

CDS TERMS AND CONDITIONS

Updated March 2025

CODE OF CONDUCT

Failure to comply with code of conduct will be dealt with accordingly and as deemed appropriate by the CDS Director.

- Students/Patrons of CDS are expected to be respectful and cooperative at all times.
- CDS does not tolerate any bullying/harassment of any kind including slander on social media.
- Students/Patrons must communicate with the front office regarding any CDS activities/issues/mental health/learning disabilities/class attendance/queries.
- Students/Patrons are not authorised to contact CDS staff via social media platforms regarding CDS matters at any time.
- Students are not authorised to go outside of CDS premises into the Christian Life Centre.
- Bathroom facilities are not available on CDS premises. Students are able to use toilets located in the downstairs corridor at their convenience. Parents/guardians of babies/tiny students will be asked to assist with toilet breaks if multiple breaks are required and are causing interruption to class.
- Area around the bathrooms are not part of CDS premises. Students are not permitted to use this area as a break out room.
- CDS is not responsible for the damage or loss of property. Every 5 weeks the unclaimed items in lost property will be donated to the less fortunate.
- Students/Patrons of CDS are required to work with staff to keep a clean studio area.
- Any children brought along to wait in the foyer area of CDS MUST be supervised by a parent/guardian.
- CDS reserves the right not to provide service to any patron who behaves in a manner deemed inappropriate/threatening/abusive.
- If a student comes home with a report of an issue/incident, parents/guardians are asked to PLEASE seek clarification of the issue/incident before placing blame on a teacher or another student.

INJURY/MEDICAL CONDITION POLICY & CONSENT

Teachers and staff will always provide as much guidance around placement of students in the correct class based on their technique and ability.

- It is the students/parents responsibility to inform their teacher of any injuries/medical conditions prior to class commencing.
- If a student requires CDS staff to administer medication or specific treatment for any medical condition please contact reception to set up an action plan.
- Basic first aid is available to every CDS student.

- In the event of an injury obtained on CDS premises a parent will be contacted. If CDS staff members are unable to speak to an emergency contact, I authorise CDS staff and director to seek medical treatment for my child.
- Incident reports will be filled out in the event of an injury.
- Refunds are available to students who have obtained an injury which does not allow them to dance for the remainder of a paid term. A medical certificate must be provided to CDS from their acting physician to receive a refund. Please note: If a student wishes to attend the class/be included in routines for performance we will not issue a refund of fees.

I hereby acknowledge that with any physical activity there is a risk of personal injury involved. I understand that CDS staff members take the utmost care to provide a safe dance experience for my child and neither CDS nor its teachers are responsible or liable for any injury/accident that may occur.

DOOR ACCESS/SECURITY

- Parents will be issued a door code.
- A new code will be distributed every term.
- Code will deactivate on the last day of every term.
- Door code ONLY to be used during dance hours.
3:30pm - 9:15pm Monday to Friday
9:45am - 12:00pm Saturdays
DURING TERM ONLY
- 24 hour surveillance covers both the front entrance, and the staff room.

I hereby acknowledge that any misuse of the CDS door access code will result in immediate expulsion.

- Handover after classes of children ages 7 years and under will be an eye to eye contact acknowledgement between parent and teacher.
- Students under the age of 10 must be collected at the studio door. It is encouraged for students over the age of 10 to also be collected at the studio door.
- Waiting alone in the carpark is not permitted.
- Walking to the shops alone for food is not permitted for students under the age of 14.
- Students 14 years and over are only permitted to walk to the shops in groups of 3 and above, and must stick to the main road.
- No student is permitted to walk home on their own after classes.

If parents are going to be late, please msg the studio phone (0477 438 913) and a direct message will be sent to the teacher, to hold your child back for 5 minutes after class. Please come to the door to notify your child you are here to pick them up.

TERM FEE POLICY

- No refunds are available for change of mind.
- No refunds on COVID-19 related absences.
- No refunds on sickness or illness.
- Fees for dance lessons are charged at the beginning of each term. Payments are required in FULL by Saturday, week 2 of each term.
- Fees still outstanding on Monday of week 4 of the term will incur a \$20 late fee.
- Term fees that are carried over to the next term will incur a \$40 late fee.
- CDS reserves the right to put classes on hold for any student account that has not been paid by the due date.
- Pro-rata fees are not available for missed classes due to public holidays or personal reasons. Make-up classes are available for students in versatile classes such as jazz, hip hop, musical theatre, ballet, fusion and lyrical.
- Pro-rata fees will only be available to new students starting from week 4 of term.
- If a student with an unpaid account withdraws from a class before the end of term, payment will be required in FULL or (at director's discretion) prorated as classes attended with a 20% withdrawal fee.
- If you request an installment agreement, (term fee payment plan) you agree to adhere to the guidelines outlined by CDS. Failure to comply with guidelines will see future requests for a payment plan denied. Full terms and conditions for installment agreements are available from the office.

