

THE  
HOUSE OF  
DANCE

POLICIES & PROCEDURES

6229 8646 | 0409 358 441 | [ADMIN@HOUSEOFDANCETAS.COM](mailto:ADMIN@HOUSEOFDANCETAS.COM)

# HOD POLICIES

## A MESSAGE FROM THE OWNER AND PRINCIPAL

House of Dance is dedicated to the wonderful task of teaching dance. We are privileged to be part of the development of our students' growth, as dancers and people. To parents and guardians, we hope that by enrolling your child you will take an active part in helping maintain an enthusiastic attitude in dancing for your child. Together, I trust that we can make your dance experience with House of Dance a long and rewarding one.

**Michelle Williams**

## 1. GENERAL STUDIO RULES

- 1.1 All students must wear a cover-up over their dancewear to and from the studio.
- 1.2 Dance shoes should not be worn outside of the building.
- 1.3 No food or chewing gum is permitted in the dance studio.
- 1.4 Please do not leave any children unattended in the studio for long periods without first discussing with the Office Manager.
- 1.5 Students should arrive five minutes before scheduled class time and be picked up promptly after class. Please notify the Office Manager if you will be late picking up your child.
- 1.6 Early pick up from class should be advised to the Office Manager in the first or if necessary to the teacher at the beginning of class.
- 1.7 Students should not use the premises for boisterous play.
- 1.8 All young dancers must be escorted to and from the building.
- 1.9 All students must follow the House of Dance uniform policy (Sect. 18).
- 1.10 Students should come into class fully prepared with hair appropriately secured and dance shoes on.
- 1.11 No jewellery to be worn to class other than small earrings.

- 1.12 Any student who repeatedly disrupts the class will be dismissed from the class. A parent/guardian and teacher conference must take place before a dismissed student may return to class.
- 1.13 Students are not permitted to attend class at any other dance school unless by special arrangement by the Owner and Principal of HOD.

## 2. COSTUMES

- 2.1 All group costumes will be provided by HOD and purchased or hired to students.
- 2.2 Solo costumes are the responsibility of the parent/guardian. All solo costumes must first be approved by HOD before performances.
- 2.3 A costume levy will be applicable to the Annual Ballet Concert. The amount will be nominated annually by the Owner and Principal and will be payable in Term 3.
- 2.4 If a student fails to pay the required costume fee, no costume will be provided.

## 3. COMPETITIONS

- 3.1 HOD participates in the annual Southern Tasmanian Eisteddfod during the July School holidays. Participation is encouraged but is not compulsory. Ballet groups will generally participate from the age of 7.
- 3.2 Other group competitions throughout the year are entered at the Owner and Principal's discretion.
- 3.3 Parents may enter students in any competition, but will be solely responsible for attendance.

## 4. CONCERT, BALLET CONCERT AND BABY HOUSE/ANGELINA RECITAL

- 4.1 Student involvement in the annual performances is encouraged, but is not compulsory.

- 4.2 We request full attendance at all rehearsals for the end of year performance. Rehearsals may take the place of weekly lessons in the preceding week(s) therefore no reimbursement of fees will be applicable.
- 4.3 A small fee will be applicable to the major Concert Rehearsal days to cover necessary costs.
- 4.4 HOD reserves the right to re-consider participation in performances and groups by students who miss more than three classes/rehearsals in the final weeks leading to the performance.

## 5. TUITION FEES

- 5.1 Term fees are due on or before the commencement of each term. All fees are non-refundable.
- 5.2 Payment may be made by cash, cheque, EFTPOS and direct deposit.
- 5.3 Payment plans can be arranged through the Office Manager.
- 5.4 No refunds will be issued due to withdrawing from classes, tuition, concert fees or costumes, etc.

## 6. SAFETY

- 6.1 The HOD Work Health and Safety Policy outlines our commitment to our students, customers and visitors.
- 6.2 It is the responsibility of the Parent/guardian and student to notify their teacher in the event of injury, medical condition, or allergies suffered by your child.
- 6.3 Basic first aid is available to every student. Due to government regulations we are unable to provide anyone with Panadol or equivalent medication.
- 6.4 In the unlikely event of injury requiring treatment by a doctor, an ambulance will be called to the studio. Any Parent/guardian opposed to this should advise this on enrolment. Every effort will be made to contact the Parent/guardian if this situation arises.

