



Steppes Terms & Conditions

“Dance for everybody...”

Steppes School of Dance prides itself on its vibrant and energetic approach to enjoyable dance instruction in its well-equipped self-contained air-conditioned studios in Highett. Currently owned by Emily Perkins, the school also boasts a team of highly trained and dedicated teachers. The students enjoy a comfortable and encouraging atmosphere whilst receiving quality technical instruction.

Steppes offers examinations in Classical Ballet using the Australian Dance Vision syllabus as well as classes in Contemporary / Lyrical, Hip Hop and Jazz. Eisteddfod and competition classes are offered to selected students known as Troupes.

Policies & Regulations

By enrolling yourself (in the case of adult students) or your child (in the case of students under 18 years of age) in Steppes School of Dance (Steppes) classes you (as the adult student, or the child student's parent or guardian) acknowledge that you have read, agree to abide by, and (where the context requires) consent to, all of the terms, conditions, codes and policies referred to below.

Code of Conduct

As a condition of enrolling at Steppes School of Dance; parents, student and guardians abide to the regulation, policies and rules set by the faculty of Steppes school of Dance, the principal, and staff. Steppes reserves the right to terminate a student's enrolment if any inappropriate actions or behaviour by either student or parent.

Privacy Policy

Please advise Steppes by email if you do not wish your child to be used for promotional material. Steppes will at times post photos on social media such as Instagram and Facebook. We do not use full names.

Term Dates

Term dates follow the Victorian School Calendar starting at the end of the first week of school and finishing one week after the end of year performance. Fees structure take these dates into consideration and are averaged over the year.

Enrolment

Student's enrolment will automatically continue through consecutive terms until the end of the year. If a student does not wish to continue in the following term, a minimum of 4 weeks notice in writing is required, or full fees for the following term will be invoiced. Class numbers are limited, and this process will ensure current students place in the class is ongoing. If students wish to add additional classes this can be done through the Steppes Customer Portal.

Payment must be received at the time of the booking and re – enrolment. Students cannot be booked into a class unless full payment is received and there are no part payments. NO allowance is made for occasional classes missed, and no refunds will be given. Steppes do not give refunds under any circumstances.

Fee Payment

When enrolling you will be asked to set up [Ezidebit](#), a simple and secure direct debit payment system that will be processed before the commencements of each term. At the end of each term all enrolled students will be issued an invoice, that can be viewed via the Steppes Customer Portal.

Note:

- Payments can be made prior to the nominated Ezidebit processing date via the Steppes Customer Portal.
- Students are enrolled and charged for the full term.
- If a student decides to drop a class during the term we do not give refunds or credit notes.

There are no refunds for absence due to illness, injuries, School camp, families holidays, or any other reason. We offer students to attend make up lessons during the same term by attending double lessons each week or trialling other styles.

In the event dance classes are not possible in the studio due to COVID-19 all classes will move online. (No refunds offered)

Registration Fee – Insurance/Administration Fee

There is an annual \$50 administration and insurance fee due at enrolment.

Class Sizes

Classes require a minimum of 6 students to run. Steppes reserves the right to cancel a class if less than 6 students enrolled. Dance Magic and junior classes may have an assistant helper.

Introductory / Casual Classes

Introductory classes are offered to new students at the casual class rate. Upon enrolment a credit for the introductory payment will be applied.

The casual rate is available for students who wish to try a few classes before committing to enrolling for a full term or year. Students wishing to take casual classes should contact Steppes Reception and are to reregister through the Steppes Customer Portal. The casual rate is more expensive per class than "Term Classes", and no multi-class/Family discount applied.

Priority in a class is given to students who enrol for a full year and pay before the commencement of each term. Positions in classes are not held for casual students if classes are full.

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of a group and team. We encourage students to have respect for other students, the teachers and staff, as well as the studio property, we foster the development of good habits and compliance with rules of conduct.

Our staff are trained to use constructive techniques of discipline to maintain class control and handle individual misbehaviour. Children who exhibit unacceptable behaviour or attitudes are told what is wrong and directed to a positive alternative approach or behaviour.

Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before re-joining the class. If a child's misbehaviour continues to disrupt the class, the parent or guardian will be called to pick up the child.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury.

Students who arrive late may be asked to observe class for reasons of personal safety.

Absent

Students are expected to be punctual to classes. Please advise the Steppes Reception via email if a student is going to be absent due to illness, injury, holidays, school camp etc. We suggest students attend make up lessons during the same term by attending double lessons each week or trialling other styles. (See timetable)

Grooming

Students must always be dressed in the correct uniform. Students arrive in and depart the ballet school premises in appropriate attire eg. (Steppes hoodie) and not in their ballet school uniform.

Grooming is an essential part of a student's training. It encourages good deportment, enables students to be able to turn correctly without hair flicking in the eyes and is essential for teachers to be able to observe correct placement of the head and shoulder. Female students are expected: To wear their hair in a bun for ballet and dance magic. All other styles must be in a bun or pony tail, hair must be off the face (e.g. Using an appropriate headband).

Jewellery

No jewellery (except for stud or sleeper earrings), watches or mobile phones are not permitted in class. Jewellery and watches have been known to cause injuries and abrasions in the past. All valuables should be left at home. Mobile phones if needed should be in students' bag on silent.

Medical Condition, Treatment or Injury

Dance is a physical activity and whilst all reasonable care is taken, Steppes is not liable for injuries sustained during classes, instruction, performance activities or otherwise.

