

Welcome to 2024

Please carefully read the following information.

B.O.K. School of Dance was established in Pottsville in 2007. It is our goal to inspire, encourage and nourish our students with quality dance training whilst providing a fun and positive dance atmosphere.

ENROLMENTS

All enrolments are managed via StudioLab. Please use the following link to enrol

<https://app.studiolabsoftware.com/familyregister/d1b023e2-de16-4e9a-820d-7ddc10a78c5d>.

Once registered our administration will process your enrolment as soon as possible.

CLASSES

Tiny Tots

Beginners

Lyrical

ADAP Ballet

Hip Hop

Jazz

Musical Theatre

Acro

CLASS AGES

All classes are based on students ages and school years. Teachers may move students up

or down a class at their discretion.

Preschool – Ages 3-5

Tiny Tots

Kindergarten

Beginner

6-9 years

Junior Lyrical, Junior Hip Hop, Junior Jazz, Junior Acro, Junior Musical Theatre

10-12 years

Intermediate Lyrical, Intermediate Hip Hop, Intermediate Jazz, Intermediate Acro

Highschool: 13 years and up

Senior Lyrical, Senior Jazz, Senior Hip Hop, Senior Acro

BALLET All ballet classes levels dependant on ability

Beginner Ballet: Ages 5-7 **Level 1 Ballet:** Ages 8-9 **Level 2 Ballet:** Ages 9-10 **Level 4 Ballet:** Ages 11-12 **Level 5 Ballet:** Ages 13-14 **Major 2 Ballet:** Ages 15-17

BALLET EXAMS

Our ballet exams are offered through the Australian Dance Assessment Program (ADAP). These are not compulsory for all ballet students, however are recommended as they are of great benefit in building foundations in technique and strength.

Those wishing to participate in exams are required to do two ballet classes of the appropriate level per week. Students participation in exams will be decided by staff. Additional costs are involved for examinations. These costs will be made available when examination details are confirmed.

Any student wishing to participate in the Pointe classes will need to undertake a Pointe assessment by a registered physiotherapist who provides Pointe assessments. Students are only able to commence pointe classes once approval has been given to BOK by the physio.

EISTEDDFOD CLASSES

Our eisteddfod classes are available for selected dancers. Dancing in the eisteddfod team is a great opportunity for our students to extend their dance ability as well as make lifelong friendships. Students chosen for eisteddfod must continue to attend the required classes to maintain their place on the team for the entire year. Acrobatics is compulsory for 10's, 12's & 15's eisteddfod. 8's and 10's must do a minimum of two other classes as well as the eisteddfod class. 12's, 15's and Open's must do another two classes, either jazz or hip hop and contemporary or ballet, as well as their eisteddfod class/s. This year students who wish to do multiple age groups will be invoiced for each age group. There will be additional rehearsals throughout the year and attendance is mandatory for all rehearsals. These extra rehearsals will come at an extra cost.

SOLOS

Private lessons may be arranged through the appropriate teachers. These classes are 30 minutes - 1 hour and vary in cost at the decision of each teacher.

TERM DATES

Our classes are based on NSW school terms. No classes will run on public holidays

TERM 1: Monday February 5th - Saturday April 13th

TERM 2: Monday April 29th - Saturday July 6th

TERM 3: Monday July 22nd - Saturday September 28th

TERM 4: Monday October 14th – Friday December 13th

FEE SCHEDULE

The below amounts are charged per week.
All enrolments will be charged a \$35 registration fee

Tiny Tots: \$14

Beginners: \$15.50

1 class: \$17

2 classes: \$32

3 classes: \$46

4 classes: \$60

5 classes: \$72

Unlimited: \$88

A \$30 costume fee will be added per class from Term 2 onward for the end of year concert costumes.

With the exception of tiny tots and beginners all classes range from 45 minutes to 1 hour and are charged the same rate. All invoices will be sent prior to the commencement of the term. **Term fees are charged fortnightly over the course of the term.** Parents have the option to pay in full by Week 2 of term.

ACTIVE & CREATIVE KIDS VOUCHERS

B.O.K School of Dance are active and creative kids providers. Please email through voucher details along with date of birth for us to process your voucher and deduct the amount from invoice. If participating in only one class, only one voucher can be used per term. Students participating in more than one class are able to use more than one voucher on their invoice.

