

TERMS & CONDITIONS

Templestowe Dance Academy has developed a Code of Conduct to ensure that all students, teachers, parents and visitors to the school are treated respectfully and without discrimination. Along with TDA's core values, the code is a set of key guidelines for which everyone is expected to comply and uphold with a specific focus on students, teachers and parents.

Our Values underpin the work of Templestowe Dance Academy and our commitment to providing a safe, caring environment that is welcoming, inclusive and allows all children in our care to feel valued and safe. We encourage parents, children, staff, volunteers or others to speak out if they witness behaviour or practices, which are inconsistent with these values

- Caring for Others
- Welcoming children from all cultural backgrounds
- Acting in the best interested of children in our care
- Respect
- Creating a sense of trust

OUR VALUES

As you can imagine, last year was a difficult year for our academy but, whilst isolation and remote-learning has raised some unique challenges, it has also highlighted just how important our core values are to our teaching and to our shared learning environment. As a result, I feel like this is an ideal time to re-establish those values and provide our families with a fresh outlook for 2021.

Safety

Above everything, we are committed to keeping our dancers safe and upholding a positive and healthy environment for all members of our community. We always maintain a safe studio environment and strictly adhere to work-safe, child-safe and privacy regulations. Given recent events, we have also introduced COVIDsafe procedures into our studio set-up and practices that we will continue with moving forward.

Enjoyment

We believe that enjoyment is paramount in learning to dance. For students to derive the greatest benefit from our classes, they need to be able to have fun and express themselves with a smiling body and mind. Dancing should be a positive experience that never feels like a chore to the student or their family, so we place particular emphasis on enjoyment in our classes.

Quality

We pride ourselves on offering our students a quality dance education and maintaining best practice through our commitment to smaller class sizes, internationally recognised dance syllabi, and ongoing teacher training and development. We also deliver quality in our dance studio facilities, administration, and in our relationships with students and their families.

Inclusive

We genuinely believe that dance is for everyone; regardless of age, experience or physical ability, and that everyone deserves to be encouraged and learn at a pace that is comfortable to them. We work with families to place students in classes best suited to the individual and we always strive to create a supportive and caring environment in our classes and events.

Leadership

Whilst we recognise that many of our students may not pursue a professional career in dance, we aim to provide all our dancers with skills that are transferable to other aspects of life. Through our mentorship program, we provide our dancers with opportunities to gain leadership skills and become role-models for our younger students as well as positive members of their community.

Respect

We promote respect in everything we do as an academy because, not only is it a traditional principal of dance, it gives every member of our community an opportunity to feel valued for who they are and what they have to offer. Our mantra is to respect your peers, respect your teachers and respect your studio and/or surroundings, but above all respect yourself and always be your best.

Resilience

If nothing else, 2020 has taught us that we are all capable of resilience and that we can evolve and pursue our passions regardless of what life throws at us. As a dance community, it has brought us together in new ways, challenged us to be more versatile in our approach, and given us all a new appreciation for what the studio environment has to offer.

STUDENT CODE OF CONDUCT

- Students should arrive 10 minutes before their class, student's need to warm-up properly to avoid injuries.
- Present to class in a tidy and well groomed manner. Long hair must be tied up. Ballet buns are to be worn for Ballet and acrobatic classes.
- Ensure correct TDA uniform, including appropriate dance shoes, are worn for all classes as outlined in the information booklet.
- Students will conduct themselves in a respectful manner to all other TDA students, classmates, teachers and staff.
- Students should bring labelled water bottles to class (especially in the hotter months).
- No food to be consumed during class.
- No mobile phones. Please turn off before class commences and leave in bags.
- Regular attendance at class is necessary to improve and progress especially at concert time when team effort is required.
- It is the students' responsibility to follow the teachers' direction in regards to safe dance practice in order to avoid injury.
- Show respect and care for studio equipment and facilities.
- When representing TDA outside of class times, please ensure you conduct yourself in an appropriate, respectful and professional manner.
- Students must respect that TDA shares its premises with other organisations. Students should take care not to disrespect or interrupt any other classes that are being held at the venues.