If there is any pre-existing condition that may impact the student's ability to fully participate in the class, we request that this is discussed (confidentially) with Emily or the teacher of the class. We wish to ensure that all steps are taken to ensure that all students have the opportunity to dance safely.

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 in the event that you cannot be reached, Steppes will seek medical attention for the student. This may involve Steppes rendering first aid to the student or calling an ambulance for the student. You agree to indemnify Steppes for any costs incurred in obtaining such emergency medical attention, for example ambulance fees.

If a student is unable to participate in class, exam, competition, or performance due to an injury they must issue Steppes with a doctor's certificate at the time.

Studios

Parents and students are asked to take particular care and be respectful of our facilities. Bins are provided for rubbish please make sure you use them! No food and only water is permitted in studios.

Student Collection

Whilst all reasonable care is taken, Steppes is not liable for students outside of scheduled classes or the premises. Parents of junior and younger middle school students are asked to pick children up from inside the studio, rather than asking students to wait unsupervised outside the building.

Car Parking

The parking in Sydenham Street can become very congested at times. We ask that families are mindful when dropping off students that they don't double park blocking our neighbour's driveways. Where possible we would suggest that parent's share drop off and pick up with other parents.

Parent viewing policy

Steppes gives parents and families the chance to view dance classes at the 1st and last week of term 1, 2 and 3. Although parents like to watch it can also be a distraction to the students and teachers, as well as affect the entire dynamic of the class. We do not permit parents to take videos or photos of our students in classes during open days.

We welcome all parents to watch the first class. We believe parents/guardians have to be 100% happy and comfortable with how we teach and interact with our students. Dance Magic students can sometimes take a while to settle in class. We suggest parents wait in the hallway or reception area so they are close if we need them. We ask parents to drop students at the studio door and leave the room to allow for the smooth running of our classes.

CCTV

Steppes has CCTV cameras installed. These cameras are located outside the building, the entrance, hallway and in the studios. We would ask that students do not dress in the hallway or reception and use the back change area near the toilets for dressing and leaving bags.

Examinations & Assessments

Examinations and assessments are offered for ballet students once a year through Australian Dance Vision. Examinations and/or assessments are not compulsory but are encouraged as they offer the student a goal to work towards. Ballet students from Level 3 onwards must take a minimum of 2 classes per week if they wish to participate in examinations. Students will be entered for examinations at the discretion of the Principal. Steppes School of Dance offers training for students for all ages. Students as young as 2 - 5 years can participate in our dance magic program which has been especially designed for pre-schoolers.

School age students from the age of 5 and upwards have the option of any other styles — Ballet, Contemporary / Lyrical, Hip Hop, Jazz. Students may wish to either dance recreationally in our classes, or they can work towards their Australian Dance Vision assessments in ballet.

Our teachers each have extensive experience in their dance field and provide the students with a rich learning environment through small class sizes and targeted learning. By keeping our ballet class sizes small, each student receives individual attention to hone their skill as well as be part of a close-knit group.

Students who study the ballet education program not only learn the physical & technical aspects of the dance styles but become exposed to other components including:

- History of the Dance Style
- Body Science (including awareness of anatomy, physiology, kinesiology & nutrition)
- Musicality & Rhythm Training
- Understanding of Dance Vocabulary
- Choreographic Skills
- Knowledge of Stagecraft
- Performance & Production Skills

Performances

All students are offered the opportunity to participate in the end of year Annual Performance. Students wishing to participate must be available for additional rehearsals. All students must attend the dress rehearsals and be available for all performances. Students must not perform choreography taught at the school without seeking prior permission from the Principal.

Students who do not enrol and pay for term 3 and 4 are unable to participate in the end of year concert. The students who enrol for the full year and each term may participate in all other rehearsals, photo days, performances or presentation nights that Steppes are involved in during the year.

There is a \$50 performance levy for all students who wish to performance in our end of year performances.

Photos Shoots

Steppes hold an annual photo shoot at the end of the year for students to be photographed in their performance costumes.

Volunteers

Steppes are a small business and unlike sporting clubs, the staff are not volunteers and are paid for their time. We occasionally call on volunteers at concert time and appreciate all the parents and friends who do help. We have struggled to find helpers at the photos shoots and needed to employ staff and assistants help over the three day. Steppes do not make a profit from photo shoots, videos or costumes. In order to keep the costs down we appreciate parent's help when requested.

Steppes Scholarships

One a year Steppes gives scholarships to students as encouragements awards.

We choose students based on their;

- Attitude towards class
- Improvement
- Grooming

- Attendance
- Manners

Communication

Please direct any enquiries relating to your individual child to info@steppesschoolofdance.com.au

Important newsletters, notices and term fee invoices will be sent via email through the Steppes Customer Portal or sent as text messages. Please ensure your current email address and mobile number are up to date via the Steppes Customer portal. You can also follow us on Instagram and Facebook for further updates.

Termination of Enrolment

In certain circumstances, when it is in the best interest of one or more students or Steppes, it may be necessary for Steppes to terminate a student's enrolment. All reasonable efforts will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include the following (without limitation):

- Disruptive or dangerous behaviour by students or their parents
- Abuse of other students, children, staff, or property
- Inability of Steppes to meet the student's needs
- Breach by the student (in the case of adult students) or student's parent or guardian (in the case students under 18 years of age) of any of

Payments

Payments will be processed via Ezidebit or can be made or can be made through the Steppes Customer Portal.

Failure to comply with these Terms and Conditions

In the event of any failure to comply with any of the terms, conditions, codes or policies referred to on this page, Steppes School of Dance reserves the right to cancel the student's enrolment and in this situation any fees paid or payable will not be refunded.