



**Central School of Dance
&
BaBY baLLeRiNaS & Co™ ©**
ABN: 85 469 231 209

Studio: Oakdale Studios
Unit 4, 9 Oakdale Rd
Gateshead
Ph/fax: 4948 2953
Postal: 21 Tomaga Pde
Mount Hutton, NSW. 2290
Email: info@babyballerinas.com.au

GENERAL STUDIO INFORMATION

Welcome to Baby Ballerinas & Co and the Central School of Dance. We hope your stay with the studio is a rewarding experience.

Uniforms are available at the studio in the downstairs office. Payment for uniforms is by cash or cheque and receipted at the studio – this transaction is separate to the family account.

Fees are due before week two of the term. All fees have an early payment discount included in the advertised value. There are multiple class discounts available based on the number of classes taken within a family unit. Fees include a tuition fee and “studio levy” which covers administration costs including insurance, etc. “Tuition fees” cover teachers’ wages and studio rent.

Payment of Fees: Fees can be paid by:

1. Cheque (made out to Central School of Dance or Baby Ballerinas)
2. By direct transfer to BSB: 650-000 account number 979703408 reference = “Student’s surname, first name”, eg “Smith, Chloe”. Each family will be allocated a “Family Reference number” – this number will be on receipts and statements. The direct Transfer reference = “Family number, Family surname” eg “1234 Smith”
3. Parents can pay by Electronic Funds Transfer with an auto transfer in place and still receive the early payment discount. Several parents include extra per fortnight to cover increased costs due to the concert later in the year.
4. EFTPOS at the studio. Or include the credit card details in an envelope with your child’s name on the outside
5. Cash payments: Must be placed in an envelope with child’s name, class and amount noted on the outside or child’s name on the outside and inside include the return payment slip from the statement.

NB: All cash and cheque payments must be in a marker envelope which provides a “paper trail” in the event of errors

Newsletters and other information will be handed out in class AND posted on the web site. www.babyballerinas.com.au. The THEME sheets are not on the web site but are posted on the notice boards around the studio.

The studio policy /indemnity document must be read, signed and returned with the enrolment.

Fund Raising: Each year the studio is involved in a fund raising event. Profit from the event is used to buy costumes for eisteddfods and concerts with the students only having to hire the costume for \$30 rather than buying a costume (a tu-tu is worth between \$150 and \$300 and would be outgrown within 12 months).

Parking: The parking area is limited with an expectation that most children will be dropped off and picked up again. The area directly in front of the blue entrance fence and gate is a turning area, so if parents use this area to drop off please be quick and the driver should not leave the vehicle. Our parking area does not include entry into the REKOIL parking zone. If our parking area is full then parents can park on the street or in front of the shops to the west of our entrance.

Parents: Parents are welcome to watch the Baby Ballet, Baby Tap and Baby Jazz classes. For the Central School of Dance, no parent can watch except when invited for open days. ALL enquiries are to be made at the office.

NO VIDEOING: Due to issues of privacy in regard to children and that the Baby Ballerinas & Co program is subject to copyright no VIDEO of classes can be taken.

Notification to teachers etc: Please complete a form at the office to notify of periods away or other absences or if you wish to clarify an issue with a particular staff members.

VARIATION FORM: If a student wishes to vary their program please complete a “VARIATION OF PROGRAM” form at the office.

Graduation Certificates: Graduation certificates will only be awarded if a student completes a complete year of Baby Ballet or Baby Jazz other wise a participation certificate will be awarded.

Access to Miss Karen:

By phone: Issues can be raised by leaving a message on 4948 2953. Please speak very slowly and leave a short message as to the concern. Miss Karen will respond when time is available or Mr Trevor may respond on her behalf.

By email: MOST issues should be raised via email to info@babyballerinas.com.au or accounts@babyballerinas.com.au. Emails are usually cleared daily with Trevor answering or seeking Miss Karen’s opinion as needed.

Terms and titles:

In the studio the term “Miss” is a title that should be used when referring to a ballet teacher, hence we have “Miss Karen” or Miss Stephanie”. If a parent is volunteering in any capacity then their title is also used such as Mr or Mrs. Hence Karen would become “Mrs Rogers” if she was a volunteer and “Miss Karen” if a teacher.

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