UNIFORM

Our uniform is compulsory for all students from Term 2 onward. Please read below for individual requirements for each class.

Tiny Tots:

Girls: pink leotard and pink ballet skirt. Light pink ballet shoes Boys: Black BOK shirt and black shorts and black ballet shoes.

Beginner:

BOK tank or tee or crop and black shorts or tights. Black jazz shoes.

Ballet:

Beginner - Primary: Purple high neck BOK leotard and skirt and ballet stockings. Ballet shoes. Hair to be secured in a neat bun

Level 1-4: Purple v-neck BOK leotard and skirt and ballet stockings. Ballet shoes. Hair to be secured in a neat bun

Prelude - Major 2: Black high neck BOK leotard and skirt and ballet stockings. Ballet shoes. Hair to be secured in a neat bun

Lyrical:

Girls: BOK tank or tee or crop and black shorts or tights. No footwear required. Tan stirrup tights will be required for the concert

Jazz:

BOK tank or tee or crop and black shorts or tights. Black jazz shoes. Tan tights will be required for the concert

Hip Hop:

BOK tank or tee or crop and black shorts or tights. All white sneakers/shoes.

Please allow 6-8 weeks for uniform to become available when out of stock

ABSENCES & LATE FEES

Refunds are not given unless students are absent for a consecutive period of more than 5 weeks due to illness or injury. Any classes unable to take place due to unforeseen circumstances or teacher illness will be given a credit to the value of the missed lessons to be used the following term. We do not offer credit for missed classes at any other time.

If an invoiced amount is not finalised within 7 days of the due date, with the exception of payment plans, a \$10 late fee will be applied to the invoice. The late fee will accumulate for each 7 days the invoice has not been paid. If term fees have not been finalised by the last week of the term students will not be able to attend class until the term fees have been paid. Any students fees that are consistently late will have their enrolment cancelled.

ANNUAL CONCERT

Our concert will be held at Twin Towns Services Club toward the end of Term 4 2022. All enrolled students are expected to commit to their classes from Term 3 onwards as concert preparations proceed. No new enrolments will be taken from Term 4 onward.

A one-off concert rehearsal fee will be added to Term 4 fees. This fee covers the cost of staff and venue hire at our concert rehearsal.

CONTACT US

Email: bokschoolofdance@live.com.au Website: www.bokdance.com

Terms & Conditions

Welcome to BOK School of Dance. Our website www.bokdance.com and its associated domains and apps and studio premises are operated by BOK School of Dance

Please read these Terms and Conditions carefully. If you do not agree with any part of these Terms and Conditions you should refrain from using the Sites and/or Services. We may change, modify, add or delete portions of the Terms and Conditions from time to time at our sole discretion and your continued use of the Sites and/or Services constitutes your acceptance of those changes.

It is your responsibility to regularly check and/or review these Terms and Conditions and to decide whether you agree to abide by them and be bound by them. If you do not agree to be bound by or abide by these or any future Terms and Conditions, please do not use or access (or continue to use or access) the Sites and/or Services.

1. Access and Use:

BOK School of Dance reserves the right to elect not to provide the Services to you, process any order you place or allow you access to the Sites, as a result of any conduct that BOK School of Dance, in its sole discretion, believes may breach the law, infringe these Terms and Conditions, violate the rights of BOK School of Dance or third parties, or is otherwise inappropriate for continued access and use of the Sites and/or Services.

2. Dance Classes and Holiday Workshops:

2.1 Before attending a dance class at BOK School of Dance, participants must provide BOK School of Dance with their full name, phone number, date of birth and email address. BOK School of Dance will also request that you provide your physical address and postcode, although you are not required to provide this information.

