



Handbook

2020

"Where every dancer shines."

STUDIO REFERENCES

Principal	Alichia White ARAD TC
Creative Administration	Carla Innes
Bookkeeper/Invoicing	Lynn White
Studio Address (Sunnybank)	105 Station Road, Sunnybank
Studio Address (Coopers Plains)	290 Musgrave Road, Coopers Plains
Studio Number	0434 037 441
Studio Email	hello@danceandfitness.com.au
Accounts Email	danceandfitnessadfa@gmail.com
Website	www.danceandfitness.com.au

It's our absolute pleasure to warmly welcome you into our dance community. Our team is thrilled to see many familiar faces return to the studio and excited to see new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read the information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and are willing to answer any queries you may have. Nothing is too big or too small, we promise!

STUDIO MANIFESTO

To start us off, it's important to the Principal and the staff at Alichia's DanceFitness Academy that our families share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of the studio. This is a vision that we wish to share and implement into all members at the studio and it is the driving force behind every interaction with the students and their families.

Alichia's DanceFitness Academy is a place where kids of all ages, shapes and sizes learn the joy of dance and it's positives to the students, teachers and their parents. This is a studio where creativity, individuality and self-expression is encouraged. It has a community of teachers, students and families who are passionate about the performing arts. Our goal is to create a positive and happy experience for all of our members. We want to encourage our students in striving to nurture and develop their talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance within the arts. We wish us all to be committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

We are committed to providing the best teachers for our students that share the same vision above at Alichia's DanceFitness Academy, to make sure that we are offering them the best knowledge to further their love of the performing arts.

We embrace the differences of all students and what it is that they want to achieve with their time with us.

We are passionate about creating an environment where our students feel safe to be themselves and can express their thoughts and issues through dance, to relieve any uncertainties that they may regress outside of our walls.

We aim to listen to our students and make sure we are giving them the best experience and knowledge to help them further their dance journey at Alichia's DanceFitness Academy.

We promise to guide our students to be the dancer they can be whether they are with us for 1 year or 10 years.

We focus on making sure that we are up to date with today's dance industry, as it is always evolving.

REGISTRATION

Before lacing up those dance shoes, it's important that all students and parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form and first aid form.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact our administration if you would like to try a new class and we will happily fit you in for a trial (provided the class has not reached capacity.)

Communication

Being consistent in our communication is very important to us here at Alichia's DanceFitness Academy. It is our promise to respond to all enquiries within 2 business days. We will never leave a query unanswered. For convenience, our primary means of communication is via email and Facebook. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address hello@danceandfitness.com.au to your contacts so we don't end up in the dreaded spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send a message via our 'Parents & Students' Facebook page to all families, then an SMS and/or telephone call. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families who have chosen to have a Facebook account to join our closed 'Parents & Students' Facebook group. This group will be monitored to ensure all content is appropriate and relevant. . <https://www.facebook.com/groups/1456407248007341/?ref=bookmarks>

We always display important information, dates and studio details in the waiting room at the Sunnybank studios so please have a quick look when dropping off and picking up in case there is anything you may have missed.

Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on. Below we have tried to get all of our important dates organised and ready for you as much as we can so our families can plan. Below we have listed some of our most important "*Save the Dates*" with more information (including times, costumes, requirements, etc.) to be communicated via our staff by email as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let one of our staff know or your teacher know, at your earliest convenience.

Term 1	Monday 3rd February – Saturday 4th April
Term 2	Monday 20th April – Saturday 27th June
Term 3	Monday 13th July – Saturday 19th September
Term 4	Tuesday 6th October – Saturday 5th December
Mid Year Showcase	Saturday June 20th
Concert Photo Day	TBA
Stage Rehearsal 2020	Saturday November 21st (no classes)
Concert 2020	Sunday November 29th

Public Holidays (NO CLASSES)

- Saturday 25th April
- Monday 4th May
- Wednesday 12th August
- Monday 5th October

Classes still run on pupil free days.

Code of Conduct

To ensure the smooth, safe running of Alichia's DanceFitness Academy and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call and we can explain it to you in more depth. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students, parents and teachers who breach our studio's code of conduct.

