



## **2025 INFORMATION PACKAGE**

**Our motto "Dancing Should Be Fun for Everyone"**

## Purpose Statement

This booklet will provide you with all the basic information that you, as parents and students, will require as a member of the KP team. Kalamunda Performers is committed to maintaining a team focus whilst building confidence and learning new skills in a positive environment.

Please read this package in full and keep a copy handy for reference during the year.

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## Policies & Procedures

Firstly thank you for choosing to be a part of the Kalamunda Performers Team and opening yourself up to the learning of dance and singing. To facilitate the best learning environment possible we need to commit to a few rules and regulations. These rules are here to assist the staff, parents and children so it is imperative that you read, understand and abide by them in order to make our school friendly, cooperative and a smooth running facility.

By signing the enrolment form you are agreeing to the policies and procedures of Kalamunda Performers and the information that is provided in this booklet. If you as a family do not think that you can abide by these policies and procedures please liaise with the Directors - Michelle or Breanne.

### COVID-19 Health and Safety Plan and Procedures

KP will always take advice from the Health Minister and update the plan and procedures accordingly. Our standard procedures at this time include:-

- Hand sanitizing on entry and exiting of the studio
- Required by law to check in via the WAsafe app for anyone entering the studio that is over the age of 16 that is not enrolled into a class
- In the event face to face classes are not possible, zoom classes will be made available. No refunds for cancelled classes, however class credits will be raised if no zoom class possible.

KP always clean the studios and toilet areas regularly and have the hand sanitizer stations stocked.

Any changes to these procedures will be from the advice of the Prime Minister and the Health Minister and our families will be updated accordingly.

## Photo Permission

Throughout the year we will take photos of students during classes. These photos are sometimes used for our social media accounts (Facebook & Instagram) or website. Other photos may be included in our end of year showcase slide show! No names are used. We understand in certain circumstances you may choose for your child's photos to not be used, if this is the case, please submit your request in writing and send to [admin@kalamundaperformers.com.au](mailto:admin@kalamundaperformers.com.au). No action is required if you are happy for photos to be used.

# Enrolment

## CONDITIONS OF ENROLMENT

- All enrolments will continue through to the subsequent terms. If you wish to discontinue or transfer any class please email admin two weeks prior to the end of the previous term – failure to comply will result in full fee's being payable for relevant classes. You will be responsible for all fees incurred if you do not notify admin in the given time period mentioned above.
- Annual Enrolment Fee currently – current students \$40, new students (includes t-shirt) \$50 and \$40 for RSD (fee subject to change) per person will be charged no matter what time of the year enrolment occurs.
- Failure to pay fees will result in loss of the enrolment position and legal action. You will also be responsible for any costs associated with collections.
- If unable to pay fees within the above period you must contact Michelle in accounts IMMEDIATELY to arrange an alternative payment plan.
- All discounts are subject to management approval and management reserve the right to revoke discounts without notice.
- Penalties will apply to late payments and/or broken agreements.
- Any fees overdue by 3 weeks will result in the student being asked to sit and watch class and unable to participate.
- At the end of the year each student must re-enroll for the following year. Automatic enrolment will not occur.
- In some cases of illness or injury, make up classes can be organized but they must be within the same term and only when positions are available and upon management discretion.

## REFUNDS

- Should the enrolled class be cancelled prior to commencement, Kalamunda Performers will refund all payments made by the student. (Not including enrollment fee)
- After the commencement of classes, should your child not want to continue, a refund will be given at the discretion of the directors, less a \$40 administration fee.

## Medical Issues

- It is the Parents and/or older student's responsibility to notify their teacher in the event of injury/medical condition, prior to class.
- The first aid box is available to every student through their teacher. Due to government regulation we are unable to provide anyone with Panadol or equivalent medication, unless Parental consent is given at the time by phone call.

## Uniform Requirements

It is imperative that all students have the correct clothing and footwear for all classes for their safety and to enhance learning. In addition please ensure hair is always neatly pinned back and long hair must ALWAYS be tied up preferably in a bun.

- All students must be appropriately dressed for class, with correct footwear.
- All students must be appropriately groomed for class, with their hair tied back securely.
- Any student inappropriately dressed or groomed will not be able to participate in class activities.
- All students must come to dancing in appropriate dance attire for the chosen class
- Our studio colours are- royal blue, black and white. Any style or colour varieties are acceptable.
- NO JIFFY shoes are to be worn for any class.
- No general clothes are to be worn after your trial class, once enrolled appropriate foot wear and clothing must be worn.

We stock a range of dance supplies, Jazz, Tap Ballet shoes, tights, our team uniform and more –ask at Reception and one of the team will be happy to help. Uniform Price list is on our notice board at studio.

