of the code of the conduct may result in immediate cancellation of enrolment with no refund or further discussion.
3. Ambiance Dance is a Child Safe environment committed to understanding and encouraging our students to be their best.

Uniforms and Class Attire

Ambiance Dance's uniform colours are Pink, Purple, Black & White. All students performing for the studio at competitions and shows will be required to wear the Ambiance Dance Jacket and Full Leggings.

Studio Jackets, T-shirts and Dance clothes will be available to purchase from the uniform store which is located at RECEPTION close to the front desk.

We have uniforms specially designed for Ambiance Dance by various suppliers; they are compulsory for ALL students. Please DO NOT buy outside dance attire before having the compulsory Ambiance Uniforms for enrolled classes and Team events. Please REMEMBER uniforms and appropriate Ambiance Dance attire makes ALL students feel part of the team and show a UNITY of OUR STUDIO. Pride in ones presentation and appearance are paramount to an individuals development. PLEASE DO NOT spend excessive amounts of money on dance attire that is not required when you can PURCHASE THE TEAM UNIFORM that is COMPULSORY for OUR TEAM!

Correct attire, including shoes, for each class and genre has been outlined for you below. We do ask that all hair is to be tied back neatly and securely so that the hair is off the face and it does not cause for distraction while in class.

All Students should bring their shoes in a Zip up Dance Bag clearly labelled. Students MUST wear shoes in all classes, unless specified by the teacher. The colour of shoes below are a guide only and not always the colour needed for the concert or exams. The colour of the shoes is dependant on the costume choices and will be advised closer to the time.

CLICK LINK BELOW TO VIEW UNIFORMS

<https://www.ambiancedance.com.au/uniforms/>

Class	What to Wear	Shoes	Hair
Baby Bop or Tiny Tots Classes	Ambiance Dance FIFI dress or Ambiance Leotard, Shorts or leggings.	Tan or Ballet Pink Pumps Tan or Black Tap shoes	Tied back off your face
Jazz & Tap Class	Ambiance Dance Leotard, Racer Crop or Singlet and matching shorts, 3/4 leggings or full leggings. Only other option is Black or Pink Leotard and Skirt (tapping class only)	Tan or Black Pumps (U6 below) Tan or Black Jazz Shoes (U8 and above) Tan or Black Tap Shoes	Tied back off your face
Ballet	Black Leotard, Ambiance Dance leotard or FIFI dress for up to primary ballet ONLY Ballet skirts up to primary ballet ONLY. Pink ballet stockings	Pink Ballet pumps	Tied Back in a BUN- NO FRINGE
Acrobatics	Ambiance Dance Leotard Racer Crop or singlet and matching shorts 3/4 leggings or full leggings Only other option is Black or Pink Leotard.	Tan or Black Acro pumps with correct grips (rubbered shoes are COMPULSORY)	Tied back off your face
Musical Theatre	Dance appropriate clothes. NO skirts, Jeans or inappropriate clothing	Soft sneaker or Jazz shoe	Tied back off your face
Hip Hop	Dance appropriate fitted or Baggy Clothes. Ambiance Baseball shirt or tops available NO skirts, Jeans or inappropriate clothing	Soft Sneaker or Jazz Shoe	Tied back off your face
Boys Classes.	Ambiance Dance Singlet /T-shirt & Shorts	Black Jazz Shoes Sneaker or Tap shoes	.

Exam Classes	Black exam leotard and fitted shorts & tap skirt where applicable or Ambiance FIFI or Ambiance Leotard. NO OUTSIDE COLOURS ARE ACCEPTED-ADC ATTIRE COMPULSORY	Tan Jazz Shoes Tan Tap shoes	Tied Back in a BUN- NO FRINGE
Troupe Classes	Black fitted leotard and fitted shorts or dance crop top and fitted shorts- ADC Uniforms & Jacket is COMPULSORY for all Performance Team members	Appropriate genre footwear	Tied back off your face
** Tan/Black pumps appropriate for Jazz/Acrobatics and Ballet shoes are available through the Ambiance Dance Uniform shop.			

Punctuality and Attendance

Please ensure that your child is punctual to all classes & dressed appropriately.

Constant lack of attendance especially in Troupe classes places a large amount of stress on to the rest of the team.

Consequently, you may be asked to withdraw from a class if constant absentees are recorded.

Viewing Cameras

At Ambiance Dance we have a live feed (CCTV) of all classes on the TV in the waiting area. This will allow you peace of mind and the enjoyment of watching your child when you may be able to remain in the foyer. The camera's record to the hard drive and can be reviewed remotely by the Director even when not on site. This ensures Miss Tania is always able to see what is happening in BOTH the classes and the foyer.

Please Note-The foyer TV will NOT be turned on in Term 3 & 4 due to concert preparation and the TV may be switched OFF at any time during the year at the Directors request. Please DO NOT loiter around the TV.

Carpark

We ask you to only park on the verges around the studio for drop off and pick up during business hours, this includes Saturday mornings. Please do not park in the staff parking or the grassed verges that are roped off or in any other business (tenants) bays as this causes problems within the strata. Do not park on the corner it is illegal and against all road rules. This action could result in the council ranger issuing you a fine.

YOU ARE RESPONSIBLE FOR YOUR CHILD/CHILDREN OUTSIDE OF CLASS TIME.

End of Year Showcase & Concert Performance

ALL students involved/required.

Ambiance Dance Company produces an end of year showcase which gives ALL dancers the opportunity to perform for their family and friends. It is an exciting, empowering and confidence building experience for them and a chance to showcase the results of their hard work. We love giving all students the chance to be involved and encourage even our youngest and newest performers to be involved.

Our Annual Showcase is proposed to be held within the last 5 weeks of Term 4. Confirmation of dates will be given at the end of Term 1. Detailed information pertaining to the Showcase will be provided closer to the time. A non refundable concert levy of \$50 per student will be invoiced and payable at the end of the Term 2. If the invoice remains outstanding, you will not be included in the showcase and no costume will be provided. Once you have paid your levy, this will confirm your commitment to the concert. If you pull out, you will lose the concert levy and be required to pay costume costs and fees associated with the concert. We have personal dressmakers and also order ready-made costumes. Costume costs range from \$60-\$100 depending on age group and requirements. Senior Costumes can range up to \$150. We are mindful of keeping costume expenses as low as possible however, we also wish to ensure all students are groomed impeccably and professionally.

For those families new to the dancing world of concerts, some parents start their own concert saving fund and put money aside each week. This makes the process of paying for the costumes a lot easier, especially as the Showcase is close to Christmas. Please email accounts_@ambiancedance.com.au if you wish to set this up on your account.