## 7. CONSENT

- 7.1 Dance is a physical activity and the teacher or teaching assistant may have to assist your child's understanding of an action, posture or position by physical contact e.g. holding hands in a circle; lifting, correcting posture. You consent to employees, sub-contractors, contractors and directors of HOD having contact with your child in this regard.
- 7.2 Should your child hurt him/herself, you consent to employees, sub-contractors, contractors and management of HOD to attend to your child whilst HOD wait for the nominated guardian to take over.
- 7.3 Your child's enrolment into a HOD class is voluntary and participation in the class and the activities of dance and creative movement involve numerous risks of injury, including but not limited to muscle strains, sprains and falls and you are aware these are risks for your child.

## 8. STUDENT CONDUCT

- 8.1 Honesty and integrity are expected.
- 8.2 Students are to demonstrate respect for faculty and staff at all times. Students are not permitted to chat to each other during class. If disrespect is shown to a staff member, the student may be asked to leave the class.
- 8.3 Respect should be shown to all students. Bullying, gossip or isolation of other students will not be tolerated.
- 8.4 Students must keep changing areas tidy and put rubbish in the bins.
- 8.5 Students must respect and care for studio costumes, equipment, facilities etc.
- 8.6 HOD reserves the right to ask any student to leave HOD for inappropriate behaviour.

## 9. PARENT/GUARDIAN CONDUCT

- 9.1 Honesty and integrity are expected.

- 9.2 Parents/guardians are to demonstrate respect for faculty and staff at all times. If disrespect is shown to a staff member, the family may be asked to leave HOD.
- 9.3 Parents/guardians to please respect and follow the advice and direction provided by teachers and be supportive of their children's efforts. It is more important to focus on children's efforts rather than winning or losing.
- 9.4 Parents/guardians should appreciate that children participate in dance for their own enjoyment.
- 9.5 Parents/guardians should please teach their children respect for other students, teachers, adjudicators and examiners and lead by example.
- 9.6 HOD reserves the right to ask a student to leave the School for inappropriate behaviour by a parents/guardian.

## **10. BUSINESS MATTERS**

- 10.1 Business matters must be directed to the Office Manager or to the Owner and Principal in the first instance. To voice concerns or questions with the Owner and Principal, please make an appointment for a scheduled meeting.
- 10.2 Teachers should not be stopped before, after or during a dance class with questions as this takes away from scheduled classes.

## **11. SUBSTITUTIONS**

- 11.1 HOD reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes.
- 11.2 If a substitute teacher is unavailable, missed classes will be made-up.

## **12. MISSED LESSONS AND MAKE-UP LESSONS**

- 12.1 No make-up lessons will be given for missed lessons unless absence is due to serious illness and prior arrangements have been made.
- 12.2 No refunds or pro-rated tuition are given for missed classes. (School activities do not qualify for make-up classes).

## **13. EXTREME WEATHER OR UNEXPECTED INTERRUPTION OF CLASSES**

- 13.1 If HOD must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds or make up classes will be applicable.

## **14. OBSERVATION**

- 14.1 We do not allow parent/guardians to view classes as we like our students to fully focus within the learning environment and to ensure our performances are a surprise! From time to time we will invite parent/guardians to a viewing day.

## **15. RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS**

- 15.1 It is the responsibility of the parent/guardian or adult student to be aware of all HOD activities, such as rehearsals, concerts and recitals, extra classes, and dates HOD is open or closed. HOD will post all such notices on the HOD VIP Facebook page and send emails/sms to parent/guardians.
- 15.2 It is the responsibility of the parent/guardians or adult students to inform HOD of any address, telephone, or email address change.

## **16. OUR PRODUCT**

- 16.1 All choreography works are the intellectual property of HOD. It is an infringement of copyright to reproduce, communicate, publish or perform

all or a “substantial part” of a piece of choreography, unless the copyright owner has given permission or certain exceptions apply. Choreography copyrights including individual created solo’s, duet’s, group dances and “substantial” movement sequences, it also includes stage design, costume design, light design and all ideas of story and concept.

16.2 No HOD footage is to be uploaded to YouTube without permission from the Owner and Principal as this could infringe copyright.

## 17. PHOTO RELEASE

17.1 Enrolment in HOD provides permission to take photographs of the students’ to use in brochures, web sites, social media, posters, advertisements and other promotional materials.

