

Innovate Dance Studio

2024 INFORMATION PACK

Thank you for your interest in Innovate Dance Studio, we are so excited to be a part of your child's dance journey.

Here at Innovate we strive to fulfil each child's potential in a fun, professional and nurturing environment. Our dance family encourages and supports each other to build confidence and ability.

We cater from ages 2 and up, and offer classes in a range of genres including Acro, Cheer, Classical Ballet, Contemporary, Hip Hop, Jazz, Musical Theatre and Tap.

We use and follow the following syllabi in our classes to challenge and develop our students technique:

- Australian Teachers of Dance (ATOD)
- ComDance
- Acrobatic Arts

Every student has the chance to perform on stage at our annual concert. This is a great way to share the year's work with family and friends, whilst building confidence and continuing to develop individual performance skills. Students also have the opportunity to compete at a state and national level through various dance competitions.

Please read on for:

- Policies and procedures
- 2024 timetable
- Studio information

We look forward to being a part of your child's dance journey!

Innovate Dance Studio

TIMETABLE

MONDAY

4:00pm - U10 Jazz / Musical Theatre
5:00pm - U10 / U12 Hip Hop
5:30pm - U10 Classical
6:15pm - U12 Classical
7:00pm - U12 Lyrical / Contemporary
7:30pm - U12 Jazz / Musical Theatre
8:30pm - U12 Tap
9:00pm Finish

TUESDAY

4:00pm - U15 Classical
5:00pm - Pointe / Pointe Prep
5:30pm - Open Classical
6:30pm - U15 / Open Tap
7:00pm - Open Hip Hop
7:30pm - Open Jazz / Musical Theatre
8:30pm - Open Lyrical / Contemporary
9:00pm Finish

WEDNESDAY

4:00pm - Intermediate Acro
4:45pm - Stretch and Strength
5:15pm - Advanced Acro
6:00pm - 12+ Cheer
6:30pm - U15 Jazz / Musical Theatre
7:30pm - U15 Lyrical / Contemporary
8:00pm - U15 Hip Hop
8:30pm Finish

THURSDAY

4:00pm - U14 Small Comp Troupe
5:00pm - U14 Large Comp Troupe
6:00pm - Combined Comp Troupe
6:15pm - Advanced Technique
6:45pm - Open Large Comp Troupe
7:45pm - Open Small Comp Troupe
8:15pm Finish

SATURDAY

9:00am - Petites
9:30am - U6 Jazz and Tap
10:30am - U6 / U8 Classical
11:00am - U6 / U8 Hip Hop
11:30am - Junior Acro
12:15pm - U8 / U10 Tap
12:45pm - U8 Jazz / Musical Theatre
1:45pm - Junior Small Comp Team
2:45pm - Junior Large Comp Team
3:45pm Finish

Timetable is subject to change due to availability, class size, and other factors.

Innovate Dance Studio

CLASSES

Petites

Dancers learn the basic techniques of jazz and tap. Dancers learn one jazz routine.

U6s

Dancers continue building their basic jazz and tap technique, and learn one jazz and one tap routine.

Classical

Classical ballet is the foundation for all dance technique. Dancers learn one routine.

Jazz / Musical Theatre

Our jazz classes focus on developing strong technical ability, building core strength, and increasing flexibility. Dancers learn one jazz and one musical theatre routine.

Lyrical / Contemporary

Lyrical and contemporary styles are derived from classical and jazz technique. U12 learn one lyrical routine. U15 / Open learn one lyrical and one contemporary routine.

Tap

Tap classes explore rhythmical tap steps and musicality, focusing on correct tap techniques. Dancers learn one routine.

Hip Hop

Hip hop is an energetic and dynamic style that fuses various street dance styles. Dancers learn one routine.

Cheer

Cheer is a fun, strong, and energetic style of dance with the use of pom poms. It draws upon the use of visual effects and precise motions. Dancers learn one routine.

Acro

Acro classes are offered based on skill level. Dancers learn one routine.

Stretch and Strength

Strengthen your muscles and increase your flexibility, through stability, core and flexibility exercises.