- ❖ Families who do not comply with their fee or costume payment obligations may be charged a late fee of \$15 and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class or costume fees.
- ❖ No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through an Alichia's DanceFitness Academy staff member, otherwise please knock on the studio door and quietly approach the teacher. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed. Parents are not allowed to sit and watch classes. ADFA offers a watching day in Term 1, a Showcase in Term 2 and a Concert in Term 4. As you can see we offer numerous occasions and opportunities for families to see the progression of your dancer.

- ❖ We are unable to take responsibility for our students before or after their scheduled classes. It is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. The studio phone number is 0434 037 441.
- ❖ Any questions or complaints must go through the Principal. Parents or students are not permitted to contact any Alichia's DanceFitness Academy teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Principal first. Personal meetings with the studio Principal can happily be arranged via email.
- ❖ In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio. Always be kind to another.
- ❖ Alichia's DanceFitness Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.
- ❖ Only private lesson students are permitted to enter dance competitions and it must be with the permission of their teacher/choreographer.
- ❖ Alichia's DanceFitness Academy management reserves the right to change teachers or timetabling when necessary at any time throughout the year. However this will be done so with correct communication mentioned above (#4) to all families.
- ❖ Choreography and studio policies remain the intellectual property of Alichia's DanceFitness Academy and may not be reproduced, reused or sold by any students, parents or staff without permission of the Principal.

CLASSES & AGE GROUPS

Tippy Toes Ballet

This is an introduction to ballet with a main element of fun, for ages 3-5 years. We use creative imaginative role-playing and fun props. This class may involve pretending to be animals, playing instruments (to learn rhythm) learning balancing, skipping, running and basic ballet technique. The students also use their props for developing hand and eye co-ordination. This class is suitable for both boys and girls.

Tippy Toes Jazz

This is an introduction to jazz with a main element of fun, for ages 3-5 years. In this class the students are learning the fundamentals of jazz technique. This class is suitable for both boys and girls.

Pre Primary & Primary RAD Ballet

In Pre Primary and Primary Ballet, the students build on their ballet technique, using creative role play, costumes and props. Pre Primary is the beginning of examinations under the Royal Academy of Dance syllabi. There are opportunities for students in this class to participate in ballet presentations and exams which will encourage them to progress through the syllabus and work hard to move up into the next graded level year after year.

Grade 1 – 8 RAD Ballet

Grades 1-8 are formal classical ballet training levels using the Royal Academy of Dance (RAD) syllabus. RAD is an internationally recognised syllabus with an examination board that is continually updating and revising its work to keep up to date with the ever changing demands of the dance industry.

The RAD Grades are progressive with technical ability, building on the skills acquired in previous levels. Students have the opportunity to sit an examination for each Grade when ready, but are required to do 2 classes per week from Grade 1 upwards. Classes include traditional classical technique, free movement and National Character work.

- *The teacher/Principal will make the final decision on whether a student is capable to sit an examination.*

Vocational RAD Ballet Levels

Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1, Advanced 2. These levels are the pinnacle of any ballerina wishing to reach the highest goals in Ballet and wanting to progress further in their ballet studies.

What is Royal Academy of Dance (RAD) Ballet?

Royal Academy of Dance (RAD) is an international organisation for dance. Examinations are provided to reward achievement and educational value of dance for future generations. In Queensland once a student has sat an examination in RAD the Board of Studies recognizes the credits as extra-curricular studies which contributes towards entrance into VET or TAFE.

Tap

All tap classes follow the Glenn Wood Tap Syllabus. Each year our students have the chance to work on their set level to build up their skills and take an exam. Each level teaches new and challenging steps to build our students knowledge of traditional tap. Please contact the principal to find out which level will suit your budding tapper.

Jazz

At Alichia's DanceFitness Academy we believe in having open jazz classes. This allows our teachers to teach what is popular in today's Jazz style and what the students are wanting to learn. Using top 40 music, jazz classes work to strengthen kicks, turns, jumps, flexibility and group routines. A great option for those that want to spend more time on the 'WOW' elements

to complement their technical training from Ballet and take their dancing to the next level. We have many levels of Jazz for all different ages. Please contact our staff to find out what level is best suited to your child.