## DRESS REQUIREMENTS BY CLASS / GENRE

### READY SET DANCE & READY SET BALLET

GIRLS RSD uniform  
BOYS RSD uniform

### JAZZ (Junior – Intermediate – Senior)

GIRLS KP Uniform any combination or Leotard and Fitted shorts, any style

FITTED DANCE WEAR ONLY

Jazz Shoes or Acro pumps

Hair in bun/ponytail/plaits with fringe pinned back

BOYS Any style stretch shorts fitted T-Shirt/Singlet

### BALLET (Junior – Intermediate – Senior)

GIRLS KP Black/blue leotard, Black elastic waist skirt, ballet pink tights **NO WRAP AROUND SKIRTS PERMITTED**

Ballet Pumps

Hair in a bun – no exceptions!!

BOYS Any style stretch and fitted T-shirt/Singlet

### TAP (Junior – Intermediate –Senior)

GIRLS KP Uniform any combination or Leotard and Fitted shorts, any style

FITTED DANCE WEAR ONLY

Tap Shoes – Tan – Senior & Adults – Black

BOYS Any style stretch and fitted T-shirt/Singlet

Tap Shoes - Black

## **MUSICAL THEATRE**

Street clothes may be worn but ensure you can move in them as some movement and dance will be done in this class. NO THONGS PLEASE!

## **ADULT CLASSES**

Comfortable clothing of your choice, class appropriate foot wear!

## **HIP HOP**

Comfortable clothes may be worn, ie cargo or ¾ pants, t-shirt or fitted top, must be able to move in them. NO DENIM

Sneakers or high tops any style

## **ACROBATICS**

There are safety requirements for acro classes and strict clothing guidelines must be adhered to for the safety of students and teachers:

- Leotard
- Bike style Shorts
- NO LOOSE CLOTHING

Shoes – Acrobat shoes only! Junior Acro - bare feet

Hair tied back with fringe pinned back (imperative for their safety as it is easily pulled when doing various acrobatic tricks).

If unsure please see the teachers and they will advise you on what you require.

## **DANCE ABILITIES**

Comfortable easy moving clothing, no jeans or dresses and bare feet to start with! Hair must be tied up in a ponytail.

## **COMPETITIONS**

The KP uniform is available for purchase from our shop with the following items a requirement if you wish to participate in Competitions:

- Team Jacket.

Team uniform and or jacket MUST BE WORN at all public performances and competitions. Order forms are available at reception.

# Administration & Accounts

## CONTACTS

Directors Michelle Ginbey 0433 055 423

[michelle@kalamundaperformers.com.au](mailto:michelle@kalamundaperformers.com.au)

Breanne Lucas 0422 531 991

[bre@kalamundaperformers.com.au](mailto:bre@kalamundaperformers.com.au)

Studio Village Shopping Centre Unit 2&3 120 Wittenoom Road High Wycombe

Accounts [admin@kalamundaperformers.com.au](mailto:admin@kalamundaperformers.com.au)

KP Admin phone 0483 816 853

***Any issues should be directed to Michelle or Bre FIRST!***

## ACCOUNTS

All invoices are emailed out; please ensure that you add the KP email to your contacts to avoid the mail going to junk folders. There will be penalties for late or non-payment unless an agreement has been made in advance.

### Payment Options

- **Option One** Paid in full by end of week 1 of each term and receive 10% discount off term invoice
- **Option Two** - Fortnightly Instalments by Ezidebit (NO discounts apply)
- **Option Three** – Regular weekly or fortnightly cash payments (NO discounts apply)  
*(total invoice must be paid by the end of each term)*

***If payment difficulties arise, special agreements can be arranged with accounts, please contact accounts as difficulties arise. If you choose this option please ensure you contact accounts at least a week prior to commencement of next term or as soon as payment difficulty arises.***

### Payment Methods

Direct Deposit	Bank Details as follows:
Account Name:	Kalamunda Performers
BSB:	016454
Account No:	483733259

All payments must be accompanied by an email with a copy of your transaction receipt to accounts so they can be reconciled.

**Eftpos and/or Cash Payments** - See Reception during opening hours.

**Private Lessons** must be paid for at the time of the lesson.

**Transfer / Withdrawal** from classes, if you wish to discontinue, transfer or withdraw from any class please email us two weeks prior to the end of the previous term. Failure to comply with this condition will result in full fee's being payable for current and previous enrolled classes and you will be liable to pay these.

If payments are dishonored the dishonor fee will be invoiced to you in an additional invoice (amount varies depending on Banking institutions).