To ensure a happy and positive experience for all involved, it is important students (including carers or legal guardians) understand and comply with the above. **A breach in any of the points above in our Code of Conduct may result in a verbal warning. Continual breaches may result in cancellation of enrolment.**

PARENTS CODE OF CONDUCT

- Please drop off and collect students directly to and from the studios' as some of our studios are shared facilities. Students will be asked to remain within the premises until they are collected.
- Please notify the office of any absences.
- Students must not participate in class without a registration form (online or hard copy) having been filled in and returned (for insurance purposes).
- Assist with Student's personal grooming prior to class and ensure uniform is worn and label all items of dance clothing and footwear as outlined in the information booklet.
- Parents cannot watch classes each week. Students learn better without distractions and this rule is for their benefit. We will have an Open week at the end of Terms 1 and 2 in which parents and families may view classes.
- If a student is absent on an ongoing basis we will reduce the number of concert items they participate in as a result. Please contact us if a student is going to be away more than 2 weeks.
- Understand that at times during a class it may be necessary for the teacher to touch a student in order to place their body in the correct position.
- Respect our approach to establishing and maintaining professional relationships with our students and parents by refraining from direct communication with staff via personal email, text, phone or social media unless on platforms managed directly by TDA or deemed necessary.
- Ensure siblings are supervised at all times, equipment is treated with care and the waiting areas are left tidy.
- Students must not attend another dance school without the permission from the Director.
- Demonstrate respect for teachers, students, staff and other parents at all times and raise any concerns with a teacher or staff member by making an appointment.

To ensure a happy and positive experience for all involved, it is important parents (including carers or legal guardians) understand and comply with the above. **A breach in any of the points above in our Code of Conduct may result in a verbal warning. Continual breaches may result in cancellation of enrolment.**

STAFF & VOLUNTEERS CODE OF CONDUCT

- All Staff and volunteers must adhere to Safe Dance practices at all times. This includes ensuring the dance space is free from potentially harmful obstructions and executing a suitable warm up at every class.
- All Staff and volunteers have a Duty of Care to all students from TDA.
- Staff must not develop any 'special' relationships with children that could be seen as favouritism.
- Staff and volunteers must not engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- Staff and volunteers must use appropriate language in the presence of children.
- Staff and volunteers are discouraged in expressing any personal views on cultures, race or sexuality in the presence of children.
- Discrimination and intolerance are not welcome at TDA.
- Staff and volunteers are not to have contact with a child or their family outside of our organisation without TDA's knowledge and/or consent.
- If an injury or accident occurs teachers will take appropriate steps, i.e.: contacting injured students parents/TDA director, applying basic first aid if necessary, calling ambulance if necessary and entering details in the Accident Book. These procedures are outlined in the Accident Book.
- Staff and volunteers need to seek permission from The Director of TDA if themselves, students or parents wish to photograph, film or reproduce any part of a class.
- Staff and volunteers are to familiarise themselves with all details outlined in the 2021 Information booklet in particular dates, events, uniform and standards.
- Interaction with parents and students via social media is discouraged. Posting photos or videos of students on personal accounts is forbidden.

To ensure a happy and positive experience for all involved, it is important that staff, volunteers, extended friends and family members understand and comply with the above. **A breach in any of the points above in our Code of Conduct may result in a verbal warning. Continual breaches may result in cancellation of enrolment.**

POLICIES

MEDICAL INFORMATION POLICY

- It is the responsibility of the parent/guardian to update the relevant medical details of the student either in writing or via our parent portal.
- Templestowe Dance Academy will not be held liable for any accident or injury that may occur.
- In the case of an accident, if deemed necessary students will receive medical care if a parent/guardian cannot be contacted.

COMMUNICATION & MEDIA POLICY

- All communication will be administered via email unless otherwise requested. This includes invoices, newsletters and reminders.
- Newsletters will be emailed each term, so please read for the latest information.
- Up to date information may also be obtained from our Facebook and Instagram pages.
- It is assumed that a students' photo may be used for promotional purposes (e.g. digital and print advertising, website etc.) unless otherwise stated when registering.

SAFETY POLICY

- Students should arrive 10 minutes before their class. Student's need to warm-up properly to avoid injuries.
- It is the students' responsibility to follow the teachers' direction in regards to safe dance practice in order to avoid injury.
- Please drop off and collect students directly to and from the studios, as some of our studios are shared facilities. Students will be asked to remain within the premises until they are collected.
- Templestowe Dance Academy is not responsible for the loss, theft or damage of personal belongings.
- For privacy, safety and copyright reasons, filming and photography of students is not permitted without the permission of the Director of Templestowe Dance Academy.