2.2 By entering a BOK School of Dance dance studio, you agree and acknowledge the following terms and conditions:

- a) Dance classes can involve risk of personal injury. While BOK School of Dance takes all reasonable care in the conduct of its classes, it accepts no responsibility for injury or loss caused during the classes or whilst participants are at or near the studios;
- b) You or your legal guardian are responsible for ensuring that you are physically and medically fit for the class;
- c) During the class you must take care at all times of your own personal safety;

- d) Entry to the class more than fifteen (15) minutes after the start time is prohibited, as you must participate in the warm-up exercises at the start of the class;
- e) Students must not attempt a class, or any part of a routine, that is beyond their level of ability;
- f) Be respectful and do not behave inappropriately towards other members, guests, our staff and outside providers. Examples of inappropriate behaviour include verbal or physical intimidation, harassment, discrimination on the basis of race, sex, age or any disability another person may have;
- g) Inappropriate behaviour, including intoxication or any physical, verbal or otherwise towards any BOK School of Dance employee, contractor, dance class student or guest, may result in cancellation of your enrolment and removal from the premises. BOK School of Dance reserves the right to refuse entry to any persons at its absolute discretion;
- h) You or your legal guardian are responsible for your own belongings. BOK School of Dance does not accept responsibility for any lost, stolen or damaged property; and

2.3 All purchases for dance classes are final, non-refundable and non-transferable at the discretion of BOK School of Dance. Accounts cannot be shared.

2.4 Gift cards purchased for classes are valid for admission into any class at BOK School of Dance, and are valid for twelve (12) months from the date of purchase. We cannot provide extensions to the expiry date unless a request is made for an extension for medical reasons and is supported by a medical certificate. The twelve (12) month period is inclusive of any public holiday or Christmas closures.

2.5 Tickets purchased for workshops are only valid for the dates selected when booking. No refunds or exchanges will be made if you are unable to attend a workshop on the dates selected when you make your purchase.

2.6 The timetable, locations and teachers for all dance classes and workshops may be subject to change without notice.

2.7 All correspondence must occur via email to bokschoolofdance@live.com.au. We cannot guarantee a response will be given if communicated via SMS or social media

2.8 New students may come to their first class at no charge. Please notify our office staff within 24 hours after the trial class if your child will not be continuing. If not continuing your child's enrolment will be removed and there is nothing for you to pay. Students attending a trial class must enrol online and agree to these terms and conditions before attending a class.

3. Enrolment

3.1 Enrolments are to be completed online via the link on our website.

3.2 Students are committing to their chosen classes for the BOK School of Dance calendar year.

3.3 Students withdrawing from their classes must give 2 weeks notice.

3.4 Students absent for 4 or more consecutive lessons, without notifying BOK School of Dance, will be withdrawn from their enrolled class/es.

4. Fees

4.1 I agree to pay all monies associated with being a member of BOK School of Dance. Including, but not limited to, class tuition fees, enrolment fees, concert participation fee and costume fees, exam and competition entry fees.

4.2 All students must pay a yearly registration fee of \$35 per student or \$65 per family. This covers insurance, music licensing, all administration duties and overheads related to enrolment.

4.3 Fees are directed debited fortnightly over the course of the term. Customers also have the option to pay in full by Week 2 of each term via Visa, MasterCard, cash or funds transfer. No other payment methods or cycles accepted.

4.4 Multiple class discounts apply to those students enrolling in 2 or more classes. Discounts do not apply to registration, concert costs, private lessons, competition and examination entry fees or costume fees.

4.5 Customers must keep their account up to date and ensure payments are made by due dates. Lessons may be suspended to a student with an overdue account.

4.6 There are no refunds for missed lessons. BOK School of Dance does not offer catch up classes for missed lessons.

4.7 BOK School of Dance will provide a credit for any classes we have to cancel.

4.8 If withdrawing from classes you must provide two weeks notice. There is no refund on any fees paid.

4.9 BOK School of Dance is approved to accept Service NSW Active Kids Vouchers and Creative kids vouchers. These vouchers cannot be refunded once activated and cannot be exchanged for cash.

5. Student Safety and Behaviour

5.1 BOK School of Dance will not be held responsible or liable for any injury sustained by a student and/or personal property lost or damaged whilst under the instruction and/or supervision of our employees/volunteers.

5.2 Students are supervised during their class time only. BOK School of Dance does not provide supervision before or after class times or if students are waiting at the studio during classes.

5.3 Dancing is a physical activity that requires coordination, control of the skeletal and musculature structures, movement awareness and group participation. By enrolling, it is understood that BOK School of Dance's teaching staff may need to physically correct your child in order for them achieve the correct technique. Care is always taken to ensure our class

environment remains relaxed and that our children feel secure and safe at all times. All teaching staff hold current Working with Children Checks.

