



MATER DEI
DANCE

A pink, stylized starburst or star shape with five points, positioned above the word "DANCE" and overlapping the word "MATER DEI".

2021

WELCOME TO MATER DEI DANCE!

BACKGROUND

Mater Dei Dance was formed over 20 years ago as an initiative of the Mater Dei P&F Committee to help raise funds for the school and to give our children an affordable option to participate in dance.

The Dance School has grown expeditiously over this time and we feel extremely privileged to have such a wonderful opportunity for our children, held in our own school grounds.

DANCE TEACHERS

In 2021, we will continue to have a fabulous team of teachers working with us. Our teachers have been sourced from Brisbane and come to Mater Dei Dance with a wealth of teaching, choreography and performing experience across the Arts.

Please find listed below a number of policy items that must be adhered to throughout the year. By enrolling your child in Mater Dei Dance you accept and agree to abide by the policies.

1. BEHAVIOUR

All students are to maintain an appropriate standard of behaviour at all times in keeping with the current 'Mater Dei Dance Behaviour Guidelines'. It is important to note:

- Children who misbehave during and/or disrupt the class may be asked to "sit out" by the teacher.
- Repeated, disruptive behaviour by any student will result in parents being notified.
- Persistent, disruptive behaviour by any student may result in exclusion from Mater Dei Dance.

2. TIMETABLE/CLASS TIMES

The Dance timetable will follow the timetable of the Mater Dei school term (with the exception of term four, when classes finish once the concert is complete). Class times will start and finish as per the timetable that is published at the start of each term. Parents will be notified of any changes via email from Mater Dei Dance.

Every student is entitled to one TRIAL class before committing to the term.

Classes will NOT be held on public holidays or pupil free days.

3. ENROLMENT

Enrolments will be taken through TryBooking only and payment is via Qkr, BPAY or direct credit. Please note that no fees are charged or payable on the TryBooking portal.

After registering via TryBooking you will receive an invoice from Accounts.

Should you wish to cancel or change a class that you have registered for on TryBooking, please email Dance Co-Ordinator (dance@materdeipandf.org.au) to organise. Changing classes will require a new enrolment to be entered on TryBooking.

TryBooking is now open and able to be accessed.

4. CLASS SIZES

Classes will operate with a minimum of 5 students and a maximum of 15 students. There are some exceptions for the younger classes and/or at the teacher's discretion.

5. FEES AND LEVIES

Fees are payable within 14 days of your invoice. If fees remain unpaid after 14 days, a late payment charge of \$20 may be charged to your account.

After registering at the start of the year via TryBooking, an invoice will be emailed to you from P&F Accounts. Payment options are via Qkr, BPay or direct debit, details of which are outlined on the invoice.

Continual or habitual lateness in payment of fees may jeopardise the child's enrolment and incur a late fee.

Term fees are due and payable in full and not in instalments. Fees are issued on one invoice and cannot be split and issued to two parties.

- **Prep Dance fees are \$12 per lesson.**
- **All other lesson fees are \$13 per lesson.**
- **Concert Levy** --- \$45 is charged per class. The concert levy is a contribution towards the staging of the annual Mater Dei Dance concert. The levy is pro-rata'd over 3 terms and if enrolment is commenced after Term 1, the levy is charged over the course of the remaining Terms. **No** refund will be issued if the student's enrolment is cancelled.

The concert will be held in November, with the date to be confirmed shortly. Dance classes will not continue after the concert.

The Concert Levy also includes ONE family ticket, which will allow entry to the concert for multiple family members.

- **Costume Levy** --- \$70 per student, per dance class is charged for costumes. Payment will be spread over the three terms at \$20 per term for the first two terms and then \$30 in term 3 (for students enrolled from the beginning of the year). If the student enrolls later after term 1, the costume levy will be charged over the course of the remaining terms. Students may keep their costumes at the completion of the concert. Please note: where possible the costume will incorporate the dance shoes that have been used in classes, however, any shoes required for the concert do not form part of the Costume Levy and will have to be purchased separately. **No** refund will be issued if the student's enrolment is cancelled once the costume has been purchased.
- **Fee Relief** is available at the discretion of the School Principal for Mater Dei families and the P&F Executive for Non Mater Dei families experiencing genuine financial hardship. The current Policy provides fee relief for one (1) term of one (1) dance subject only per student attending Mater Dei Dance. All requests for fee relief must be made in writing to the School Principal/P&F Executive prior to the commencement of term. Individual circumstances are reviewed on a term-by-term basis. All requests are kept strictly confidential between the School Principal and the P&F Executive.
- **No** refund or adjustments to fees are possible as a result of student's absence from classes. Classes that are cancelled will be refunded in the next Terms invoice.

