



Innovate Dance Studio

POLICIES

2026

Contents

ATTENDANCE
PAYMENT
ENROLMENT
CLASS
PERFORMANCE
EXAMINATION
COSTUME
UNIFORM
CODE OF CONDUCT
RELEASE AND INDEMNITY
SAFTEY

ATTENDANCE POLICY

Drop off and Collection

Students should arrive 10-15 minutes prior to class to warm up, stretch and prepare themselves. Parents are to arrive 5 minutes before the end of the class to collect their child.

Parents are responsible for their children outside of class times.

Absence

Students are expected to attend all standing and scheduled classes and rehearsals for the year. Classes may be missed due to illness, dance competitions or compulsory school commitments. Please ensure that the class teacher is notified via message.

If a student is injured they are still required to watch the class.

Terms and Conditions

Students who are absent from multiple classes or miss compulsory pre-performance rehearsals may be removed from the performance. If a student misses several classes, contact will be made by the class teacher and warnings given before action is taken.

Troupe students and competition team students must attend classes exclusively to Innovate. Workshops and Master classes with other studios are permitted and encouraged. Students are permitted to take part in outside amateur theatre productions and shows with other companies provided the rehearsals/performances don't clash with any Innovate commitments. It is expected that Innovate Dance Studio takes priority in such circumstances.

P A Y M E N T P O L I C Y

GoCardless Payments Policy

Once enrolled, all families will have a GoCardless account set up for their dancer's tuition. Parents/guardians are required to review and agree to the GoCardless direct debit agreement prior to payments commencing. Tuition fees will then be automatically direct debited on a weekly basis, providing a secure, reliable, and convenient payment method. This system helps ensure accounts remain up to date and allows the studio to focus on delivering high-quality training and experiences for our dancers.

If a payment fails to direct debit, the payer will be notified of the failed attempt and another the system will retry this withdrawal, if this payment still fails after the second attempt, the payee will be notified and classes will be suspended until the payment is settled.

Fees are payable per term.

Please note that fees are nonrefundable. Fee's will not be credited if a student changes their mind, misses class or leaves the studio. Classes are not run on public holidays, Easter weekend or Showcase weekend.

Terms and Conditions

All fees must be paid by the due dates. Students will ultimately be excluded from classes and performances if they have outstanding fees. Outstanding payments beyond these dates will result in the account being managed by an independent third party.



ENROLMENT POLICY

Enrolment Options

Enrolments are available at any time during the first three terms of the year. Enrolments can be completed by filling out and returning an enrolment form, either hard copy or electronically.

Class Suitability

Our Innovate staff will assist you in choosing the correct class for your child. Students may be moved from a class due to age or technical ability.

Trial Classes

We are certain that you will love Innovate although to make sure we are the right fit for you we offer free Trial classes. Students receive one free week of trial classes where they are able to attend as many classes as they would like for their age group and decide what they like best.

CLASS POLICY

Class Pre Requisites

Students must attend a classical ballet technique class to be eligible to perform in Ballet, Jazz or Contemporary styles.

Students must complete the year level class before commencing the next year unless under special conditions.

Troupe students must also participate in the style of technique class to be eligible to participate in the troupe routine of that style.

Packages

Package deals are provided to help alleviate the financial stress on parents. These deals are for those with students doing the maximum work load for their age. Package deals include Troupe Class and Technique Classes. These deals are already discounted and are not eligible for further discounts.

Private Tuition

Private Tuition is by invitation only. Invites are sent out at the beginning of the year to students who show great potential and promise in their classes. Private Tuition students are students who do multiple technique classes and are involved in troupe classes. In these private lessons students will learn a routine(s) that will then be entered into local and or interstate competitions. These students make up the Innovate competition team.

Parents watching class

Parents are not permitted to watch class on a weekly basis. There will be an open week held on the last week of term one, two and three to display what the students have been learning in class.





PERFORMANCE POLICY

Competitions

Classes with a competition end goal are; Private Tuition and Competition Team classes.