Advanced Technique

Further develop your dance technique and skills across a range of genres.

Innovate Dance Studio

PRICING

Prices are per term and exclude GST

Ages are as of 1 January

Petites \$130

U6 Jazz and Tap \$150

Classical

U6, U8 \$130

U10, U12 \$140

U15, Open \$150

Pointe / Pointe Prep \$130

Jazz / Musical Theatre

All ages \$150

Lyrical / Contemporary

All ages \$130

Tap

All ages \$130

Hip Hop

All ages \$130

Cheer

All ages \$130

Acro

All ages \$140

Stretch and Strength \$130

Competition

Advanced Technique \$110

Junior Small Team \$100

Junior Large Team \$200

U14 Small Team \$100

U14 Large Team \$200

Open Small Team \$100

Open Large Team \$200

Combined Team \$50

Private Tuition \$200

Packages

Junior Elite Package

For our U6, U8 and U10 dancers

4 or more classes receive 10% off!

Competition Package

Classical, Jazz, Acro, Adv Tech,
Private tuition, Comp Troupe

Receive 20% off!

Senior Elite Package

For our U12, U15 and Open dancers

5 or more classes receive 10% off!

Sibling discount: 5% off

Not available in conjunction with
other packages

The background features a light blue gradient with several bright sunburst or starburst patterns of varying sizes, creating a sparkling effect.

Innovate Dance Studio

POLICIES

2024

Innovate Dance Studio

2024 POLICIES

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ATTENDANCE POLICY

Drop off and collection

Students should arrive 5-10 minutes prior to class to warm up, stretch and prepare themselves. Parents are to arrive 5 minutes before the end of 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. If a student is injured they are still required to watch the class. Please ensure your teacher is informed prior to class of any injuries or sickness.

Please ensure that the class teacher is notified through the absentee email address: absence@innovatedancestudio.org

Terms and conditions

Students who are absent from multiple classes or miss compulsory rehearsals may be removed from the performance. If a student misses several classes, caregivers will be contacted. Warnings will be given before final 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.

PAYMENT POLICY

Fees due

All fees are payable per term. All invoices will be distributed via email before the term begins and are due by the end of week 4 of the term. Failure to make payment in full by this date will incur a \$15 late fee. If fees have not been paid by the end of week 5, the student will be unable to attend classes until the account has been settled. Please ensure that we have the correct email address to contact you.

Payment plan arrangement

Payment plan arrangements are available upon discussion. An agreement will be drawn up stating that payment will be made on a regular basis to accommodate the cost of fees.

Payment method

Payment can be made via bank transfer or cash. Bank details are listed on invoices.

Cash payment must be in an envelope clearly labeled with:

- Family surname
- Invoice number
- Amount
- Date

Terms and conditions

All fees must be paid by the due dates. Students will be unable to attend 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.

Please note that fees are nonrefundable. Fees 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 as otherwise advised.

ENROLMENT AND CLASS POLICY

Enrolment options

Enrolments are available at any time during the first three terms of the year. Enrolments must be submitted via our website.

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 new students can receive one week of free trial classes. Students may attend as many classes as they would like within their age group and decide what they like best.

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 and take multiple technique classes.

Parents watching class

Parents are not permitted to watch class on a weekly basis.



PERFORMANCE POLICY

Annual concert

Our annual concert is a fun way to end the year showcasing all our students' hard work. All genre classes with a routine will perform in the concert.

Concert costumes

Concert costumes are selected and ordered by Innovate teachers. Parents are responsible for providing accurate children's sizing, payment, and any alterations required.

All students must have the correct attire and costuming to perform on stage.

Competition costumes

Competition troupe costumes will be sourced by the class teacher and follow the same process as the concert costumes. Solo costumes will either be ordered by the parent or teacher. All costs and alterations are the responsibility of the student / parent.



COMPETITION POLICY

This policy is applicable to all competition students, participating in either private tuition or competition troupes.