Contemporary

With a foundation in ballet, contemporary builds a strong expressive, lyrical and dynamic dancer. There is a lot of work on fluid movement, floor work, contractions and self expression. A very visually pleasing genre of dance that features heavily in shows like 'So you Think You Can Dance', and companies such as the Sydney Dance Company. It is highly recommended that Contemporary students enrol in 1 ballet class/week as this will strengthen their technique that is needed in Contemporary. We have many levels of Contemporary for all different ages. Please contact our staff to find out what level is best suited to your child.

Hip Hop

The latest dance style, that is the most popular within today's dance industry. You will notice that Hip Hop is now in most video clips that you see on T.V. Incorporating popping, locking, breaking and free styling. Hip Hop allows students to show off their individual talents, whilst learning today's popular moves.

We have many levels of Hip Hop for all different ages. Please contact our staff to find out what level is best suited to your child.

Commercial Jazz

There are many different styles of dance that can be worked into the commercial category, such as hip hop, jazz, locking, popping, breakdancing, crumping and more. Sometimes you may find ballet and ballroom thrown into the mix, although street dance is more common.

Acrobatics

We've known for a long time that kids love nothing more than attempting and perfecting new "tricks." Remember learning a cartwheel? We sure do, and it's that sense of pride and exhilaration that we love to pass on to the students. The class levels for this discipline are skill-based. The levels are Level 1 (beginner), Level 2 (intermediate) Level 3 (sub-advanced) and Elite (advanced.) Once our students have mastered the skills in their level they move up to the next allowing them to develop their skills at their own pace.

Level 1 students must achieve a walkover to move into level 2

Level 2 students must achieve aials & back handsprings to move into level 3

Level 3 students must have aials, back handsprings and some contortion skills.

Adult Classes

Why should kids have all the fun?!?! ADFA offers classes to adults who want to experience the joys of dancing for the first time or wish to start it up again after taking time off. We offer Jazz &

Tap, starting at beginner level. You will walk away feeling like you have accomplished an achievement, feeling fit and happy from all the fun and laughing.

Safety

With the safety of our families as our number one priority, Alichia's DanceFitness Academy is very serious about upholding Child Protection laws and policies within the studio, as well as at public performances and in the online arena (website and social media).

As part of your registration, you will be required to read and sign a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our Principal who will happily assist you. If you rather your child not be on social media, please tick the appropriate box on the form and we will not include them in any of the material that Alichia's DanceFitness Academy shares.

All of our teachers have the QLD required Blue Cards to work with children. Our staff have all been trained in First Aid.

The Principal and staff at Alichia's DanceFitness Academy are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that are unsuitable for all age groups.

Alichia's DanceFitness Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrolment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

Privacy

When you purchase or hire a product or service with Alichia's DanceFitness Academy the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information, which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by the ADFA admin staff, Principal and bookkeeper.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our staff in writing at hello@danceandfitness.com.au

Please respect the privacy of our teachers and staff when they are not on the grounds of Alichia's DanceFitness Acadmey. It is recommended that all communication goes through our administration lines and not through our teachers.

Please understand that the teachers have a family life outside the studio. Please respect their down time as we respect yours. We ask that you do not contact teachers through their personal social media forums or personal contact numbers. Our first point of contact is our email address hello@danceandfitness.com.au or via our FB Page <https://www.facebook.com/danceandfitnessacademy/?ref=bookmarks>

If your matter is urgent please contact the office mobile 0434 037 441. We endeavour to answer all questions during normal business hours. If we are teaching and can not respond straight away please allow until the next business day to get back to you.

Exams

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students under the Royal Academy of Dance Syllabi and the Glenn Wood Tap Syllabi. If families wish to sit their Ballet exam, they must be taking 2 classes of Ballet per week (if the child is in Grade 1 or above) to qualify for exams. The final decision is made by the teacher and principal on whether your child is ready for their exam.

If you miss 20% of your lessons you can not sit for an exam as you will not be sufficiently ready and or confident in knowing the set work to pass.

While exams are not compulsory, our syllabus/program RAD - Royal Academy of Dancing is the most highly recognised ballet syllabus worldwide. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your RAD exams annually, as this will help to obtain a place in full time dance schools.

On a side note, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

As part of the exam preparation, exam dancers are highly encouraged to attend the Summer QLD Ballet intensive holiday workshops that are provided leading into their exams. Please speak with the Principal to find out more information about these workshops.

