



Awesome Guys Dance Company AGDC

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Policies and Procedures

CODE OF CONDUCT

- *I/WE read and understood AGDC policies before the enrollment.*
- *Parents/Guardian/Students read and understood AGDC policies before the enrollment at AGDC.*
- *The teacher/coach/Volunteers in the AGDC studio and other students must be treated with regard and respect by all students.*
- *Students will always represent AGDC in a professional manner.*
- *AGDC will notify parents if student behavior becomes unacceptable.*
- *Students are aware of the AGDC's "No Physical Contact" Policy. For any reason, students should not touch other dancers/students or any AGDC staff members/volunteers unless it is necessary to complete teamwork-focused choreography in a lesson or dance routine.*
- *In the event of an injury, physical contact may be required between a First Aider and injured student or visitor. Any inappropriate physical contact between staff, students, or visitors of AGDC must be reported immediately*
- *AGDC strongly opposes all sorts of child abuse, child exploitation, and child discrimination. For everyone involved in our programs, including all children, we are dedicated to establishing and upholding a safe atmosphere.*
- *AGDC strongly recommends students against leaving the class after or in between sessions without a Guardian/Parent.*
- *While waiting at the dance studio/class, parents/guardians must keep an eye on their kids to make sure they do not interrupt classes, hurt themselves or other dancers, or damage the facility. Parents/ Guardians accept full responsibility for damages caused by unsupervised children.*
- *Parents/Guardians acknowledge that the teacher(s), staff(s), parents(s), and guardians(s) of The AGDC are not responsible for my child(ren) outside of the*

classroom, that there isn't always 100% supervision for students outside of the classroom, and that there are inherent risks in leaving my child(ren) unattended/supervised at the studio.

- *Children who display unacceptable attitudes or behavior are corrected and encouraged to choose positive alternatives.*
- *If a child's misbehavior continues to disrupt the class, the parent or guardian will be contacted to pick up the child.*
- *Any or all grievances, Incidents or complaints are to be directed to the principal/trainer of AGDC via email. AGDC is committed in ensuring your personal information is treated with the appropriate degree of privacy.*

ATTENDANCE POLICY

- *It is expected that students attend classes regularly.*
- *Students are expected to arrive on time. Every class begins with a warm-up, and it is essential for all dancers to participate to ensure that their bodies are prepared for physical activity.*
- *A warm-up is necessary. We suggest students perform a personal warm-up and stretch before entering class if you miss the class's opening warm-up exercise. This will help prevent injury. If you arrive late for class, we will presume that you warmed up or stretched properly before class started.*
- *Kids who wants to participate in AGDC's stage performance required to attend all the required/term classes, costume rehearsals and final stage rehearsals.*
- *If a student decides to discontinue classes at AGDC, administration must be notified via email: agdc.australia@gmail.com*
- *When a student misses' class for an extended period of time without notifying AGDC staff, a student on the wait list will take their place.*
- *For all students to progress in dance, we anticipate strong attendance and collaborative efforts.*
- *If a student is going to be absent due to illness, accident, holidays, school camp, etc., kindly notify AGDC (by phone or email).*
- *End of every term there will be small event/video shoot where kids will showcase what they learned from the Term.*
- *In order to attend the event/video shoot student must attend all the required classes.*

SOCIAL MEDIA AND IMAGE POLICY

- *Images/videos from AGDC dance performances, class pictures, and other events may occasionally be used to advertise AGDC initiatives in newsletters, on the AGDC website, on social media (such as Facebook, Instagram, and Twitter), on notice boards, in brochures, and other places. Parents give permission to use their child's photos in this way and waive all claims to the images/videos.*
- *Students are not permitted to use mobile phones in the classroom.*

- *Students and parents may not photograph, video or record any material in classes without the teacher's permission.*
- *Parents are welcome to photograph and video their own child when viewing a class. However, no one is permitted to video any other child. By law, no one can publicly post images or videos of other children without consent from the parent or guardian.*
- *Where permission has been given to record a class/routine for rehearsal purposes, use of that recording has been authorized for that purpose only and under no circumstances must it be posted on any Social Media platform*
- *Under NO circumstances are any photos or video footage to be taken in change rooms.*
- *Bullying/harassment of any kind over social media will not be tolerated and may result in termination of students' enrolment.*

DROP OFF AND PICK UP

- *Until picked up by their parents or another responsible adult, all students must stay inside the studio. All students must abide by this policy for their safety.*
- *If you are running late, please send a courtesy text, so we know to keep your child inside & safe.*

MEDICAL TREATMENT AND INJURY

- *Injuries can happen when dancing.*
- *The students must inform the teacher or coach of any injuries. It's crucial that they understand they have injured themselves.*
- *To prevent harm, students must always adhere to their dance teacher's instructions for safe practice. If students disregard the advice for safe dancing practice, AGDC is not liable for any injuries they may incur.*
- *Dance is a physically demanding activity, and while every reasonable precaution is taken, AGDC is not responsible for injuries caused during lessons, instruction, performance activities, or in any other situation.*
- *Students who have been injured must show a report from their doctor confirming that they are healthy enough to return to class. We must obtain updates frequently if the injury is ongoing to be aware of the student's limitations.*
- *At AGDC Studios, we work hard to ensure all students' safety. I/we realize that participation in dance classes and activities could result in some possible personal injury. Although the studio and the trainer, have taken precautions, accidents and injuries may occur.*
- *In the case of an injury or health concern in respect of your child, all reasonable efforts will be made to contact you promptly. But, in the case of an emergency, or if you cannot be reached, AGDC will seek medical attention for the student. This may involve AGDC rendering first aid to the student or calling an ambulance for the student. You agree to indemnify AGDC for any costs incurred in obtaining such emergency medical attention, for example, ambulance fees.*