- **No** make-up lessons are available.
- Student withdrawal after week 2 of the dance term does **not** attract a refund of fees. All student withdrawals must be placed in writing to Mater Dei Dance and emailed to dance@materdeipandf.org.au
- **Outstanding Fees** – It is at the discretion of the P&F **Executive** to accept re-enrolment where fees are outstanding **from a prior term** without an **agreed** repayment and pre-payment plan in place.
- Costumes will **not** be sent home to those students with fees outstanding **unless** prior arrangements have been made.
- Student fees are payable under the one invoice. No split invoices will be issued.

6. UNIFORM/APPEARANCE

All students are required to wear the Mater Dei Dance t-shirt. T-shirts can be purchased via the QKR! App and will be distributed to your child and/or made available for collection. You will be advised.

Mater Dei Dance has other dance items available for purchase, but do not form part of the compulsory uniform i.e. caps, water bottles, draw string bags. You will also find these on the QKR! App.

Additionally, appropriate footwear are compulsory as per guideline below.

- **Jazz:** MD Dance t-shirt, dance pants/bike pants/leotard, skirt optional, nude jazz/ballet shoes.
- **Hip Hop:** MD Dance t-shirt, shorts, bare feet.
- **Prep Dance:** MD Dance t-shirt, leotard/dance pants/skirt, pink/nude ballet shoes.
- **Contemporary:** MD Dance t-shirt, dance pants/bike pants/leotard, skirt optional, bare feet.
- **Tap:** MD Dance t-shirt, black shorts, leggings or dance pants, tap shoes

For further clarification regarding dance uniform, please speak with the Mater Dei Dance Team. The t-shirts and a small selection of new and second-hand dance shoes will be available for purchase via Qkr! The Mater Dei Dance Team can also assist with locations to purchase dancewear.

Students are required to arrive at class five minutes early and wait quietly until the Dance Teacher commences the class. Students are not to enter the room until the dance teacher is ready.

It is recommended that students bring a water bottle to each dance class. No food is to be consumed in the hall at any time.

It is recommended that all students visit the bathroom prior to the commencement of class. Dance Teachers are unable to take individuals to the toilet during class times.

7. MUSIC

All music is chosen at the discretion of the Dance Teachers within the guidelines provided

by Mater Dei Dance. Consideration is given to the choice of music so that the content and lyrics are appropriate to the age level of the children. Choice of music must be consistent with the values of a Catholic primary school.

8. SUPERVISION

- All classes are conducted outside of school times and therefore supervision is not provided by the school.
- All students aged Pre-Prep to Year Two must be supervised by a parent/caregiver at all times while Dance classes are being conducted.
- Neither the school nor the Dance Teachers are responsible for the supervision of students outside your child's nominated Dance class time/s.
- Students of all ages are **NOT** to be left at school unsupervised if their class time falls in the second block off lessons i.e. from 4pm. It is expected that your child is either supervised or leaves school and returns at the nominated class time.

Please ensure that children (and siblings) who are waiting or participating in classes are adequately supervised at all times. We expect that children use the facilities in the same manner as they do in school hours. Therefore, we ask you to adhere to the following:

- Children aged Pre- Prep to Year Two must be under the supervision of a parent/caregiver at all times. They must not be on school grounds unsupervised, for example, waiting for a dance class, waiting for another child who is in a dance class or attending a dance class without a supervising parent.
- If a school area is out of bounds during school hours it is also out of bounds after school hours. This is for the safety of your children. Children are not permitted to play in the gardens, Prayer Garden or verandahs.
- Bathrooms should only be used for their intended purpose and are not play areas.
- Children are not permitted on the oval nor may they play on the equipment.
- Please ensure that when providing your children with afternoon tea, that you place all rubbish in the bins provided and the area is left clean and tidy.
- Please ensure that your children stay away from the glass doors of the hall while dance classes are in progress as it is very distracting to the students and the teachers. Parents and siblings may not enter the hall after the class has commenced unless requested by teacher and/or if it is an emergency.

No liability will be accepted by the School or Mater Dei Dance if something happens to your child outside of the class times during which your nominated your child to attend.

Please note that any children, sibling, parents or caregivers waiting on the school grounds before, during or after dance classes are to wait only in the area immediately outside or adjacent to the hall where the lessons are conducted. Children are not to play in the upper play areas of the School as OSHC has priority to this space during the hours that OSHC operates.

9. UPDATED PERSONAL INFORMATION

Please ensure that Mater Dei Dance is informed of any changes to your contact details, including your address, telephone number, email and also the medical information of the enrolled child.

For all Mater Dei Dance related correspondence please email:
dance@materdeipandf.org.au

For all accounts/fees related correspondence please email:
accounts@materdeipandf.org.au

Happy dancing!