



# TDC THE DANCE COMPANY 2025

## TERMS & CONDITIONS

## **TRIALS, ENROLMENT, AND ASSESSMENT POLICY**

### **TRIAL LESSON**

TDC offers a **\$25 one-week trial pass** for students wishing to trial any of our recommended classes. This pass must be paid for prior to the first trial class. It allows your child to trial one or all age-appropriate classes. Upon full enrolment, term fees will be determined based on your class package.

### **FULL ENROLMENT**

Any student wishing to enrol at TDC must complete a **2025 TDC Enrolment Form**. Parent/Guardians agree to commit to and pay for a **full term of classes**. Term fees are non-refundable (refer to refund policy).

Parents/guardians must notify TDC of any **medical conditions** upon enrolment, including conditions requiring individual medical action plans.

**Automatic Enrolment Roll-Over:** Enrolments automatically roll over into Terms 2, 3, and 4. If a student is not returning the following term, **TDC must be notified in writing by the end of Week 1**, or the full-term fee will be invoiced.

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### **ASSESSMENT POLICY**

Students are assessed during trial lessons and throughout the term to ensure class suitability. TDC reserves the right to allocate a student to a **more appropriate class** based on safety, demonstrated skills, and performance. Any changes will be communicated to parents/guardians.

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### **CLASS ATTENDANCE POLICY**

#### **STUDENT ATTENDANCE**

Parents/guardians must notify **TDC reception** in advance if a student will miss class.

#### **MAKE-UP CLASSES**

Classes missed by the student will be forfeited. However, if TDC cancels a class due to unforeseen circumstances, **make-up classes will be offered**.

## ATTENDING OTHER STUDIOS

Students in the **Elite Company** are not permitted to attend other studios unless direct permission is granted by the **TDC Director**.

## EXTENSION PROGRAMS

Participation in **external programs** must be pre-approved by TDC's Director. TDC must remain the student's **priority** in cases of scheduling clashes.

## INVITATION CLASSES

Students **invited** to additional classes will have the fees added to their term invoice.

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## FEES POLICY

### TERM FEES

- All fees include **GST**.
- Fees will be invoiced for the entire term. The option to pay per part-term is no longer available. Please note this option was offered after the covid pandemic. We will be reverting to our normal payment system in 2025.
- Term fees must be paid **on time** regardless of absences.
- Term fees exclude costs for **costumes, concert levies, competition/exam fees**, and other additional programs.

## CLASS CREDITS

Credits may be requested for:

- **Injury/illness** causing four consecutive weeks of missed classes (medical certificate required).
- **Extended family holidays** (minimum four weeks), with written notice provided two weeks prior.

Credits are at the discretion of the **TDC Director**.

## REFUNDS

Refunds are **not available**. Credits may be given at the discretion of the **TDC Director** director.

## ADDITIONAL FEES

- **Annual Enrolment Fee**
- **Annual Insurance Cover**
- **End-of-Year Costume Deposit**
- **Concert Levy**

## PRIVATE LESSON AND CARD INFORMATION.

Parents/guardians agree to submit **credit card details** during the enrolment process. All data is encrypted and stored securely in line with **PCI standards**.

Private lesson fees will be deducted from your provided card if payment is late.

## OUTSTANDING / LATE FEES

Failure to pay fees will result in:

- **Suspension** of private lessons.
- **Cancellation** of enrolment if a full term's fees remain unpaid.

## **Please note the following key points for 2025:**

### **1. Full-Term Invoicing:**

Fees will be invoiced for the entire term. The option to pay per part-term is no longer available. Please note this option was offered after the covid pandemic. We will be reverting to our normal payment system in 2025.

### **2. Payment Deadline:**

All fees must be paid in full by the due date.

### **3. Participation Policy:**

Children cannot attend classes if payments are outstanding. You will receive an email or phone notification if this applies.

#### 4. **Private Lessons Policy:**

Private lessons will not continue until your invoice is fully paid.

#### 5. **Term Commitment:**

Enrolment is for the entire term. If you cancel enrolment, you are still responsible for the full term's fees.

#### 6. **Mid-Term Suspension:**

Full-term fees apply even if enrolment is suspended mid-term, as your child's spot is reserved for the term. If you wish to cancel your enrolment this must be done in writing via email.

#### 7. **Private Lesson Payments:**

Payment for private lessons is due on the day of the lesson. Future lessons will be cancelled if payment is not received on time.

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## **CLASSES, TEACHERS, AND TIMETABLES**

### **GENERAL CLASS INFORMATION**

- **Substitute teachers** may occasionally take classes.
- Classes will not run on **Victorian public holidays**.
- Term fees are based on an average 10 week term across the year.

### **CLASS UNIFORM**

- **Uniform compliance** is compulsory.
  - **Ballet:** Designated ballet uniform required.
  - **Jazz and General Classes:** All-black dancewear/ TDC merch
  - **Industry Classes:** Any dance attire permitted/ TDC merch.