5.4 BOK School of Dance will seek medical help where necessary and any costs incurred will be the responsibility of the student's parent/caregiver.

5.5 BOK School of Dance has a Child Safe Policy and have a legal obligation to report any signs of abuse and neglect.

5.6 Students must be respectful to all other students, staff and volunteers representing BOK School of Dance. Students agree to make BOK School of Dance a pleasant and friendly environment for all. We do not tolerate any act of bullying.

5.7 Students agree to keep our studios tidy and well maintained by cleaning up after themselves and respecting the studios facilities.

5.8 Students agree to follow the studio rules. We have a strict behaviour management system in place which is to enable all students a chance to learn and is fair and reasonable for all students.

5.9 Students have read and agree to the studios policies.

6. Parent/Carer Behaviour

6.1 Parents/carers must be respectful to all other students, staff and volunteers representing BOK School of Dance. Parents agree to make BOK School of Dance a pleasant and friendly environment for all.

6.2 Parents/carers agree to keep our studios tidy and well maintained by cleaning up after themselves and respecting the studios facilities.

6.3 Parents/carers are encouraged to allow 24 hours after any issue before following our complaints policy. This give all parties the best chance of calm communication to find resolution. The studio must be notified immediately if the issue is unlawful or medical.

6.4 Parents/carers are not permitted to enter the dance studios will classes are running. Please wait in waiting areas provided.

6.5 Parents/carers have read and agree to the studios policies.

7. General

7.1 All students must arrive to their classes on time and in correct uniform.

7.2 We do not have a strict uniform policy here at BOK School of Dance, but students must be dressed appropriately for the activities being undertaken and we request that NO school uniforms be worn to class. Students are required to wear BOK shirts from Term 2 onwards.

7.3 Customers are to keep their personal information and details up to date via their parent portal.

7.4 Class times may alter throughout the year. As much notice will be provided where possible.

7.5 It is not guaranteed that the same teacher will teach for the whole term or year.

7.6 Classes with less than 6 students enrolled may be cancelled or combined with another class.

7.7 Mobile phones must be placed on silent, vibrate or off while classes are in session.

8. Copyright

8.1 All costumes, choreography and music are subject to copyright and belong to BOK School of Dance. They may not be used without prior consent from the Principal Teacher. Costumes and routines are not to be worn or used for any performance other than those organised and endorsed by BOK School of Dance.

8.2 Due to privacy laws and copyright our own choreography, classes and performances cannot be filmed or photographed. Video recording is prohibited, unless authorised by BOK School of Dance principal.

8.3 The BOK School of Dance website and any other electronic media, email etc are bound by Copyright and are not to be copied or reproduced without express permission.

9. Personal Information and Use of Images

9.1 By attending BOK School of Dance you give permission for Photo's and/or video's that may be taken of your child to be used for advertising and/or training purposes.

9.2 Your personal information is never shared with anyone outside of BOK School of Dance without your permission. Please note that we use 3rd party applications to help manage our studio and subsequently are bound by their privacy policies where applicable.

By entering and/or attending BOK School of Dance you agree to the above terms and conditions.

Social Media Policy

Dear Parents,

We recognise the important role that social media now plays in engaging in real-time communication, please have a read of our Social Media Policy below:

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children, parents or staff at BOK School of Dance.
- Remain mindful that your behaviour on Social Media remains in keeping with BOK School of Dance code of conduct.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards BOK School of Dance staff, students or families may subject

the owner to disciplinary or legal action.

- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by Studio Owner when posting online.
- While affiliated with our studio, (for example, images of your child in BOK School of Dance. uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Any private social media 'groups' formed for the purpose of rehearsing choreography must be administrated and moderated by the studio director.
- You may not post photographs / videos that feature BOK School of Dance dancers (other than your own) online without the proven consent of their parent/guardian.
- Identifying information or any features of minors, including names, ages or location, must be removed when posting on Social Media.
- All matters pertaining directly to the studio - whether it be fees, scheduling, staffing or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the Studio Owner directly.
- Social media does not replace our email, phone or direct communication at the studio. If you have questions pertaining to your child's participation in BOK School of Dance. classes, please contact our office immediately at bokschoolofdance@live.com.au.

By entering and/or attending BOK School of Dance you agree to the above terms and conditions.

Thankyou

BOK School of Dance