Pre-requisites

Competition students are required to participate in the following classes for their age / skill level:

- Classical
- Jazz
- Acro

Competitions

Competitions are entered throughout the year. Solo and duo entries must be submitted by the student. Innovate will submit all troupe entries.

Competition troupes

Innovate's competition troupes are selected at the beginning of the year, by invitation only. All troupe students are required to attend all rehearsals and competition dates.

Competition Showcase

The studio showcase is an opportunity for competition students to showcase their talents and trial their routines on stage before competing. 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. All competition students are required to participate.

Behaviour

Our competition students are role models in the studio, and represent Innovate at a local, state, and national level and are expected to exhibit the highest standard of behaviour. Poor behaviour will not be tolerated.

UNIFORM POLICY

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

For all classes, hair must be tied back and excessive jewellery is not permitted. Students will be asked to remove any excess jewellery and tie their hair back.

Please see below for further details:

Hip Hop

- Leggings, sports pants, or shorts
- T-shirt, singlet or activewear top
- Soft sole sneakers (no school shoes, skate shoes or jazz shoes)

Classical

Girls

- Plain or Innovate branded leotard
- Ballet pink tights
- Black or blue wrap skirt
- Hair neatly secured in a bun
- Capezio Juliet leather ballet shoes - light pink, split sole



Boys

- T-shirt or boys leotard
- Navy blue or Innovate branded leggings or shorts
- Black or Beige Revelation ballet shoe - Tech Fit



UNIFORM POLICY

Jazz, Tap, Lyrical / Contemporary

Girls

- Plain or Innovate branded leotard or fitted tank top
- Plain or Innovate branded shorts or leggings

Boys

- Plain or Innovate branded t-shirt
- Plain or Innovate branded shorts or leggings

Jazz: Black or Camel Capezio E-Series Jazz Slip On



Lyrical / Contemporary: Capezio footUndeez or Turning Shoe (U15 and Open)



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

Tap: Bloch Tap On Girls Tap Shoes, Bloch Tap Flex Childrens Tap Shoe, Bloch Show-Tapper Women's Tap Shoes



UNIFORM POLICY

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:

- Be on time to each class.
- Make sure that I do not disrupt the class.
- Be polite and respectful to my teachers and peers.
- Bow or courtesy to the teacher when class finishes.
- Wear appropriate dance clothes and shoes in accordance with uniform requirements.
- Have appropriate clothes on when arriving and leaving the studio. No student is to leave the studio in dance wear without some covering clothes.
- Have my hair up and out of my face before class starts (girls).
- Remove all jewellery before class (small earring studs excepted).

I will not:

- Chew gum at the studio.
- Eat food in the dance space.
- Use my mobile phone in class.
- Leave the premises without a parent / guardian or parental permission.

Integrity

I will:

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

CODE OF CONDUCT

Parents

I will:

- Respect and follow the advice and direction provided by teachers.
- Focus on my child's efforts and improvements rather than comparing them to other members of the class and their achievements.
- Be positive and supportive of my child's efforts.
- At all times display appropriate behaviour among members of the studio, including respect for each other, teachers, students and people from other dance schools.
- Show appreciation for performances of all students.
- 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.
- Remember that my child participates in dance for their own enjoyment, not mine.
- Follow the studio policies and ensure my child/ren does the same.
- Never disrupt a class unless it is absolutely necessary.
- Ensure my child is responsible for their belongings and takes responsibility for getting themselves ready for class.



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 enrolling in Innovate Dance Studio, 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 I/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 Innovate staff as soon as possible.

SAFETY POLICY

1 January 2024

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

SAFETY POLICY cont.

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 wellbeing 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 Working With Children Check 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.

SAFETY POLICY cont.

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.

SAFETY POLICY cont.

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 Studio Principal 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.

SAFETY POLICY cont.

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 conduct has 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 an 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.

SAFETY POLICY cont.

Review, update and refine

The Child Safe Environments and Risk Management Plan will be reviewed every second year in January at the time of enrolment. The current policy was last reviewed in January 2024. The exception to this will of course be if any issue has been identified or if new legislation standards are introduced.

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.
- 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.