*\*Please speak with reception for more details*

### **CHOREOGRAPHY**

All solo and group choreography remains **TDC's property** and cannot be reproduced without written permission.

## HEALTH AND SAFETY POLICY

### ILLNESS AND COVID-19

- Students with **COVID-19 symptoms** (fever, cough, fatigue) must not attend classes until fully recovered.
- Families must follow the **Victorian Department of Health** guidelines for isolation and testing.
- **Hand sanitiser stations** are available on the premises.

### INJURY AND ACCIDENTS

- Any accidents or injuries will be documented and communicated to parents/guardians.
- TDC has first aid supplies on site.

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## COMMUNICATION POLICY

### KEEPING INFORMED

- **Email** is TDC's primary communication method. Ensure all contact details are up-to-date.
- Follow us on **Instagram** for updates and notices.
- Important information is also displayed on the **foyer notice board**.
- Please contact reception to make sure you are included in any chat groups are created by TDC.

### RESPONSE TIMES

- Emails will be responded to within **48 hours** during the week (*not during busy periods*).
- Urgent queries can be directed to **TDC reception** during office hours.
- TDC reception hours are 1:00-7:00pm Weekdays and 9:00-5:00pm Saturdays.

## **CONDUCT POLICY**

### Student Conduct Policy

#### **1. Respect for Staff and Peers**

- Students must treat instructors, staff, and fellow students with kindness, patience and respect.
- Any form of bullying, gossiping, exclusion, or intimidation (verbal, physical, or online) will not be tolerated. This includes:
  - Making hurtful or offensive comments.
  - Spreading rumours or creating a negative atmosphere.
  - Excluding others from groups, conversations, or activities.
  - Mocking, teasing, or undermining another dancer's ability or appearance.
- If bullying is observed or experienced, students are encouraged to report it to an instructor or staff member immediately.
- Students must celebrate and encourage each others's progress and successes, creating a positive and uplifting environment.

#### **2. Respectful Communication**

- Speak to instructors and peers politely, without shouting, arguing, or using inappropriate language.
- Accept constructive feedback graciously and avoid interrupting or talking back to instructors.
- Disagreements or conflicts must be resolved respectfully, with the guidance of studio staff if necessary.
- Demonstrating empathy and active listening when interacting with others is expected of all students.

#### **3. Creating a Safe and Inclusive Environment**

- Students must show kindness to dancers of all levels, ages, and abilities.
- Everyone deserves to feel safe and valued in class.
- Any discriminatory remarks or actions based on race, gender, body type, or ability will result in immediate disciplinary action.

#### 4. Bullying Prevention and Consequences

- A zero-tolerance policy is in place for bullying, and any such behaviour will lead to the following:
  1. A **verbal warning** and private discussion with the student.
  2. A **meeting with the parents** to address the issue.
  3. Temporary or permanent **suspension from classes** for repeated offenses.
- The studio provides resources and an open-door policy for students to discuss any challenges they are facing.

### Parent Conduct Policy

#### 1. Respectful Communication with Staff and Other Parents

- Parents must model respectful communication in all interactions with staff, students and other families. This includes:
  - Speaking calmly and avoiding raised voices or aggressive language.
  - Using appropriate language, even when discussing sensitive issues or concerns.
  - Listening to staff with an open mind, trusting their professional expertise and decisions.

#### 2. Respect for All Families and Students

- Parents must treat all children and families in the studio with **kindness and respect**, regardless of skill level, experience, or personal relationships.
- Any form of gossiping, spreading rumours, or negative commentary about other children, families, or staff members is strictly prohibited.

#### 3. Bullying and Social Behaviour

- Parents must not engage in or encourage bullying behaviours, including:
  - Speaking negatively about other children, staff, or the studio in public or private conversations.
  - Excluding other parents or students from events, groups, or discussions.



- Using social media to spread negativity or gossip about the studio or its members.
- If bullying behaviour is reported among parents, the studio director will address the issue directly and confidentially.

#### **4. Positive Representation of the Studio**

- Parents are ambassadors of the studio and must represent it positively in their words and actions, both in person and on social media. If you have any issues please speak with TDC directly.
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#### **2025 KEY DATES**

- **Term 1:** Monday 3<sup>rd</sup> February – Saturday 5<sup>th</sup> April
  - **Term 2:** Tuesday 22<sup>nd</sup> April – Saturday 5<sup>th</sup> July
  - **Term 3:** Monday 21<sup>st</sup> July – Saturday 20<sup>th</sup> September
  - **Term 4:** Monday 6<sup>th</sup> October – Saturday 13<sup>th</sup> December
  - **TDC Mid-Year Concert:** TBC
  - **TDC End-Of-Year Concert:** TBC
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For any further clarification or questions, please contact [tdcthedancecompany@gmail.com](mailto:tdcthedancecompany@gmail.com).