All exam students are encouraged to take at least 1 private lesson before sitting their examinations.

The cost of exams will come to you via email and payment for exams will be due before exams take place. Payment can be made by cash, cheque or direct bank transfer. If you do not pay by the due date unfortunately your child will not be eligible.

What happens in a ballet/tap exam?

The students will arrive at the studio about an hour before their exam begins.

Their hair will be done by our ballet / tap teachers if parents are not confident with doing it. Exam uniforms requirements will be sent out prior to exams. In groups of 2-4 students, they will enter the ballet/tap studio (with / without their teacher) and greet their examiner.

Exam students will learn their examiner's name prior to the exam so they can greet them by name. For example: "Good Morning Ms White."

Over the course of 20mins / 30mins / 45 mins / 1hr, they will perform their entire syllabus for the examiner, both as a group and individually.

There is not a theoretical/written exam involved.

It usually takes about 4-6 weeks for all Ballet exam data to be compiled and about 1-2 weeks for all Tap exam data to be compiled but once the examining body has completed the marking process your child will be presented with their exam grade, percentage, an exam certificate, as well as comments and areas for improvement on their performance and a medal.

Your child's exam results and certificate will be awarded in class once they are ready.

Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home or school life. Please view our timetable online at www.danceandfitness.com.au

Uniform

At Alichia's DanceFitness Academy we believe that wearing a studio uniform gives the students a sense of belonging to our community, as well as creating an identity for our studio in the greater community. Our uniforms:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased year-round from the following stockists in Brisbane.

1. Sue's Shop 871 Old Cleveland Road, Carina.

2. Sue's Shop Shop 5/112 Coonan Street, Indooroopilly.

When at the store, mention the dance school's name and your child's Grade/Level class and the staff can assist you. All our specifics are on their database to make it easier and faster for all involved. Please keep to the ADFA requirements so you don't have to go back and return to get the correct colour or style.

Please ensure all parts of your child's uniform are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Please contact us to discuss the correct uniform that your child requires in his/her class.

School Uniforms are not allowed to be worn in class.

Fee Structure & Rules 2020

All dance invoices will be emailed out from our accounts email address, danceandfitnessadfa@gmail.com. Please be sure to add this email address to your inbox list.

- If classes fall on a public holiday we will deduct this off your invoice (*if the class has been cancelled.*)
- Refunds are not offered for change of mind once you have paid
- Payment must be received within 14days of receiving your invoice or late fees will be added
- There are no further discounts than what ADFA offers for number of classes taken

Payment plans can be set up with our bookkeeper. Please email us at danceandfitnessadfa@gmail.com to set up a payment plan today.

Fee Payment options

Cash, Cheque or Direct Bank Deposit

Direct Debit

This is our most popular and simple payment method, in which you may choose to pay your fees. Families have 14 days to pay their term fees in full.

ADFA Bank Details

Suncorp Bank

BSB: 484 799

ACC: 203527360

NAME: Alichia's DanceFitness Academy (*DanceFitness is 1 word*)

- Please do not write cheques out to "ADFA", the full name "Alichia's DanceFitness Academy" must be printed otherwise the bank will not accept it.

Overdue fees

We take 3 steps if your fees are in arrears:

1. A reminder email will be sent after 3 days late. No late fee will be charged. Families have 3 days to finalise payment.
2. If Step 1 has not been finalised within 3 days - another invoice is sent with a \$15 late fee added. The \$15 is not to be deducted.
3. If Step 1 & 2 have not been met - your invoice is placed into the hands of a debt collector and is no longer the responsibility of ADFA. Your child will not be allowed to participate in their classes until the invoice has been finalised.

Casual Payment

This form of payment is only granted to Adult Classes and students 18yrs+.

All other students must register for the term upfront.

If you wish to withdraw from classes at Alichia's DanceFitness Academy please notify us in writing at hello@danceandfitness.com.au

We need to receive your withdraw 7days before the term begins. Once you have paid for the term no refunds are given for change of mind.