**Co-parenting Policy** – The studio is happy to have 2 email addresses for contact and to send information where there is a co-parenting arrangement in place. We do not manage co-payments. The parent enrolling the student is responsible for payments irrespective of co-parenting agreements. Please ensure all fees are paid when due.

**KP** is unable to engage in discussion or written correspondence on behalf of either co parent to a third party.

### **Fees - Subject to change without notice.**

Term fees have been calculated for 10 week term, fees will be adjusted accordingly, for shorter or longer terms. 1<sup>st</sup> term = 8 weeks, 2<sup>nd</sup> term = 10 weeks, 3<sup>rd</sup> term = 10 weeks, 4<sup>th</sup> term = 8 weeks DANCE CLASSES - 1 class = 45min - 1 hour

- 1 class per week \$160 per term per student
- 2 classes per week \$320 per term per student
- 3 classes per week \$432.00 per term per student
- 4 classes per week \$544 per term per student
- 5 classes per week \$640 per term per student
- 6 classes per week \$768 per term per student
- 7 classes per week \$840 per term per student
- 8 classes per week \$960 per term per student

Unlimited classes package – 9 or more classes per week will be a standard charge of \$1080 per 10 week term

### **Family Discount – (No further discounts will apply – early payment discount of 10% will apply if paid in first week of term only)**

- 2 family members doing 2 or more classes each 2% discount will apply
- 3 family members doing 2 or more classes each 6% discount will apply
- 4 or more family members doing 2 or more classes 10% discount will apply

### **GENERAL ACCOUNT / FEE TERMS**

- All term costs are inclusive of GST plus Annual Enrolment Fee (paid once per family member per year).
- Additional rehearsal classes for competitions or the concert will be charged accordingly to cover studio costs and teachers time. This includes the Dress Rehearsal for the concert.
- Kalamunda Performers Accounts reserves the rights to apply and remove discounts at their discretion, fees and penalties may be enforced for late payments – family discounts are subject to approval.
- Kalamunda Performers accounts offers payment plan assistance to its families if required and on a case by case situation, all payment plans are subject to approval by accounts. If you do not adhere to a payment agreement or do not respond to payment requests adequately then additional administrative costs may apply and your enrolment revoked. ALL payment agreements in the current enrolled year will need to be in writing and signed and approved by accounts prior to the commencement of the current year.
- If you are asked to leave or withdraw from Kalamunda Performers with monies due, your account will be immediately forwarded to our collection agency for action without notification.
- All of the above applies to all other costs that can be incurred throughout the year i.e. costumes, accessories etc.



## **PAYMENT DEFAULT**

- If the Applicant defaults in payment by the due date of any amount payable to the Company then all money which would become payable by the Applicant to the Company at a later date on any account, becomes immediately due and payable without the requirement of any notice to the Applicant, and the Company may, without prejudice to any of its other accrued or contingent rights:
- charge the Applicant for, and the Applicant must indemnify the Company from, all costs and expenses (including without limitation indemnity legal costs and debt collection costs and commissions) incurred by the Company resulting from the default or in taking action to enforce compliance with the Deed or to recover any goods;
- cease or suspend supply of any further goods or services to the Applicant;

## **COSTUME DEPOSITS**

Deposit                    \$60.00 per student per item

In term three all families participating in the end of year performances will receive a costume deposit invoice. These invoices are to ensure commitment to the concerts and to ensure costumes and/or material can be ordered within a timely fashion, all costume balances will be due in term four on or by costume collection, this is notified closer to date.

If any monies are outstanding by the costume collection date, and no approved payment agreement is in place with accounts, then all costumes and accessories will remain the property of KP and may not be distributed to student, also students may no longer be eligible for concert performances.

If families are experiencing financial difficulty the Accounts department will do their best to help, but families must communicate and remain honest, if the accounts staff don't know they cannot help. Please do not assume that everything is okay and/or is set from Term to Term.

# Concert

## CONCERT TERMS

- It is not compulsory for a student to be involved in the annual performances, however it is preferred.
- If a student is away for any specific amount of time, it is the teacher's decision whether or not they will be included in the end of year routine/s.
- Teacher's decision is final.
- It is compulsory to attend the dress rehearsal/s for the end of year performance.
- Once commitment is made to the end of year performance it is the student's responsibility to honor that commitment, if the child does not wish to perform in the end of year performance families must notify KP in writing prior to commencement of Term 3.

# Costumes

## COSTUME TERMS

- Costume deposits will be required for each class if participating in the end of year concert. If a student fails to pay the required costume deposit, no costume will be provided. You will be liable for costume deposits if you do not advise reception of your withdrawal from Concert and costume deposits are non- refundable.
- We have a dressmaker to make some costumes and regularly order ready-made costumes from overseas.

