

CODE Policies

All students enrolled at CODE are required to adhere to the following policies. The policies aim to ensure the best interests of all students, families and staff members.



Enrolment

- Students who wish to enrol at CODE must do so online at <http://enrol.dancecode.com.au/> This form is required for invoice and insurance purposes as well as to ensure that CODE is aware of any pre-existing medical or health conditions.

Class Allocation

- Students enrolling in recreational classes may enrol in an age-appropriate class without an audition.
- Students enrolling in CODE Competition Crew classes will be allocated to classes according to their age, experience, ability, potential, behaviour, commitment and attitude.
- CODE reserves the right to place a student into a suitable class according to their standards.
- In the event that a class is full, students will be placed on a waiting list.

CODE Crew, Codette and Mini Codette Auditions

- CODE holds annual auditions each year for the Competition Crew and Codette streams of classes. CODE holds annual auditions as it enables teachers to form/restructure competitive troupes based on interested students' strengths and compatibilities, ensures that all students have an equal opportunity to be considered for a place in a Competition Crew or Codette Program and to enable students to demonstrate their commitment and gain a taste of an audition experience in a fun and supportive environment.
- Existing students are required to audition annually.

Class Attendance

- Students enrolled in **Recreational Classes** are encouraged to attend all their weekly classes in order to achieve the best possible results and show commitment to their peers.
- In the event that a student misses more than three consecutive weeks of classes without notifying CODE in advance, their place in the class will automatically be forfeited. No refunds will be given to these students.
- Students enrolled in **CODE Competition Crew** classes or the **Codette/Mini Codette Program** are strictly required to attend all their classes.

- Students are not permitted to miss more than two classes per crew per term unless a prior arrangement has been made and approved by CODE staff.
- The CODE timetable specifically organises classes together to allow days off during the week for other activities. By providing students with 'dance-free' days, students are expected to demonstrate complete commitment on the days of their scheduled classes.
- CODE must be notified in advance if a student will be absent from a class. This can be done via email.
- Approved absences for CODE Crews, Codette & Mini Codette classes include: illness, school camps, compulsory school activities, professional work through an agent (singing, acting, dancing) and extenuating circumstances.
- CODE Competition Crew, Codette and Mini Codette students who wish to participate in optional school activities, school musicals or community theatre productions are required to discuss and receive approval from CODE in advance. Approval will be dependent on the influence on rehearsals, competitions and other students.
- In the event that a student is injured and is temporarily unable to dance, it is requested that they still attend and observe their Crew classes.

CODE Crew, Codettes & Mini Codettes Commitment Requirements

- CODE Competition Crew students, Codettes and Mini Codettes are expected to commit for the full calendar year.
- If CODE Competition Crew students, Codettes and Mini Codettes decide that they would like to withdraw from a Crew, this can only be done before the end of Term 1. After this time, students are committing for the duration of the year.
- CODE Competition Crew students, Codettes and Mini Codettes who withdraw after Term 1 will be charged a withdrawal fee.
- All CODE Crew competitions and performances are 100% compulsory. Students may only be excused from a competition or performance if special or extenuating circumstances apply.
- Students who cannot attend a scheduled competition or performance must notify CODE as far in advance as possible.
- If a student chooses to miss a Crew competition or performance for non-compulsory school events, social activities or other recreational events, they understand that they are actively letting down their team and are demonstrating a poor level of commitment and may thus not be invited back into a CODE Competition Crew.
- CODE Competition Crew students must be present for the last rehearsal before a competition. Only compulsory school events or school camps will serve as exceptions to this rule. CODE must be notified in advance.

Private Lessons (Codettes & Mini Codettes only)

- Codettes and Mini Codettes are allocated a weekly private lesson time. This time may change during the year.
- Weekly private lessons for Codettes and Mini Codettes are included in their fee package.
- If a private lesson is missed due to a student absence, this class is forfeited. If a private lesson is missed due to a teacher absence, it will be rescheduled.
- Students may only perform solo routines choreographed and approved by CODE.
- Solo costumes are designed and fitted by CODE. If a student would like to provide his or her own costume, this needs to be approved.
- Students are required to enter their solo routines in at least three competitions throughout the year. While CODE provides a list of suggested competitions, students may participate in any competition they would like providing that it does not clash with any CODE Competition Crew rehearsals or commitments (Recreational classes may be missed for solo competitions).
- Codettes and Mini Codettes must inform their teachers of when they will be performing. Please note that while the CODE staff would like to be present at competitions to support the students, it will not always be possible nor is it expected to have a teacher at every solo competition.
- Students are not permitted to have their routines taught by external teachers.

