



Inspiration  
Dance Academy



20  
23

Student  
HANDBOOK

# Welcome!

Welcome to our family at Inspiration Dance Academy!

We are thrilled to see many familiar faces return continually to the studio and even more excited when we have new faces join our family!

We have created this one-stop handbook to hopefully shed some light on how things run throughout the year as well as answer a lot of queries you may have throughout the year. While we would love you to take the time to read this information carefully, don't forget that our friendly team are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise!

We can't wait for a wonderful year of dance in 2023 and look forward to seeing you around the studio!

*Miss Hayley xxx*



# STUDIO MANIFESTO

To start us off, it's important to us here at Inspiration Dance Academy that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the Directors, Teachers and Staff Members at our studio and it is the driving force behind every interaction with our students and their families.

## **Encouragement**

Creating Confidence in Every Child

## **INTEGRITY**

Age Appropriate Themes & Costumes

## **GROWTH**

Showing Improvement in Every Child

## **EQUALITY**

Making Every Child Feel Equally Valued

## **FAMILY**

Creating A Family Friendly Atmosphere

# BEFORE YOU START

Before pulling on those dance shoes, it's important that all families – whether returning or new complete their enrolment so we can ensure we have the most up-to-date contact details for you and have you review the terms and conditions of enrolment. This information includes you and your child's details, any medical conditions & waivers. Enrolments are completed online.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different.

Please contact our admin team if you would like to try a new class and we will happily schedule you in for a trial



# OFFICE HOURS

STUDIO ADDRESS - Suite 1, 7-9 White Street Jannali

9.00am – 3.00pm Monday – Friday

Please contact Miss Hayley regarding any questions or queries between these hours if via phone call or text, otherwise please email [hayley@inspirationdance.com](mailto:hayley@inspirationdance.com) Approaching Inspiration staff in class can disturb valuable class time.

You will receive regular newsletters and important information via email and BAND app so please ensure you have provided the studio with an up-to-date email address that is regularly checked and have downloaded the BAND app.

We are also on Social Media and use these to often communicate also. You can find us on Facebook and Instagram @inspirationdanceacademy

# TERM STRUCTURE

Inspiration Dance Academy operates in conjunction with the NSW School Terms. We are closed for all NSW Public Holidays.

Term 1: Monday 30th January, 2023 – Thursday 6th April, 2023

Term 2: Wednesday 26th April, 2023 – Saturday 1st July, 2023

Term 3: Monday 17th July, 2023 – Saturday 23rd September, 2023

Term 4: Monday 9th October, 2023 – Saturday 16th December, 2023

# BAND APP

## WHAT IS BAND APP?

Band is a communication app that enables easy communication with the studio and families, so you don't miss out on all the important info! At Inspiration Dance Academy we use BAND APP so you can receive studio updates, class information and see videos and photos from your child's classes.

## WHAT DO I NEED TO DO?

### INITIAL SET-UP:

Download Band to your device.



2. Sign up to Band by using either your mobile number, Facebook, email or google.

3. Once logged in you then need to add your dancers classes/"bands" to your account. This can be done by scanning the QR codes available from the waiting rooms in the studio or that your dancer might bring home.

Once you have added all classes they will now be saved in your Band app and you will just open the app and click on the relevant class to see what's happening!

Please feel free to reach out if there is anything at all we can help with and any questions you may have.

See you on Band!

# IMPORTANT DATES

We understand how busy the lives and schedules of families can get as the year rolls on, so we try to get all of our important dates organised and ready for you so you can plan other commitments.

Below we have listed some of our most important “Save the Dates” and more details will be released as we get closer to the events.

*\* Please note these dates may be subject to change.*

*Performance Stream Concert - Saturday 17th June 2023  
(Jannali High School) PERFORMANCE STREAM STUDENTS ONLY*

*Demonstration Day Mid Year Showcase – Saturday 22nd July 2023 (Woolooware High School)*

*Compulsory Concert Dress Rehearsal – Saturday 4th November 2023*

*Concert Day – Saturday 18th November 2023*

# CLASSES

Classes offered at Inspiration Dance Academy include:

- Classical Ballet (RAD)
- Jazz
- Tap (Glenn Wood Tap)
- Contemporary/Lyrical
- Hip Hop
- Stretch & Strengthening
- Preschool Classes
- Tiny Tots
- Lil Groover Preschool Hip Hop
- Acro/Dance Tumbling
- Performance Group – By application
- Private Lessons – By application

In addition Inspiration Dance Academy also offers music lessons including guitar, singing, piano, drums, songwriting and demo recording. For a prospectus please contact Inspiration staff.