Troupe classes may also be entered in competitions throughout the year, provided that all students and parents are willing to make the commitment.

Performance Teams

Innovates performance teams are made up of students who participate in several technique classes and are involved with the Troupe class, and or private tuition lessons. These teams are selected at the beginning of the year, by application. These selections are continued until the end of the year, unless under special circumstances. Students can apply upon enrolment with technique class, troupe class and or private tuition class enrolments.

Studio Showcase

The studio showcase is an opportunity for our students to showcase their talents and trial their solos, duos and competition routines on stage before competing in competition. The showcase is a wonderful team building event where students all support each other to create the best possible show. This show is generally held in April.

End of Year Concert

The end of year concert is a fun way to end the year. All troupes are expected to perform at the end of year concert.

Terms and Conditions

All students must have the correct attire and costuming to perform on stage. This will be communicated through the troupe co-ordinator.

Parents are responsible to enter their child in competitions.

Troupes will be entered by Innovate Staff.

EXAMINATION POLICY

Examinations

Examinations are held once per year. These exams are for Classical, Jazz and Tap students who have been selected to participate in the examination for their grade.

Some levels may take several years to prepare before an examination can be completed.

Parents will be notified in advance if their child has been selected to participate.

There is an extra fee to complete examinations.

Extra attire is also required.

COSTUME POLICY

Concert Costumes

The concert costumes will be chosen by the class teacher. Each family will be provided with a login and code for the online costume shop, where parents will be responsible for measuring and ordering of students costumes.

Competition Costumes

Competition costumes are required earlier in the year. Competition Troupe costumes will be sourced by the class teacher and troupe co-ordinator and follow the same process as the concert costumes. Solo costumes will either be ordered by the parent or teacher.

Second Hand Costumes

Any second hand costume can be sold minus 20% of the original cost, if it is sold furthermore 10% is deducted each time.



UNIFORM POLICY



Class Uniforms

To achieve the most out of every class students must wear the appropriate uniform.
This uniform varies according to class style. Please see below;

Hip Hop

All students

Leggings or sports pants

T-shirt, singlet or active wear top

Soft sole sneakers (no school shoes, skate shoes or jazz shoes)

Girls – hair must be tied up and off of the neck.

No jewellery is permitted. Simple earrings are allowed.

Classical

Girls

Either a black or Innovate branded leotard

Ballet pink tights

Black or blue wrap skirt

Capezio Juliet leather ballet shoes - light pink, split sole.

Hair must be neatly secured in a bun.

No jewellery is permitted. Simple earrings are allowed.

<https://www.capezioaustralia.com/juliet-child>

Boys

White boys leotard (U12 onwards) or t-shirt (U6 - U10)

Navy Blue or Innovate branded leggings

White dance socks

Black or Beige Revelation ballet shoe - Tech Fit.

No jewellery is permitted. Simple earrings are allowed.

<https://www.energetiks.com.au/mens-short-sleeve-leotard>

https://www.energetiks.com.au/legging_25

<https://www.energetiks.com.au/dance-sock>

<https://www.energetiks.com.au/rvlation-ballet-shoe-tech-fit>

Tap

Girls

Either a black or Innovate branded leotard or fitted tank top

Ballet pink tights

Either black or Innovate branded dance shorts

Boys

Black or Innovate branded T-shirt

Black or Innovate branded shorts or leggings

All Students

Either Bloch Tap On Girls Tap Shoes, Bloch Tap Flex Boys Tap Shoes, Bloch Show-Tapper Womens Tap Shoes.

<https://www.bloch.com.au/dance-shoes/205560292-s0302g-bloch-tap-on-girls-tap-shoe.html>

<https://www.bloch.com.au/dance-shoes/225560415-s0388g-bloch-tap-flex-girls-tap-shoe.html>

<https://www.bloch.com.au/dance-shoes/100323-s0323-bloch-show-tapper-womens-tap-shoe.html>

Girls – hair must be neatly secured in a bun.

