



## POLICIES AND PROCEDURES 2020.

20 Campbell Street, Castlemaine.

Here at Movement Zone (MZ), each and every dancer is an important and valued member of our studio. We believe dancers should be taught in a safe, nurturing, and non-judgemental environment. Most of all its FUN!

Students & families of Movement Zone are part of a vibrant & electric community of hip-hoppers who have a high regard for each other. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values of the studio. In all of our learning we aim to ignite the love & passion of dance. We show respect to the parents, students & staff of MZ & all of the wider dance community. Dance provides a way for a person to achieve a balance of health from the physical to the emotional, from the inside to the outside.

### STUDIO RULES:

- **NO** snacking during class time (especially chewy!)
- **NO** food or drink in the dance room, besides water.
- **KEEP** hands off the mirrors & PA System & respect the studios space.
- Mobile phones are not to be used during class and should be turned off or on mute.
- **SWEARING**, unsportsmanlike conduct, & or gossip will not be tolerated. Students will not speak negatively about one another or the teachers.
- **RESPECT** each-others personal space, students who get in other students faces or personal space will be asked to sit out of the class or if continued other action will be taken.
- We support & celebrate diversity.
- **BRING** a positive attitude to class. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at MZ. Students need to remember they are role models for other participants & show leadership by setting a dedicated example.
- **PARENTS/CARERS** are more than welcome to sit in our foyer whilst class is on. Tea & Coffee is available (small donation required).
- There is to be no running within the studio.
- Siblings must be supervised at all times.
- Arrive 5 minutes before your class begins so you can begin stretching & warming up.
- Students are responsible for their own property. We will not be responsible for lost or stolen items. Ensure all dance clothing & shoes are labelled. Bags & Coats are to be hung on the provided hooks in the foyer.
- All students must remain inside the studio foyer until they are collected by: parents or a responsible adult. This is for the safety of all students.



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- **NO** student or parents is permitted to record or take photographs at our studio without permission from the teacher.
- Stay updated at: **Facebook** @movementzone
- **Instagram** @movementzone / **Youtube:** Movement Zone Dance /
- **TikTok:** @movementzone **WEB:**[www.movementzonedance.com](http://www.movementzonedance.com)
- Or check your emails regularly for updates & information.
- Students are encouraged to practice at home and improve upon their skills & also flexibility or via <https://vimeo.com/movementzone>
- Private lessons are offered during the term & School holidays, plus holiday programs, showcases, flash mobs & events
- Discrediting Movement Zone & casting a negative image of the studio is not acceptable.
- Embrace the MZ family rules 😊

### UNIFORM REQUIREMENTS.

Hip hop, Breakdance & Funk being a more relaxed style of dance means you can bring your own style to what you wear. But wear something you feel comfortable in that is loose fitting. Track pants, leggings, loose shorts, baggy tops & singlet's are all appropriate. You can wear street sneakers for hip-hop too; good ones are basketball style sneakers, Converse style, Volleys or flat-soled runners. Remember to please have hair tied back; bring kneepads (these can be left at the studio in a zip locked bag, named), NO loose fitting jewelry.

MZ Knee Pads, Jackets and T-Shirts are available for purchase & required for EVERY student. Email Sas: [sarah@movementzone.com](mailto:sarah@movementzone.com) to place your order.

### ENROLMENT AND CANCELATION POLICY

- To enrol at MZ a parent/guardian & student must read & agree to our policies and procedures. An enrolment form must then be completed & handed in at class.
- Enrolment continues from time of enrolment (payment of annual enrolment fee) for the full calendar year. You do not need to re enrol each term. If you wish to cancel your enrolment you must do so in writing. Students who do not return to classes in a subsequent term & have not advised MZ prior to the end of the previous term will be required to pay the full term fees, unless they have been paying a casual fee.
- The studio must be contacted within 24 hours if a student will be absent from class for any reason.
- Enrolment information & changes by families must be updated via email or text message. This includes any medical issues.



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- Class cancellations are sometimes necessary. If class cancellation occurs & make up classes are not available, a refund will be offered for the pro-rata cost of the cancelled class. We will use our best endeavours to accommodate the needs of families but cannot guarantee the rescheduled classes will suit all.

### FEES POLICY

- Payment for term fees must be made two week prior to classes commencing unless paying at a casual weekly rate.
- Payments can be made by Electronic Transfer, within a National Australia Bank Branch, via PayPal or via cash (Please quote invoice number). Bank details can be found at the bottom of your invoice.
- Students will not be able to attend class if payments are over due by 2 weeks.
- If parents would like to request a payment plan, please email Sas: sarah@movementzone.com or call 0402 087 949
- There are **NO refunds** for missed classes. If a student is unable to attend a class due to illness, injury or compassionate grounds, a makeup class can be taken before the end of each term. This only applies for Junior/Teen & Soul Funk classes.
- Silver Top Dance Classes policy – See below in fees.

### FEES 2020.

#### (ALL) KINDER & JUNIOR CLASSES (45min-1hr):

- \$18 casual
- \$170 term pass

#### (ALL) TEEN ADVANCED/BREAK BEATS, ADULTS CLASSES & STDT (1hr -1:15min):

- \$20 casual
- \$180 term pass

**2<sup>ND</sup> CLASS** - \$120 per term pass

10% discount applies for ALL for siblings/families.

### ANNUAL FEE:

- An annual fee of \$30.00 per family/person will be charged beginning of each year or upon enrolment. This will cover insurance, music licences, equipment, administration costs etc. \*This is not refundable.
- **LATE FEES APPLY!!**



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### REHEARSAL FEE:

- A fee of \$10 per student is payable for any rehearsals outside of the normal class.

### QUERY & COMPLAINTS.

I appreciate sometimes parents or carers need to talk to teachers about their children but this may not be during class time. Please make a time outside class time when they are free. Or please email director Sas Cook: [sarah@movementzone.com](mailto:sarah@movementzone.com)

I will endeavour to get back to you promptly.

### PHOTOS & VIDEOS.

Every now and then we like to post some photos of our classes, performances, and general "studio life." These photos/videos are used for advertising, Facebook, Instagram and YouTube.

Please let us know if you do not grant permission for your child/self to be photographed or filmed.

Thank you for your time to read over this, I encourage all parents of junior students, to go through the Studio Rules with their child/children so they understand & I am open to any other suggestions that may be helpful to the MZ family of dancers!

Regards, Sas Cook.

Founder & Director

***Movement Zone Studio***