## 18. UNIFORM

18.1 The HOD uniform policy is strictly enforced. This helps to ensure student safety by ensuring the teacher can easily identify alignment issues and also builds a sense of School pride.

18.2 Theatrical and Elite Squad attire can be ordered through the Office. Ballet and Angelina Academy uniform can be purchased at Dance Junction, Bathurst St, Hobart.

GENRE	CLOTHING	SHOES	HAIR
<b>BABY HOUSE/ANGELINA BALLERINA ACADEMY</b>			
Theatrical	Girls: Ra Ra skirt or bike shorts and tank top  Boys: Black shorts and tank top	Girls/Boys: Black or tan tap shoes; black or tan jazz shoes	Girls: Pony tail or pulled neatly off face  Boys: Pulled neatly off face
Angelina Academy	Girls: Pink leotard with attached skirt and pink	Girls: Pink Ballet shoes with elastic	Girls: Bun or pulled neatly off face

GENRE	CLOTHING	SHOES	HAIR
	tights or socks  Boys: Black shorts and white t-shirt and socks	Boys: Black ballet shoes	Boys: Pulled neatly off face
<b>JUNIOR AND SENIOR SCHOOL</b>			
Theatrical	Girls: Crop top/tank top and shorts  Boys: Shorts and t-shirt	Girls/Boys: Tan or black jazz shoes, tan or black Bloch tap shoes	Girls: Pony tail or bun  Boys: Pulled neatly off face
Lyrical	Girls: Crop top/tank top and shorts  Boys: Shorts and t-shirt	Girls/Boys: Bare feet/socks/foot thongs	Girls: Pony tail or bun  Boys: Pulled neatly off face
Ballet	Girls: Pink leotard and tights or pink socks  Boys: shorts/black tights and fitted t-shirt	Pink ballet shoes (ribbons or elastic*)  Boys: black ballet shoes with white socks	Girls: Ballet bun  Boys: pulled neatly off face
Acrobats	Girls: Crop top and shorts  Boys: Shorts and t-shirt	Girls/Boys: Bare feet/socks/foot thongs	Girls: Pony tail or bun  Boys: Pulled neatly off face
Hip Hop	Girls/Boys: Comfortable loose pants and shirt	Girls/Boys: Sneakers	Girls/Boys: Neat hair pulled off face
<b>ELITE SQUAD</b>			
Pre-Junior, Junior, Intermediate, Senior	Girls: Crop top and shorts  Boys: Black shorts and t-shirt	Girls/Boys: Jazz shoes	Girls: Bun  Boys: Pulled neatly off face
<b>RAD</b>			
Pre Primary and	Girls: Pink cap-sleeve leotard and pink wrap skirt. Pink tights or pink	Girls: Pink ballet shoes with elastic	Girls: Ballet bun

GENRE	CLOTHING	SHOES	HAIR
Primary	socks  Boys: Black shorts and white fitted t-shirt and white socks	Boys: Black ballet shoes with white socks	Boys: Pulled neatly off face
Grades 1-5	Girls: Pink leotard. pink tights or socks  Boys: Black shorts and white fitted t-shirt, white socks, black ballet shoes	Girls: Pink ballet shoes with elastic. Black character shoes (Grades 1-3 low heel; Grades 4-5 CuHOD heel)  Boys: Black ballet shoes with white socks. Black character shoes	Girls: Ballet bun  Boys: Pulled neatly off face
Vocational Levels	Girls: Black or navy leotard. Pink tights and pink ballet shoes  Boys: Black or navy stockings, white leotard, black ballet shoes	Girls: Pink ballet shoes and point shoes (when approved). Note that from Intermediate demi-point shoes are required for exam  Boys: Black ballet shoes with white socks	Girls: Ballet bun  Boys: Pulled neatly off face

## 19. RELEASE AND DISCLAIMER

- 19.1 Enrolment in any class or private session constitutes agreement to a waiver of liability for injuries or illness contracted while a student is at the Studio:
- 19.2 Clients assumes full responsibility for any and all damages, injuries (including death) or losses that he/she may sustain or incur, if any, while attending, practicing, participating in, or witnessing any class or private session part of the dance and pilates program , or physical activity

occurring in or about HOD premises. Clients assumes full risk, waives all claims and release and hold HOD, its instructors, or partners of said program, individually or otherwise harmless for any and all claims for injuries or damages.