No jewellery is permitted. Simple earrings are allowed.

Jazz

Girls

Either a black or Innovate branded leotard or fitted tank top

Ballet pink tights

Either black or Innovate branded dance shorts or leggings

Boys

Black or Innovate branded T-shirt

Black or Innovate branded shorts or leggings

All Students

Black or Camel Elastaboot Bloch Jazz Shoes

<https://www.bloch.com.au/childrens-jazz-shoes/120499-s0499g-bloch-elastaboot-girls-jazz-shoe.html>

Girls – hair must be neatly secured in a bun.

No jewellery is permitted. Simple earrings are allowed.

Contemporary

Girls

Either a black or Innovate branded leotard or tight fitting Innovate singlet.

Footless ballet pink tights or convertible tights

Either black or Innovate branded dance shorts or wrap skirt.

Boys

Black or Innovate branded T-shirt

Black or Innovate branded shorts or leggings

All Students

Capezio footUndeez or turning shoes (for older students)

<https://www.capezioaustralia.com/footundeez-child>

<https://www.capezioaustralia.com/thongz-footundeez-3>

<https://www.capezioaustralia.com/catalog/product/view/id/20336/>

Foot Arch Supports can also be worn to help support the arch of the foot and prevent rolling of the feet, promoting correct alignment.

<https://www.capezioaustralia.com/arch>

Girls – hair must be neatly secured in a bun.

No jewellery is permitted. Simple earrings are allowed.

Representing Our Studio

Students wearing Innovate uniform outside of the studio are representatives of Innovate. We ask that students behave in a respectful manner and display upstanding behaviour to the public eye.

All performance team students are asked to wear their uniform to and from any dance competitions or events.



CODE OF CONDUCT

Students

Class etiquette

I will:

1. Be on time to each class.
2. Make sure that I do not disrupt the class.
3. Be polite and respectful to my teachers.
4. Bow or courtesy to the teacher when class finishes.
5. Wear appropriate dance clothes and shoes to class in accordance with the uniform requirements.
6. Have appropriate clothes on when arriving and leaving the studio No student is to leave the studio in dance wear without some covering clothes.
7. Have my hair up, tightly secured in a bun, before class starts (girls).
8. Remove all jewellery before class (small earring studs excepted).

I will not:

1. Chew gum at the studio
2. Eat food in the dance space
3. Use my mobile phone in class.
4. Leave the premises without a parent / guardian or parental permission.
5. Eat or drink anything but water when in costume.

Integrity

I will:

1. Respect my fellow students, regardless of ability and strive to create a positive environment at all times.
2. Work to the best of my abilities for myself and my team.
3. Be frank and honest with my teachers concerning illness and injury and my ability to take class.
4. Control my temper. Verbal abuse of teachers, helpers and other students is not acceptable. Swearing will not be tolerated.
5. Treat all students as I like to be treated. I will not bully, spread malicious gossip or isolate other students.
6. Address all teachers equally and call them 'Miss (their first name)'.



Parents

I will:

1. Respect and follow the advice and direction provided by teachers
2. Focus on my child's efforts and improvements rather than comparing them to other members of the class and their achievements.
3. Be positive and supportive of my child's efforts
4. At all times display appropriate behaviour among members of the studio, including respect for each other, teachers, students and people from other dance schools.
5. Show appreciation for performances of all students
6. Demonstrate a high degree of individual responsibility when dealing with or in the vicinity of students under 18 years of age, knowing that my words and actions set an example
7. Remember that my child participates in dance for their own enjoyment, not mine
8. Follow the studio policies and encourage my child to do the same.
9. Never disrupt a class unless it is necessary.
10. Encourage your child to be responsible for their belongings and to take responsibility for getting themselves ready for class.



