

Enrolment Form 2024

Please ensure that you print clearly – all boxes to be completed please.

Student Information

Name:	Date of Birth:	Age: as at 1/1/2024
Student resides at the address listed for..... (Circle your choice) Primary Carer / Secondary Carer / Other	Current school/Kindergarten	
ArmadaDance Studio Proposed Classes – Day/s Time/s		

Parent/Guardian/Primary Carer Information

Primary Carer Name:		Mobile Phone:
Street Address:	Suburb:	Postcode:
Email Address:		
Occupation:	How did you find us?	

Secondary Carer and/or Emergency Contact

Secondary Carer Name:		Mobile Phone:
Street Address: (as above if the same)	Suburb:	Postcode:
Occupation		

Note: Only legally appointed guardians/parents/carers are able to drop off/collect students from class.

Student Medical Information

Please list any known illnesses and details of administration of medication where these may be relevant to the student undertaking dance classes – see overleaf.	
Family Doctor Name:	Doctor Phone:

In the event of an emergency, I do hereby give permission to the representative of ArmadaDance Studio to use her/his discretion in determining the most appropriate course of action with regard to the best interests of the above-named student.

ArmadaDance Studio will not be liable for any loss or injury incurred by the student while the student is attending class or travelling to or from ArmadaDance Centre classes.

I/We understand and accept that our child/children dance at her/his/their own risk and that Tinyfeet Dance, ArmadaDance Studio accepts no liability for injury or loss to her/him/them under any circumstances.

I have read, understand, and agree to the conditions set out in the ArmadaDance Studio "Guidelines". **Signature of:**

Primary Carer: **Print Name**

Secondary Carer: **Print Name**

Date: (Tick – Paid Annual Insurance/License Levy)

Note: Children may not start/attend class unless ADS has received this fully completed enrolment form, signed by both parents and pages 2 and 3 completed as a hard copy.

Terms & Conditions

Students of Armadale Dance Studio are expected to:

- Attend classes regularly.
- Attend all classes leading up to an examination, competition, or performance.
- Behave in a manner appropriate to a group learning environment.
- Show respect toward the teachers and other members of the group.
- Arrive before the start time for class.
- Be dressed in school uniform ready at the commencement of class.
- Wear the correct school uniform.
- Be neatly groomed with shoulder length or longer hair tied back in a ponytail or ballet bun.
- Jewellery should not be worn at class, concerts, performances, or exams.
- Be aware of and address personal hygiene.
- Mobile phones are to be switched off while class is in progress and left in the student's dance bag.

One school:

At ADS we are a very proud of our careful dance technique training in all dance genres.

It is important for our ADS dance families to understand that we have a one school policy for the children and parents' best interest.

The only circumstances are if the dancer,

- Dances with a ballet company,
- Coaching with elite coaches from the Australian Ballet with ADS approval only,
- It's a type of movement we don't offer like Bollywood, some forms of acro only (not combination classes) classes etc, with ADS being openly informed that this is what the child is doing so we can all work together.

It creates confusion, exhaustion for the kids and parents, and more often than not, bad habits and conflicting dance techniques passed onto the child that is going between schools. Not to mention school, teacher and student moral.

We appreciate everyone adhering to this as it only benefits all.

Fee Payments:

- Must follow the FEE STRUCTURE as set out by Armadale Dance Studio accounts.
- Must be made via TryBooking or cash.
- Parents need to accept that their child will be asked to leave the class if fees are not paid according to Armadale Dance Studio fee structure.
- Accept that Armadale Dance Studio will recover unpaid fees via a debt collector and/or VCAT.

Students are not permitted to leave the studio without:

- A parent or career
- Permission of a parent or career, or
- The knowledge of a representative of Armadale Dance Studio.
- If another person is collecting a student in place of a career, advice must be given to the representative of Armadale Dance Studio at the commencement of class.

Medical Conditions:

- Illness includes child obesity and anorexia according to the Royal Children's Hospital guidelines.
- Children diagnosed with ADHD must register this with the school to ensure an individual program can be put in place.
- Children with special needs are welcome however a 'helper teacher' may be required for that child at an extra cost to the parent.

Viewing of classes is restricted to:

- A new student's first class (*except Tinyfeet classes in conjunction with teacher discussion*)
- Open days where listed .
- Prospective students (prior arrangements must be made with the class teacher)

Parents please:

- Text/email the school to arrange an appointment to discuss any issues that may arise, rather than approach the teacher during class time.
- Collect students promptly at the end of class.
- Smoking is not permitted in or around the studios.

For the Benefit and Safety of all.

Parents, Volunteers, Visitors, other members of the Armadale Dance Studio community will:

- behave in a manner that supports the school's values and treat people with respect and courtesy.
- behave in a professional manner; do not engage in conversations that undermine the school.

If there are any ongoing major issues or concerns, or for confidential or sensitive conversations please make an appointment to speak with the director. Email discussions of such matters should be avoided. Staff should not be approached regarding an issue with other parents or students present.

Parents, Visitors and Volunteer Helpers agree to the on the understanding that:

- teachers have the ultimate responsibility for students.
- their conduct and manners should at all times be acceptable.
- they have a current "Working with Children Check" before undertaking any volunteer assistance at the Armadale Dance Studio
- they report safety concerns, injuries or emergencies to a member of staff.
- they are not to approach other parents' children, parents or staff in a disrespectful manner.
- There is to be no shouting or swearing, either in person or on the telephone.
- no physical or verbal intimidation.
- no aggressive hand gestures.
- no writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media);
- no conversations that undermine the school. • no racist or sexist comments; and
- no damage or violation of possessions/property.

In the event that any of the above occur, Armadale Dance Studio will take steps and ask the Parent, Volunteer or Visitor to leave the Armadale Dance Studio event/school.

In all cases where there is an extreme act of violence that causes physical harm to a staff member, student or other member of the school community (including damage to his or her property), the incident will be reported to the police for investigation.

I understand and agree to the terms and conditions listed above.

Signature of Parent or Guardian:

.....

Date:

Parental Permission Form

From time to time, Armadale Dance Studio has the opportunity to participate in local festivals and events, hosts its own events, such as concerts and soirees and may accept invitations to be involved in activities that are appropriate and beneficial to the children in their growth as dancers.

At times, Armadale Dance Studio would like to include photographs of students in its own publication to parents and general promotional material and website for the lifetime of the school, Armadale Dance Studio.

This form gives permission for the appropriate use of my child's photograph, should it be chosen by Armadale Dance Studio.

Name of Student:

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Signature of Parent or Guardian:

.....

Date:

Enrolment is confirmed upon the return of the completed/signed (hard copy – pages 1, 2 and 3) "Enrolment Form" and correct fee payment.

Please take a copy of this form after it is completed for your personal file.