- 19.3 In consideration of (clients) participation in and the use of HOD’s facilities, he/she hereby releases and covenants not to sue HOD, its owners, directors, offices, employees, representatives, agents, trustees and lessees from any and all present claims resulting from ordinary negligence and inherent risk of use of facilities and equipment of HOD including but not limited to any loss, injury, damage or liability sustained by him/her while on or about the premises of HOD.

## 20. LIMIT OF LIABILITY

- 20.1 House of Dance do not exclude or limit –
- (a) the application of any provision of any statute (including the Trade Practices Act 1974) where to do so would contravene that statute or cause any part of this clause 7 to be void; or
  - (b) direct losses and damages which arise only as a result of HOD’s gross negligence (which means where HOD commits an act or allows an omission to occur in reckless disregard the consequences of the act or omission).
- 20.2 Except where clause 20.1 applies, HOD excludes all statutory liability, tortious liability (including but not limited to liability in negligence), the general law or statute, liability for all direct, economic, consequential or indirect losses, expenses, damages and costs incurred by you, arising out of or relating to the attendance at class, including, but not limited to, liability for gross negligence and except to the extent of clause 20.1(a), HOD is not responsible or liable for any indirect consequential or economic damages.

# HOD WH&S POLICY

## OBLIGATIONS

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

## RESPONSIBILITIES

### MANAGEMENT:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

### WORKERS:

Each worker has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment

- take reasonable care of the health and safety of themselves and others
- wear appropriate clothing and apparel for teaching purposes
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to the Office Manager or Owner/Principal

## APPLICATION OF THIS POLICY

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

Date: .....

Policy authorised by: .....

Michelle Williams  
Owner and Principal

# HOD TEACHER CODE OF CONDUCT

*House of Dance management and staff are committed to the following guiding principles of ethical practice outlined by Ausdance:*

1. Studio principals will have clearly defined aims and goals. The benefits an individual student can expect to receive through staff's conscientious implementation of these aims and goals will be clearly stated.
2. Studio principals will make sure that the school and its staff is capable of providing any services claimed.
3. Studio principals will employ teaching staff with the experience, knowledge and/or qualifications required for the range of levels and techniques being taught. Student teachers will be trained and supervised to ensure the school's teaching standards are maintained.
4. Studio principals will provide effective assessment procedures and will ensure that students and parents receive, or have access to, advice when necessary.
5. Studio principals will conform to sound business practice and provide an efficient fee system.
6. Studio principals and individual teachers will ensure that class sizes are suitable to the levels and techniques being taught. Students in each class will be of a similar age and/or standard.
7. Studio principals and individual teachers will ensure that facilities provided:
  - o conform with minimum safety and space requirements
  - o have suitable flooring, with a safe surface designed and constructed to minimise risk of injury.
8. Individual teachers will use effective and flexible teaching skills to create a productive learning environment. Individual teachers will:
  - o strive to communicate a love of dance
  - o show professional attitudes, including punctuality, reliability and responsible care of students
  - o strive to develop self-discipline and self-motivation in the students
  - o encourage and support the individual in the class situation
  - o present general concepts of movement as well as those of a particular dance style.
9. Individual teachers will recognise the role of dance in the development of the whole person. They will also seek to recognise and develop each student's potential, whether it lies in dance or in related fields, and offer appropriate guidance for further progress.
10. Individual teachers will endeavour to recognise physical anomalies, modifying their teaching and seeking medical advice when necessary. The teaching and choreography must be anatomically safe, and teachers must be prepared to deal with medical emergencies.
11. Individual teachers will strive to develop in the students an appreciation of the characteristic style of each specific technique taught.
12. Individual teachers will take responsibility for seeking more knowledge in all aspects of their work.



# HOD INJURY REPORT FORM

**Name of person injured:** .....

**Location when injured:** .....

**Time and date of incident:** .....

**Name of teacher:** .....

**Discipline:** .....

**Activity:** .....

**Accident circumstances:** .....

**Injury:**

Area(s) of the body affected .....

Type of injury .....

new injury

re-injury

**Treatment:**

Immediate care                      yes                       no                       specify .....

Follow up care                      yes                       no                       specify .....

None                                     

**Outcome:**

Seen by                      doctor                       physio                       first aid

Hospital                      yes                       no

Continued class                      yes                       no

Parent/Guardian notified                      yes                       no                       specify .....

General observation/remarks: .....

Teacher signature: ..... Date: .....