Inspiration Dance Academy does not allow parents to watch their child's class as this distracts both the teachers and students. We provide a demonstration day and annual concert giving parents an opportunity to see your child's progress.

## UNIFORM AND FOOTWEAR REQUIREMENTS

At Inspiration Dance Academy we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help identify non-students in the studio
- Increase a sense of belonging and school pride
- Improve attendance, attitude and gives a sense of pride



Hair must be pulled back neatly and secure for every class. It is compulsory for all ballet students in classes Grade 1 and above to wear their hair in a bun. All Ballet students must be wearing a leotard to class.

Uniforms can be purchased year-round from the studio subject to availabilities and online.

Note: Please ensure all parts of your child's uniform are clearly labelled!

Uniforms will be worn for our Demonstration Mid Year Showcase Performance.

# MINI'S /TINY TOTS

## GIRLS



IDA Dress

## BOYS



Singlet  
& Own  
Black  
Shorts

## ADDITIONAL OPTIONS

- Ballet Shoes
- Jazz Shoes
- Stockings
- Hair Bow
- Scrunchies



# BEGINNER

## BALLET



- Black Leotard
- Black Chiffon Wrap Skirt
- Pink Ballet Shoes
- Stockings (cooler months)



- Black Leotard
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Black Jazz Shoes (Jazz)
- Black Tap Shoes (Tap)



- IDA Singlet
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Own Joggers



## BOYS



- IDA Boys Singlet
- Own Plain Black Shorts



Optional extras such as

- Jackets
- Scrunchies
- Bows
- Drink Bottles
- Bags & MORE

can be purchased on our website

# PRIMARY

## BALLET



- Black Leotard
- Black Chiffon Wrap Skirt
- Pink Ballet Shoes
- Stockings (cooler months)



## JAZZ/TAP/CONTEMPORARY/ACRO



- Black Leotard
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Black Jazz Shoes (Jazz)
- Black Tap Shoes (Tap)



## HIP HOP



- IDA Singlet
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Own Joggers



## BOYS



- IDA Boys Singlet
- Own Plain Black Shorts

Optional extras such as

- Jackets
- Scrunchies
- Bows
- Drink Bottles
- Bags & MORE

can be purchased on our website

# JUNIOR

## BALLET



- Black Leotard
- Pink Ballet Shoes
- Stockings (cooler months)



## JAZZ/TAP/CONTEMPORARY/ACRO



- IDA Singlet
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Black Jazz Shoes (Jazz)
- Black Tap Shoes (Tap)



## HIP HOP



- IDA Singlet
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Own Joggers



## BOYS



- IDA Boys Singlet
- Own Plain Black Shorts

# PRE-INTERMEDIATE/INTERMEDIATE/ PRE-SENIOR/ SENIOR LEVEL

## BALLET



- Black Leotard
- Pink Ballet Shoes
- Stockings(cooler months)

## JAZZ/TAP/CONTEMPORARY/ACRO



- IDA Singlet
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Black Jazz Shoes (Jazz)
- Black Tap Shoes (Tap)

## HIP HOP



- IDA Singlet
- Black Tight Shorts or IDA Shorts (compulsory 2024)
- Own Joggers

## BOYS



- IDA Boys Singlet
- Own Plain Black Shorts

Order uniform on  
our website  
or by emailing

[info@inspirationdance.com](mailto:info@inspirationdance.com)



Optional extras such as

- Jackets
- Scrunchies
- Bows
- Drink Bottles
- Bags

**& MORE**

can be purchased on our website

Additional IDA Branded uniforms peices can be worn to classes and purchased through Inspiration Dance Academy

# FEES

Our fees are outlined on our 2023 Fee Schedule that was provided to you at time of enrolment. If you require another copy please see our admin team.

A non-refundable enrolment fee will be included in your first invoice to cover administration and music copyright license.

At Inspiration Dance Academy fees are paid by the full term. Accounts will be emailed to your nominated email address and will need to be paid within 14 days of your invoice date. Fees can be paid by cash, cheque or direct deposit.

If your child misses their class for any reason fees will not be deducted or reimbursed. They may choose to make up a class at another time throughout the timetabled classes.

Fees that are not finalised by the due date will incur a 5% late fee. Fees that are not finalised by the conclusion of the term will incur an additional 10% late fee.

Inspiration Dance Academy will continue to operate in accordance with any mandated requirements by government. This may include online learning.

Inspiration Dance Academy reserves the right to exclude any student from classes and performances where invoices have not been paid in full and are up to date.

Students that enroll after the beginning of a term must finalise their account within 14 days of billing.

In the event of a cheque being dishonored the customer will be required to pay these bank charges.

If there are any payment problems you will need to contact Miss Hayley outside of class time, please do not approach teaching staff about these matters.