EXAMINATION POLICY

- If a student wishes to be considered for entry to an RAD ballet exam they must attend 2 ballet classes per week.
- If a student wishes to be considered for entry to a Comdance jazz exam (Grade 1 or higher) they must attend their normal jazz class as well as an exam class.
- If a student wishes to be considered for entry into a Comdance contemporary exam they must attend their normal contemporary class as well as at least 1 ballet class per week.
- Entry into any examination is at the teachers' discretion. Participation in an exam class does not guarantee entry, as a certain standard must be met in order for a student to be entered.

COVID-19 POLICY

This COVIDSafe Plan has been prepared to protect staff, students, and parents. Our primary focus is to keep our dance family safe.

All criteria for our return to the studio after lockdown is in accordance with current Victorian State Government guidelines. Please refer to the most current Victorian State Government restrictions: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

We will advise you of any further updates once they are released.

KEY ACTIONS TO STOP THE SPREAD

- Wash your hands often.
- Use hand sanitiser
- Adhere to social distancing rules.
- Try not to touch your eyes, nose, or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Please stay home if you feel unwell, get tested and self-isolate pending results.
- Face coverings must be worn on site for all persons over 9 years of age (in adherence to most current government guidelines). Students may remove masks when participating in physical activities. Staff may remove masks when speaking to the students.
- All infectious waste disposables are to be placed in the correct waste bin this includes but not limited to; tissues, sanitiser/disinfectant wipes/ disposable face coverings.

ADDITIONAL KEY POINTS

Please see the following website for COVID-19 symptoms:

<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Students should not attend the studio in any capacity if they feel unwell or have been in close contact with a suspected case of COVID-19.

If found to have any symptoms related to COVID-19 as stated by DHHS, you must:

- Refrain from attending class
- Get tested
- Self-isolate pending test results
- Medical certificates may be required upon re-entry into the facility.
- Vulnerable students with medical conditions who may be at increased risk or those with underlying medical conditions should obtain advice from their doctor before returning to the studio.

GENERAL FACULTY CLEANING & COVID SAFE PRACTICES

- All staff and teachers have completed COVIDSafe Training.
 - Cleaning will occur at the end of each day/evening
 - Floors throughout the facility will be swept and mopped daily.
 - Toilets, sinks, taps, soap dispensers will be wiped and sanitised before and after each class.
 - Light switches, alarm keypad, door handles, doors will be wiped down after each class
 - Studio doors will remain open where possible & will only be opened/closed by the teacher in that studio.
 - Social distancing markers will be placed at the entrance and in the studio 1.5 metres apart.
 - Signage will be displayed around the facility to educate and instil good hygiene practice, social distancing reminders and maximum person allowances per space
 - Time allocated in between classes will allow for cleaning and safe transition between students.
 - There will be sanitising stations placed in the entrance and studios.
 - All students are to bring their own water bottles and any other required equipment & must take every item with them upon exit.
 - No extra unrequired items are to be brought into the facility, please refrain from bringing dance bags, toys, books where possible. Acrobatics students will be asked to bring their own yoga mat.
 - No extra persons are allowed on site, this includes parents/guardians, friends etc.
 - Special needs students are exempt. Carers adhere to social distancing rules, must use hand sanitiser and wear face covering.
 - Children 5 years and under may require a parent, this is to be determined by the class teacher and parent must adhere to COVIDSafe rules whilst on the premises
- All enquiries are to be done via email SMS or a phone call, please do not approach staff to discuss or ask questions. Please forward all inquiries to:

Cassie O'Sullivan
info@tda.dance
0411273076

VACCINATION REQUIREMENTS

The Victorian State Government has mandated that all staff, students and parents/guardians 18 years and above entering the studio must be either fully vaccinated or have an exemption. At TDA the health and safety of our community is of our utmost priority and as such will comply with the governments requirements. Any students or parent entering the studio will be asked for the vaccination certificate or exemption to be sighted by the Covid check in marshal. We will not hold any copies of vaccination certificates however we will keep a record of students who's certificates have been sighted. Parents/guardians will be required to show their certificate each time they enter. Proof of vaccination certificates can be obtained through the Medicare App. If you require further help obtaining your certificate please contact us.

