



Vibe Studios Policies & Procedures (revised January 2010)

Parents and/or students are asked to read and familiarise themselves with 'Vibe Studios Policies & Procedures' and to keep this notice in a safe place for future reference.

***Please note that due to the nature of dance teaching, it may be necessary in any class for teachers to physically assist students into correct positions.**

Fee Policies & Procedures

- Upon enrolment there is a once yearly fee of \$15.00 per student to cover the cost of printing, postage and two CD's of music for concert practise.
- Term fee invoices are issued at the beginning of each term.
- Full payment of fees is due by the third week of each term.
- Accounts that remain unpaid by the fourth week of each term will attract a \$15.00 accounting fee.
- Two discount systems are in effect. You may choose one or the other as follows:
- **INDIVIDUAL MULTI-CLASS DISCOUNT SYSTEM:** Students doing multiple classes receive discounts as follows; 25% off 3rd class, 50% off 4th and further classes when paid by due date.
- **FAMILY DISCOUNT SYSTEM:** Families (two or more students) receive a 5% discount on total fees when paid by the due date.
- If you find it difficult to meet the fee criteria, contact Jaime or Sandi for an alternative method of payment.
- Fees may be paid by the following methods. Cash- correct money in an envelope. Cheque- made to 'Vibe Studios' or Direct Deposit- Vibe Studios BSB 704-191 ACCOUNT No. 185480, Victoria Teachers Credit Union. Please include student name and invoice number when paying in this manner.
- Envelopes are to be handed to Jaime or Sandi only OR placed in the payment box located on the reception desk.
- A receipt will be issued to the student in class the following week.
- NO refunds will be given.
- Classes missed due to illness or holiday may be 'made-up' by making arrangements with Jaime. Please note some conditions may apply.
- No refunds will be given on Exam or Competition fees.

Communication Policies & Procedures

- It is recommended for all students and parents to read all handouts, newsletters and notices.
- Only students are permitted in the studio performance spaces.
- Changes to the student's personal details should be immediately forwarded to Vibe Studios.
- Please label all students' belongings with names.
- No liability will be taken for loss or damage of property, or any physical injury caused whilst at Vibe Studios premises.
- NO food or drink in the dance studios.
- Students are welcome to eat in the waiting room. Please take home your rubbish.

Safety & Injury Policies & Procedures

- It is the responsibility of the student or parent to notify teachers in the event of an injury during or prior to class.
- Students must arrive on time to warm up and stretch. Students arriving late will not be permitted to join in class until safely warm and stretched.
- It is the student's responsibility to ensure they follow safe dance practice instruction by their teacher to avoid injury.
- Students must wear appropriate dance attire to avoid injury and follow safe dance practice. NO denim pants, no skirts and no school uniforms!



- Students are to bring their own bottled drinks for classes. Cold drinks will also be available for purchase.
- Due to government regulations, Panadol or other forms of medication can NOT be given to students.
- Smoking and alcohol are not permitted in Vibe Studios, at any Vibe event, or surrounding Vibe Studios premises.
- Students waiting to be collected must wait INSIDE Vibe Studios. Please endeavour to be on time to collect your student.

Costume Policies & Procedures

- No costume making for parents, however you may be asked to sew sequins, etc.
- Costumes are hired to students by Vibe Studios at the rate of \$15.00 per costume.
- Costumes will only be issued when term fees are paid in full.
- If any part of a hired costume is damaged or lost, the student or parent/guardian of that student must replace or pay for any damages.
- No refunds on costume hire fees.
- Costumes must be returned at the end of the final June/December concerts. Failure to return a costume will result in a \$50 fee.

Concert Policies & Procedures

- It is not compulsory for a student to be involved in any Vibe Studio performance, however it is preferred and so much fun!
- Please notify teachers immediately if a student will not be involved in a performance.
- Each student involved in any performance is required to attend dress rehearsals and all performances.
- No parent, friend or other relation is permitted backstage except for pre primary students and parents assigned as helpers.
- Concert tickets are purchased on a 'first in' policy. No tickets will be held for any reason.
- There are no refunds or credits on purchased tickets.
- Tickets will NOT be available for purchase by any student with outstanding fees.

Photography & Filming Policies & Procedures

- Strictly NO photos or filming permitted at the concerts or at professional photography sessions due to laws and for safety reasons.
- Concert professional photos and DVD's will be available for purchase at a set price. Purchase of these items is optional.

Public Holidays

- Vibe Studios will be open for classes on all public holidays except Good Friday when it falls outside school holidays.
- Vibe Studios is closed during school holidays.

Exams

- All students are welcome to participate in exam classes, though exams are not compulsory.
- If a student wishes to participate in exams, they must first reach a specific standard for each level.
- The ISTD teacher will inform the student when he/she meets the standards.
- There is an exam fee and a specific uniform requirement for students wishing to do exams.