Fees

- Fees are invoiced per term. The full term fee must be paid irrespective of the number of classes attended or if a withdrawal occurs.
- Invoices are emailed one month prior to their due date.
- Fees are due by the end of the first week of each term.
- A 10% late fee will be charged to the invoice if payment is not received by the due date.
- Families with term invoices over \$200 are eligible for a payment plan. A family requesting a payment plan must have their plan arranged and approved prior to the fee due date.
- 10% off term fees will be deducted from 2nd and subsequent siblings.
- In the event that a student withdraws from CODE during a term, the invoiced amount must still be paid.
- Fees can be paid using cheques, bank transfer or via credit card.
- CODE Crew members (excluding Codettes & Mini Codettes) will be charged an additional Crew Fee each per Competition Crew each term. This covers the cost of competition entry fees and costume hire.
- All students are required to pay an annual administration fee to cover the costs of insurance, mailings and other administration expenses.

Refunds

- No refunds will be given for missed classes or for a withdrawal from CODE.
- No refunds will be given for purchasing or hiring costumes fees.
- If compulsory school camps or activities prevent a student from attending classes for 3 or more weeks, a credit of fees may be given.

Withdrawal from Classes

- CODE must be notified in advance if a student would like to withdraw from a class.
- If a student misses their class for three consecutive weeks without notifying CODE, their place in the class will be forfeited. No refunds will be given.

Concert

- All students are invited to participate in the annual end of year concert.
- All students participating in the annual end of year concert are required to attend a compulsory dress rehearsal. Students who do not attend the dress rehearsal may not be permitted to perform in the concert.
- Please note that the dress rehearsal may take place during school hours.

Concert Costumes

- CODE will provide, design and fit all concert costumes.
- A costume hire fee will be charged to Term 4 invoices.
- CODE Competition Crew, Codette and Mini Codette students will only be charged the concert costume fee for recreational classes in which they are enrolled.
- Costume costs are non-refundable.

Communication

- Parents or guardians are required to have a valid email address, as all information from CODE will be communicated via email. This includes term invoices.
- Please ensure that you notify CODE if your contact information changes.
- All enquiries should be directed to CODE via email. Teachers are not expected to be available in between or during classes for discussions with parents.
- To raise a concern, give or receive feedback, please contact CODE via phone or email.

Loyalty and External Training

- Students enrolled at CODE are encouraged to attend external workshops or master classes.
- Students are permitted to participate in external performance opportunities and receive private technical tuition, providing approval is received from CODE.
- Students who participate in external workshops/training must ensure that their

CODE commitments take priority.

- Students are required to inform CODE if they are participating in any external dancing.

Uniform

- Uniform provides students with a sense of cohesiveness and team spirit. Uniform also enables students to dance safely and be accurately watched and corrected by teachers. Uniform is compulsory for all students and must be worn to all classes.
- Students without the correct uniform may be asked to leave the class.
- Hair must be worn in a neat, pulled-back hairstyle for all classes other than Hip-Hop. Ballet students must also ensure that their hair is worn in a tight ballet bun to all classes. This requires using hairpins and hairnets.
- Details regarding the uniform required for each class can be found here: <http://www.dancecode.com.au/uniform/>

Video and Photography

- No student or parent can video or photograph classes without permission.
- Competition, performance and concert videos are not to be posted on public websites including Facebook, Instagram or Youtube without permission from CODE.
- CODE may use photographs and/or videos of its students for promotional purposes. Consent must be provided during enrolment.

Safety

- Parents/guardians/students must take responsibility to inform CODE of any prior or current illness, medical condition or injury.
- In the event of an injury, CODE will administer First Aid treatment. In the case of a medical emergency/medical services being necessary, the parent/guardian will incur the costs.
- CODE is not responsible for students before or after class times. Teachers often teach back-to-back classes and cannot watch students in the waiting or outside areas.
- CODE must be notified of any allergies a student may have. CODE cannot be held responsible for allergic reactions that occur in the waiting or outside areas before or after class.
- CODE is not a child-minding facility and is therefore unable to watch other children who are not attending a class.

Studio Etiquette and Conduct

- Students must respect that CODE shares its premises with other businesses. Students should take care not to disrespect or interrupt any other classes that are being held at the venues.
- CODE does not tolerate swearing, indecent language and behaviour or

negative communications between parents and/or students. Any student or parent who demonstrates indecent language or behaviour will be asked to immediately withdraw from CODE. This includes behaviour at competitions or performances, public locations, social media, on the Internet and on site the CODE premises.

- CODE has a zero tolerance for any kind of bullying. CODE will act on any reported or witnessed acts of bullying.
- Watching classes is generally not permitted for parents, friends or siblings to avoid distracting the students and teachers.

Disclaimer

- Students who enrol at CODE understand that CODE is not liable for any loss or damage to property or injury sustained while attending classes. CODE takes every reasonable precaution to ensure the health and safety of its students who are in their care.
- Any parent or student who does not comply with CODE's Terms and Conditions may forfeit their position in the school.