Teachers

Teaching approach

1. Commit to providing quality teaching in every class
2. Ensure that students are involved in a positive environment where skill-learning and enjoyment are the priority.
3. Ensure that all students are able to participate in learning and enjoyment regardless of ability.
4. Respect the talent, developmental stage and goals of each person and encourage with positive and supportive feedback.
5. Encourage students to reach their goals in dance, being at all times honest and never misrepresenting the abilities or potential of any student.

Working with students

All teachers will:

1. Be supportive of students at all times and refrain from any form of abuse, including discrimination or inappropriate language.
2. Ensure that themes within the class and routine are age appropriate.
3. Ensure that any physical contact is professional and appropriate.
4. Stress and monitor safety always.
5. Follow medical advice concerning the return of injured or ill students to class.
6. Respect a student's right to privacy, keeping matters concerning the student and their dancing and other matters as requested by the student confidential.

Integrity

All teachers will:

1. At all times display and teach appropriate behaviour among students, including respect for each other, teachers, adjudicators and people from other dance schools.
2. Maintain a professional appearance, not smoke or abuse alcohol or other drugs in the presence of students.
3. Demonstrate professional attitudes including punctuality and reliability.
4. Refrain from promoting personal beliefs and ideals unrelated to dance to students.
5. Endeavour to keep informed of best practice in teaching and skill development in dance.
6. Refrain from any behaviour that may bring Innovate Dance Studio into disrepute

RELEASE AND INDEMNITY

I/we realise that participation in dance classes and activities could result in some possible personal injury, despite all safety precautions being taken by the studio, accidents and injuries may occur. By signing this release form, I/we (the dancer and parent/guardian) assume all risks related to the use of any and all spaces used by Innovate Dance Studio.

I have chosen to participate or have my child, participate in dance-related services given by Innovate Dance Studio. I acknowledge that I understand the nature of the activities my child will be participating in and that my child is in the proper physical condition and capable of participating in the related activities, understanding that Innovate Dance Studio including any staff members are not in any way responsible for making such a determination.

I/we agree to release from responsibility Innovate Dance Studio including all teachers, dancers, staff members, and facilities from any cause of action, claims, or demands now and in the future. I/we will not hold Innovate Dance Studio liable for any personal injury including but not limited to: scrapes, bruises, cuts, sprains, fractures, broken bones, concussions, twists, dislocations, back or muscle injury; slipping, tripping or falling; lifting, twisting, partial and/or total paralysis, other trauma or death or any personal property damage/loss, which may occur on the premises before, during or after classes.

Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behaviour in addition to any damage I/we may cause to the facilities utilised by Innovate Dance Studio.

I understand that Innovate Dance Studio are licensed, accredited and an insured organisation. In the event that I/we should observe any unsafe conduct or conditions before, during or after my/our classes, I/we agree to report the unsafe conduct or conditions to the Principal Regan Brown, or staff members as soon as possible.



SAFETY POLICY

1 January 2022

This Child Safe Policy complies with Section 8C of the Children's Protection Act 1993.

Purpose

This policy was written to demonstrate the strong commitment of Innovate Dance Studio to child safety and establishing and maintaining child safe and child friendly environments.

Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the Children's Protection Act 1993, including: Section 8B – 8D – child safe environments and criminal history assessments for people working with children; and Section 11 – Mandatory reporting.

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive. (Section 8A, Children's Protection Act 1993).

Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

Teachers

Student teachers

Volunteers

Parents

Visitors

Any other individual involved in this organisation



Commitment to child safety

All children who come to Innovate Dance Studio have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

As Innovate Dance Studio is sometimes reliant on parents and caregivers of students to actively manage activities in dressing rooms and waiting rooms during performance time and class time, we are also reliant on parents of students to report any emerging concerns or perceived risks.

This policy was developed in collaboration with all our teachers, volunteers, the children who use our services and their parents.

Children's participation

Innovate Dance Studio encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

Recruitment practices

Innovate Dance Studio takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening of employees and volunteers. All teachers that have regular contact with children and are not directly supervised must have a current Police clearance for working with children and a first aid certificate.



Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our teachers, volunteers, the children who use our services and their parents. Our code of conduct is made available on our website and in the studio.

Support for employees and volunteers

Innovate Dance Studio seeks to attract and retain the best teachers and volunteers. We provide support and supervision so people feel valued, respected and fairly treated.

We ensure that

teachers/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new teachers receive a copy of our child safe policy and code of conduct.
- All teachers receive regular supervision sessions that include a focus on ongoing learning about child protection and other matters that affect children and young people.

Reporting and responding to suspected child abuse and neglect
Innovate Dance Studio will not tolerate incidents of child abuse.

All teachers and volunteers understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

We also ensure that teachers and volunteers are aware of how to make appropriate reports of abuse or neglect.

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

Supporting children, young people and their families

Child Protection is everyone's responsibility. Innovate Dance Studio recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to the principal of the studio, Regan Brown if reasonable suspicion is formed that a child has been, or is being, abused or neglected by a staff member, a volunteer or someone outside the studio.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action. Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

Strategies to minimise risk

Taking images of children

Authorisation is given by caregiver to have images taken of their child/ren and occasionally will be used to display on our website.

Supervision of children

Children are supervised at all times in class by the responsible teacher assigned to that class. The studio does not take responsibility for the child outside of class or in the waiting area, this responsibility lies solely with the caregiver. This is outlined in our studio policies

Complaints procedures

Procedures are in place for complaints to be addressed with the principal of the studio. This is outlined in the studio policies.

Physical contact

Some physical contact may be deemed necessary to demonstrate exercises and for personal correction; or if a member of staff needs to administer first aid.

Procedure for breaches of policy

Procedures are in place for any breach of this policy.

Protecting privacy and confidentiality

All information given to the studio is strictly confidential and remains with the principal of the studio. Information is given to the child's teacher where it is in the best interest of the child.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

Harassment/Bullying

Innovate Dance Studio opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with the principal. The principal will then discuss this matter with both the student or staff member concerned and their relevant carer. We expect the behaviour to stop immediately. If the behaviour continues, the student or staff member will be excluded immediately. We have a zero tolerance of this behaviour.

Complaints Management and Disciplinary Action

All complaints will be managed in a fair, unbiased and supportive manner. If the code of conducts have been breached in any manner by either student, parent or teacher, the following process will occur: -

- All people concerned will be communicated with and given the opportunity to provide their version of events.
- The details of the breach, including all versions will be recorded.
- Matters discussed will be kept confidential.
- An appropriate outcome will be decided

Discipline of Students

In the event of a student breaching the code of conduct, the following procedure should be followed: -

- The student will be first spoken to by the teacher and reminded of their breach of the code of conduct. They will be reminded of the correct behaviour while in the studio.
- In the event of a second breach of the same matter, the same above process will occur.
- In the event of a third breach of the same matter, the student will be asked to sit out of class and not participate. Parents will be notified and this will be documented.

First Aid/ Injury

If any first aid is administered whatsoever, even and ice pack or a Band-Aid, the following procedure will occur: -

- A Medical Incident Report Form must be completed.
- This form is to be signed by the legal parent/ guardian, the person making the report and the Teacher at the end of lesson
- This form is then photocopied, one copy is stored at the studio and the other is given to the parent/ guardian of the child.

Review, Update and Refine

The Child Safe Environments and Risk Management Plan will be reviewed every second year in February at the time of enrolment. The current policy will be reviewed in February 2018. The exception to this will of course be if any issue has been identified or if new legislation standards are introduced. 14.14

Communication

Innovate Dance Studio will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. It is available on our website.

We also ask teachers, volunteers and parents to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements. This is in the studio policies.

Related policies and procedures

- Code of conduct- teachers, parents and students.
- Template statement to be signed by employees, volunteers and parents indicating they have read and will abide by this policy
- Staff and volunteer recruitment procedures.
- Risk management plan