Class	Minutes	Price per term
Tippy Toes Ballet	30mins	\$135
Tippy Toes Jazz	30mins	\$135
Tippy Toes Ballet & Jazz	60mins	\$145
Adult Tap	60mins	\$165
Adult Jazz	60mins	\$165
Adult Tap & Jazz		\$325
All classes @	45mins	\$145
All classes @	60mins	\$155
All classes @	75mins	\$160
All classes @	90mins	\$170
2nd RAD exam ballet class		\$110
Casual Class (5yrs & under)		\$15 (cash)
Casual Class		\$18 (cash)
Yearly Administration Fee	1 student	\$20
Yearly Administration Fee	2 or more students per family	\$30
Late Payment Fee		\$15 every 5 days it is late
Solo Eisteddfod Routine	60mins	\$65
Duo Eisteddfod Routine	60mins	\$75
Trio Eisteddfod Routine	60mins	\$100
Eisteddfod polishing lesson	30mins	\$30
Private Exam Lessons	45mins	\$35
Performance Team Groups	60mins	\$175

Class Discounts

3 classes per student 5% off
5 classes per student 10% off
8 classes per student 15% off

Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the class and concert routines we create, it also impacts the social and confidence-building principals.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin as soon as you can so we can let the teachers know and preparations can be made to catch up on any missed work. You may contact admin by email hello@danceandfitness.com.au or send a text or phone call to our office number **0434 037 441**.

If classes are cancelled by Alichia's DanceFitness Academy due to weather conditions or unforeseen circumstances, the school will ensure to makeup these classes or otherwise credit those lessons missed to the following term. We will offer refunds if we can not make up the lessons for you.

Make-up Lessons

We understand that sometimes a student may need to miss their dance class due to illness, school commitment or family emergency. ADFA does offer make-up lessons for these classes missed. Students have 4 weeks to make-up their lesson. You can choose to make-up your lesson by either:

- 1) Come to the other class during that week
- 2) Try a different genre of your age group

It is the families responsibility to make-up the lessons missed. No refunds are given if you miss your make-up lesson that has been offered.

Social Media

Alichia's DanceFitness Academy Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact the Principal if you have any questions.

1. Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
2. Remain mindful that your behaviour on Social Media remains in keeping with Alichia's DanceFitness Academy code of conduct as outlined in chapter 6 of this handbook.

3. Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Alichia's DanceFitness Academy staff, students or families may subject the Principal or those involved to disciplinary or legal action.
4. Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
5. Any content revealing or referring to sensitive studio information is not allowed to be shared online.
6. Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
7. While affiliated with our studio, (for example, images of your child in Alichia's DanceFitness Academy uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
8. All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via personal Social Media pages. You can however direct them through our ADFA studio Facebook messenger. We have an open door policy and encourage all communication, complaints and feedback to be communicated to admin directly.
9. We recommend that parents, students and teachers refrain from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
10. Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing studio matters in their private online groups. If such groups are formed, this will result in the dismissal from Alichia's DanceFitness Academy.
11. You may not post photographs / videos that feature Alichia's DanceFitness Academy dancers other than your own online without the consent of their parent/guardian.

Parent Release Form for Photography and Videography

I (insert parents name here) _____ ☐ give permission, ☐ don't allow
permission (please tick box)

for Alichia's DanceFitness Academy to use video footage or photographs of my child (*insert child's name here*) _____. This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (eg - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Alichia's DanceFitness Academy for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

[illegible]

Health Information and Medical Release/Waiver Form

I, _____, the parent/guardian of _____, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in Alichia's DanceFitness Academy activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release Alichia's DanceFitness Academy and it's employees of any and all liability which may arise as a result of my child's participation in activities at Alichia's DanceFitness Academy.

Parent/Guardian Name (print)_____

Parent/Guardian Signature _____

Date day_____month_____year_____

FIRST AID CONSENT FORM

I _____
Mother/guardian Last name First name

I _____
Father/guardian Last name First name

Give my permission to the staff of Alichia's DanceFitness Academy to administer first aid/CPR to my son/daughter_____ in the event of an emergency. I also consent to have a physician and/or emergency medical service provide treatment as required; in the judgment of the attending physician.

Mother's/guardian's signature Date

Father's/guardian's signature Date

I understand that I am responsible for my child's medical insurance coverage including non-covered services. I hereby release Alichia's DanceFitness Academy owner and staff members /staff members from any legal or medical responsibilities.

Mother's/guardian's signature Date

Father's/guardian's signature Date