It is the parent's responsibility to keep up to date by informing Inspiration Dance Academy in writing all changes to personal details such as phone numbers, email addresses and change of classes.

Students returning from the previous year will take preference in enrolments.

### **ACTIVE & CREATIVE KIDS VOUCHERS**

Inspiration Dance Academy is an approved provider for Active and Creative Kids Vouchers and you could save up to \$300 off your fees if eligible.

Please submit vouchers via the links provided via weekly email.

### **WITHDRAWALS**

Enrolment is presumed for the year and re-enrolment term to term automatically rolls over from term to term unless we are notified of withdrawal. If you decide to withdraw from classes mid-term for any reason, you will continue being charged until we are formally notified at: [info@inspirationdance.com](mailto:info@inspirationdance.com)

# **CONCERT/DEMONSTRATION MID YEAR SHOWCASE**

The opportunity to perform in a concert is an exciting, empowering and confidence-building part of the training process. This is where we love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Concerts are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved.

All students are involved in both the demonstration day and also an end of year concert performance.

## **MID-YEAR SHOWCASE**

An informal relaxed chance for parents, family and friends to see what the students have achieved in Terms 1 and 2. Costuming is not required for this performance as students wear their class uniform.

## **END OF YEAR CONCERT**

Our end of year is a highlight of the year and we love showcasing all the students on the stage. Costumes will not be handed out to families until costume payments and term 4 fees have been finalised in full. Students will not be able to participate in the end of year concert until all outstanding accounts have been paid in full

# COSTUMES

Inspiration Dance Academy will hold their annual concert closer to the end of the year. Costume deposits are a way of spreading out your payments over the year. I am very aware this time of year can be very costly so we divide the payment into a first deposit and final payment.

The first costume deposits will be collected separate to your fees in Term 2. This way we are able to purchase materials and costumes in preparation for the concert.

Please make sure all payments are in an envelope clearly labelled and given to your child's teacher.

Costumes will not be handed out to families until costume payments and term 4 fees have been finalised. Children get to keep all costumes they have purchased.





# **COLLECTION AND DROP OFF OF STUDENTS**

It is at all times the responsibility of parents and guardians to ensure students are delivered and collected to classes safely, on time and not left unsupervised.

Also we do have a small waiting room where parents and students can wait but students must be supervised at all times.

Inspiration Dance Academy is not responsible for your children before and after their respective classes.

# **SECURITY**

All Inspiration Dance Academy studios are fitted with security cameras in the classroom and waiting areas. This is for the protection of all Inspiration Dance Academy students.

# **CLASS DISCIPLINE POLICY**

The teachers of Inspiration Dance Academy will follow our class discipline policy within our school.

# CODE OF CONDUCT

To ensure the smooth, safe running and an enjoyable experience for all, find below our code of conduct.

- Inspiration Dance Academy is a studio where all students are free to express themselves. Bullying in any of its forms will not be accepted.
- Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client.
- We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.
- Any questions or feedback must go through our admin team – we ask that parents and students do not contact teachers via phone, email or social media with studio issues. We ask that you respect our staff members privacy and work hours by not contacting them personally. Personal meetings with Miss Hayley can happily be arranged via email or phone
- Inspiration Dance Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.
- Inspiration Dance Academy Management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

## EXAMS

These exams are a great way for students to work at this particular style of dance and then be examined on their work. Students often progress at different rates and are prepared for examinations only when Inspiration teachers and principal agree the student shows a level of competence required to undertake the examination. This decision will be made by the principal and teacher in accordance with RAD and Glenn Wood Tap Code of Practices.

At Inspiration Dance Academy we endeavour to have our students to reach a standard that allows them to present themselves for these exams (Should they wish to). It is a general guide students need to complete a minimum of 2 classes of ballet per week (for ballet exams) and 1 hour of tap per week (for tap exams) for 1-1.5 years to reach a standard that makes them eligible to be considered for either of these exams.

To be considered for an exam the student must show commitment and good attendance. All students will need the proper uniform requirement for these exams. Students in Grade 1-5 will also need their own character skirt and character shoes.

If you would like more information on these exams or your child's progress please contact Miss Hayley.

## PERFORMANCE STREAM

The Inspiration Dance Academy Performance Stream is a group of dancers that will be expected to represent Inspiration Dance Academy in various events and competitions and eisteddfods.

Being part of the Performance Stream is a great opportunity for the child to perform as a team player and excel in their dance training. It also gives the students the extra performance time throughout the year. At Inspiration Dance Academy we encourage everyone to enjoy themselves and also act as a great role model and sportsperson within the dance studios and local community.

For more info please contact our admin team