MEDIA CONSENT

At CDS we use social media to promote our school. This may mean that your child's image, name, and likeness may be featured in our public-facing content. This may include, but is not limited to:

- **Posts** (images, videos, captions, etc.) on social media platforms
- **Reposts** or **Shares** by Capital Dance Studios or others
- **Comments** or **Likes** associated with our content that may be shared publicly
- **Promotions** or **Marketing Campaigns** related to the services of Capital Dance Studios

Pictures/videos may be taken in class and at performances and posted to Instagram, Facebook, Tik Tok and our website.

We strive to maintain a respectful and positive environment on our social media platforms. Capital Dance Studios reserves the right to moderate, delete, or report content that is inappropriate, offensive, or violates the platform's terms of service.

If you do not wish your child to be included in any content please ensure you inform the reception desk ASAP. If you have not permitted us to post your child they will not be included in any photos/videos.

Please note: Video and photography will be conducted at our end-of-year concert with footage of all students included. If you do not agree to footage/photography at the end-of-year concert you will not be able to participate.

CONCERT 2025

Terms and conditions when committing to the CDS Concert.

CLASSES

All students are assumed to be participating in the end of year concert in December. Please notify the studio if you do not wish to join the concert for 2025 before term 3 commences. The reasons for this are as follows:

- Ordering of costumes commence in term 2 to assure affordable costumes for the consumer.
- Teacher and staff preparations around the structure of the performance (formations) for the team.
- Added fees for term 3 & 4.

Extra costs

Concert admin fee \$30.00

Costume per class \$50.00 - \$95.00 per child

Tights and footwear \$100.00

Show tickets roughly around \$45.00 each

Parking fees roughly \$10.00 - \$20.00

Hair and makeup (at your discretion)

Concert Costumes – Important Information

Costume orders for the end-of-year concert are processed at the end of Term 2. If your child **does not** wish to participate, you must notify us **before the end of Term 2**. Otherwise, a costume will be automatically ordered.

Please note that once costumes are ordered, **no refunds** can be issued, as most costumes are custom-made.

Costume Prices: \$50.00 – \$95.00

At CDS, we are committed to keeping costs as low as possible. While the average costume now costs around **\$120.00**—due to inflation and increasing quality standards, custom designs, embellishments, and shipping costs—we work diligently to secure sale items and collaborate with *Dancewear by Dee* to provide affordable options for our CDS families.

Custom Costumes

Our **custom costume options** are the most affordable way to bring our performance vision to life! Here are a few key points to keep in mind:

- **Custom-made doesn't mean made-to-measure.** Custom costumes are custom designs. While these costumes are uniquely designed for our performance, they are not individually tailored. Instead, we use standard dancewear sizing to find the best fit for each student.
- **Allow 8–10 weeks for delivery.** Custom costumes take time to arrive in Australia, so we plan accordingly.
- **Exchanges are unlikely.** Since our concert is just around the corner when costumes arrive, reordering or exchanging sizes will be difficult. However, if a costume's fit is completely unrealistic, we will find a suitable alternative.
- We leave it to the last possible moment due to kids growing over a 4 month period.

Ordering from Providers

Ordering from **costume providers** gives us less flexibility in terms of selection, sizing, and pricing. Here's what you should know:

- **We focus on sale items (\$60–\$95).** This helps keep costs down, but sale items often have limited stock, making size exchanges difficult.
- **Concert season is busy!** Since performances across the country happen between October and December, costume availability can become a challenge.

Costume Fit Information

Costume sizes may vary slightly due to material restrictions, design differences, and specific fabric types. Costumes are intended to fit snugly and may feel slightly tight around the neck and hip areas. If the costume includes sequins or embellishments, it may have a slight scratchy texture.

While we will do our best to accommodate size exchanges, please note that costumes are not custom-made for each individual child.

Costume Sizing & Last-Minute Changes

Each year, we bring in hundreds of costumes, and while we take great care in ensuring proper sizing, last-minute changes due to fit are extremely rare. In the rare event that a costume does need to be swapped, we always make it a priority to ensure every dancer is fully costumed and ready for the stage. As we approach concert time, we kindly ask for your understanding. Our

team is working at full capacity to manage all costume preparations, and we truly appreciate your support. We also recognize that kids grow—sometimes unexpectedly! Most of our costumes are designed with stretch and extra room to accommodate growth. However, if your child is experiencing a significant growth spurt, especially around age 12, or if you come from a particularly tall family, we encourage you to reach out. We can make adjustments and size up accordingly to ensure the best possible fit before we order in term 3. Thank you for your cooperation and for helping us make the concert season a smooth and exciting experience for all!