FEES TERMS AND CONDITIONS

- A non-refundable Registration Fee of \$25 per student is required to be paid upon enrolment.
- Fees have to be paid according to the invoices TERM BASED.
- Fees must be paid before/on the due dates.
- Reminder Email will be sent out to the Guardians/Parents/Students until the payment is received.
- AGDC's fee structure may change every year with short notice.
- AGDC has the right to cancel scheduled classes due to unforeseen circumstances. Fees do not apply for the cancelled class and a refund will be proceeded for the cancelled class/ minus from the next term fees/class will be rescheduled.
- From February 2023, AGDC stopped taking regular classes and introduced term-based classes.
- Term fees invoices will be sent out at the beginning of every term with due dates.
- We may operate classes during school holidays according to the committed events. Classes are only mandatory for child(ren) who wants to perform in the event. Fees will be charged for any additional classes during school holidays.
- Classes are not mandatory for child(ren) who do not want to perform at that event. Fees do not apply to them during school holidays.
- It is the responsibility of the parents/guardians to fill out the sign sheet upon arrival and departure.
- All the existing students will be automatically enrolled to next term, however if you do not wish to continue to next term, please notify AGDC via phone or E mail.

FEES STRUCTURE MELBOURNE 2023

• Admission fees : \$25
• Minimovers : per class \$8 x Term 1/Term2/Term3/Term4
• Junior kids : per class \$12.50 x Term 1/Term2/Term3/Term4
• Senior kids : per class \$12.50 x Term 1/Term2/Term3/Term4

DISCOUNTS

- 2nd Child from the same family is eligible for 20 % discount per class.
- 3rd child from the same family is eligible 40 % discount per class.
- Any more child from the same family is eligible for 50% discount.
- AGDC reserve the rights to give special discounts to students in special circumstances.

COSTUME POLICY

- *For Bollywood dance training children can wear clothing which does not restrict the body movements. They can choose comfortable clothing according to this for example: Track suit pants, jogger pants, leggings etc.*
- *Children can do comfortable hairstyle but need to reassure it does not fall into eyes when dancing.*
- *Shoes must be worn in all classes. Children can use sneaker shoes or canvas shoes.*
- *Students are required to bring their own drink bottle.*
- *Students are required to purchase their own performance costumes when required.*
- *Students are required to attend for costume rehearsals if they agreed to participate in an event.*

STUDENT CLASS PLACEMENT

- *Student class placement is based on many factors, not just a student's age.*
- *The student placement is decided by our many factors including our teachers many years of teaching experience. Other factors include student progression, development, maturity, physical strength and age. The decision is highly individual and the factors that go into the decision are complex.*
- *Students will be assigned to a class where they feel comfortable, which will help to foster the growth of their self-esteem and allow them to excel and advance as dancers.*
- *Often, some students at a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with more proficient students by pushing themselves to work hard.*
- *We take placement very seriously out of our commitment to each student and placements must be respected. A student's placement is not to be questioned.*

COVID19 SAFE POLICY

- *Students must not come to class if they are sick or have had contact with a known or suspected case of Covid-19*
- *All students over the age of 18 years are required to be fully vaccinated.*
- *All staff/staffs are full vaccinated.*
- *All government mandates regarding vaccination requirements and mask wearing will be adhered to.*
- *We always follow directions from the health departments and government agencies so if there is a health order we must comply accordingly.*

LOST PROPERTY

- *AGDC takes no responsibility for personal items left at the studio. As AGDC hires council halls and community centers for our classes. So, after class hours we do not have access to the facility.*

CLASS CANCELLATION AND BUSINESS CLOSURE

- *I/We understood and agree that AGDC may cancel its dance classes if there are not enough students.*
- *I/We understood and agree that AGDC may cancel its dance classes if the trainer become unwell or other unforeseen circumstances.*
- *I/We understood and agree that there may be makeup classes offered for the cancelled classes.*
- *I/We understand and agree that AGDC currently has only one trainer so if any unforeseen circumstances or health concerns to the trainer may result in closure of AGDC dance classes Temporarily/Permanently.*

OTHER POLICIES

- *AGDC currently hires Council halls, community centers and third-party halls which is appropriate for dance teaching according to safe dance teaching policy by Aus dance Vic.*
- *AGDC may change the class venue when needed. Parents/Guardian and students will be notified ASAP when it happens.*
- *AGDC may change the class days if needed, however Parents/Guardian and students will be notified at least prior to a term.*
- *I/We understand that AGDC Policies will be reviewed when it is necessary.*

Awesome Guys Dance Company ANNUAL DANCE FEST (AGDC ADF)

- *Once a year, AGDC organizes its Annual Dance Fest (ADF).*
- *Participation in the ADF is a requirement for all AGDC students.*
- *ADF is the only platform AGDC exclusively offers to all students who train under AGDC.*
- *The costumes, props, and other accessories for ADF must be purchased by students.*
- *According to AGDC directions, students are required to pay a performance fee for ADF.*
- *ADF performance fees cover photography and videography as well as stage setup.*
- *Parents, friends, and family of students can attend the event by making a reservation.*
- *Booking links are available for AGDC students and families for the first two weeks, then the public can use them.*
- *The parents/guardians/students are responsible for booking all the required tickets within those two weeks.*

- *The entire Annual Dance Fest will be filmed, therefore students without media consent cannot participate in the ADF.*
- *To successfully complete ADF, students must cooperate fully with AGDC teaching staff and volunteers.*

Thank you AGDC

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