ARRIVAL OF STUDENTS

- Students should arrive dressed in their dance attire and ready for class
- All students to enter the studio using the back entrance via the alley way which parallel to Rosella St. Parking is along Rosella St and Cassowary St.
- Parents/Guardians are to drop off their child at the entrance, whilst maintaining social distancing and not enter the premises
- All students to be signed in via the QR code.
- Staff will permit students to enter once ensured all other students have left and that sanitation of the rooms has been completed.
- Attendance roles will be diligently marked
- Inside the building, students are to adhere to social distancing rules by using the indication markers on the floor.
- Hand sanitiser will be used on all students upon their arrival.
- If a student is suspected of being ill, they will be asked to go home immediately and will be safely isolated from other persons.
- The studio door will remain open to avoid touch point contact and increase air flow.
- Students are always to remain 1.5 metres apart by using the distance markers as a guide.

IN CLASS PROTOCOL

- Doors will remain open
- Students are no longer required to wear face masks. We do encourage those that wish to do so to continue wearing masks.
- Students are to start on their marker and remain 1.5 metres apart from others.
- If Ballet barres are used in classes students will be asked to wipe down their area when they have finished using them.
- Teachers and staff will remain 1.5m from students always.
- No physical corrections, modifications or spotting will be done.
- No partner work or physical contact between students, students are to refrain from hugging, high 5s or close contact with others.
- Travel / corner / drills and choreography of dances routines will be taught maintaining social distancing requirements.
- Students that use the bathroom will need to sanitise their hands before leaving class and upon re-entry into class.

We do request to please use the bathroom before arriving at the studio if possible.

CLASS CONCLUSION

- Staff will mop floor at the conclusion of each class.
- Students must take all their belongings with them, any items left behind will have to be discarded.
- Students will hand sanitise and be escorted to the exit where parents are to collect them, parents and students must maintain social distancing during exit and pick up, even outside of the building.
- Exit from upstairs studio is via the back entrance (alleyway).
- Exit from the downstairs studio is from the front entrance (Rosella St).
- Teachers or a staff member will wait until each student is collected to ensure Child safety policies and procedures are in place. Please be on time to pick up your children.

- Students with back-to-back classes must wait in the allocated area e.g. studio in between classes so sanitation process can be completed. Students will be supervised
- Food is not to be brought into the building.
- Upon exit of all students, each studio space will be sanitised and disinfected, if toilets have been used by students, these will also be sanitised.
- Teachers are to also wipe down the stereo, any remote controls, light/fan switches their own personal belongings such as mobile phones and laptops.
- Teachers will discard any unclaimed water bottles or belongings before the next class enters

TIMETABLE, ABSENCES & FEES

- Classes will move to online classes immediately if required by State Government.
- No refunds will be given to students who do not wish to continue online.
- Once your enrolment is confirmed an invoice for the remainder of the term will be issued.
- We understand families are facing difficult times, please advise us if you require a payment plan or wish to apply for our scholarship fund.
- Students that are absent for any reason (awaiting test results, quarantining, illness etc) may still attend class via the online format. If you wish to do this please inform us by midday of the day of the class so that we can ensure we are prepared. Zoom links will remain the same as previous.
- Credits or refunds will not be given if you decide not to participate in online classes. Make up classes may be taken once studio classes resume.

COVID RESPONSE PLAN

- In the event that either a staff member or student tests positive to Covid 19 and has been at the studio during their infectious period the following steps will occur.
- On site classes will be suspended until clearance given from authorities to resume.
- Classes will move to the online model.
- Close contacts will be contacted by TDA administration staff.
- Deep cleaning of the premises will be undertaken.
- Any students that may be required to isolate may still attend class via the online format.
- Studio will reopen and affected staff and students may return when advised by relevant authorities (eg DHHS)

CONTACT

All concerns or queries are to be directed to:
 Cassie O'Sullivan
 0411273076
 info@tda.dance

By enrolling in classes at Templestowe Dance Academy you are agreeing to these policies. Copies of our Terms and Conditions are also available on our website.

REFERENCES & GUIDELINES

Australian Government: www.australiagov.au
 Federal Government: www.health.gov.au/covid19-resources
 Victorian Government: www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update
 Safe Work Australia – COVID -19 Resource kit: www.safeworkaustralia.gov.au/covid-19-information-workplaces
 National COVID-19: www.pmc.gov.au/nccc