# Competitions

## RATES

Private Lessons will be charged at the rate as follows:

- Matt, \$35,
- Bre, Michelle, Jemma, Zeffie, Shanice \$30 per ½ hour
- Olivia, Holly, Anna \$30.00 per ½ hour
- Payment is required at time of lesson and an administration fee of \$5 will be charged for ALL late payments.
- A \$10 fee will be charged for all NEW solo's to cover music and cuttings fees, this will be supplied to you on a USB.
- Notification in writing must be received if your child will not be competing in certain competitions. If notification is not received you will be liable for all competition entry fees.
- ALL dance fees must be up to date for students to do private lessons and participate in competitions. NO EXCEPTIONS

## REQUIREMENTS

- Routines are usually kept by students for 2 years; however this will be left up to the teacher's full discretion.
- Students may only enter solos' if they are attending the required classes as follows:
- Jazz, Lyrical, Classical Students must be enrolled in a jazz, lyrical and classical class
- Tap Students must be enrolled in a tap and jazz class
- Acrobatics Students must be enrolled in acrobat, jazz and classical class
- Hip Hop Students must be enrolled in hip hop class
- Musical Theatre Students must be enrolled in musical theatre, jazz class
- All solos will be taught at the teacher's discretion.
- All Solo's & Duo's will be allocated to teachers by Bre or Michelle; this is to avoid anyone being missed. Please do not contact teacher individually as it becomes impossible to keep track of what routines have been commenced. We will allocate routines according to what we feel is best for student and teacher.
- Costumes will be required for all solo's and duo's at your cost, please discuss with teacher on what costume is required and liaise with Michelle to either order costume or have it made.
- All teachers are available in the allocated times within the timetable to conduct these lessons. Private lessons are primarily used to choreograph routines for competitions.
- 48 hours' notice must be given if private lessons require cancellation or you will be charged accordingly for the missed lesson
- All private lessons must be attended with a video camera so that you/your child can learn the routine easily and have a record of it to practice with at home. This is imperative to assist the learning process.
- The Principal Teachers reserves the right to deny students competition participation if she feels it is appropriate to do so; all choreography remains the property of Kalamunda Performers.

## Studio Facilities

### PARKING

- Shopping Centre has a large parking area and we request that students, please be collected from door and not enter carpark unattended.
- Please also ensure that you drive with care in and around dancing school grounds

## Behavior

- Parents and children must speak in a respectful manner at ALL times within the studio. Any negative behavior or discussions regarding other parents, children, teachers and staff will NOT BE TOLERATED. This is YOUR dance school so please always talk about it in a positive way both inside and outside of the school.
- If you have feedback or something is bothering you please say it directly to Michelle or Bre and your feedback will be dealt with and rectified to the best of our ability. Please do this in a private manner and not in the class where all can hear.

# General Information

## CLASS ETIQUETTE

- Please ensure you arrive on time to class as it really disrupts the class if students are walking in late, it is also a safety concern if they miss the warm-up. Arrive 10-15 minutes before class commences!
- Competition students must NOT be absent from more than 2 classes in one given term as they are working on troupes. Commitment is essential for these classes.

## WATCHING CLASSES

- Parents are not permitted to watch the class as it is distracting for the students. If the teachers would like you to come in to watch something at the end of class they may occasionally allow you to watch.
- All parents will be invited to an Open Day during Terms 1, 2 and 3. The Last class of each term. This is subject to change based on the current health regulations that are in place.

## GENERAL INFORMATION

Public Holidays Classes will continue on Public Holidays, unless notified by us that class will not be held.

## Communications

- It is the parents' and students' responsibility to read the notice board on a weekly basis and check emails and Facebook regularly.
- Important dates, links and information are shared on Facebook between the staff and also parents and students so please join the members' page. Follow the link on our web page or look us up.

## Absentees

If you or your child is unable to attend class due to illness or planned absence please send an email [admin@kalamundaperformers.com.au](mailto:admin@kalamundaperformers.com.au) or message admin phone 0483 816 853 - preferably 3-4 hours prior to class commencement.

Whilst it's important to attend all classes, if you or your child become ill please remember bugs spread quickly in close quarters so keep them home. Also note that in the case of contagious illness we may need to let other parents know to look for symptoms.

## Risks & Liabilities

All classes are taken at you/your child's own risk; no liability will be taken by any teacher at Kalamunda Performers. KP is covered by DanceSurance Australia.

*Thank Youfortakingthetime to read thisbookletandfor beingpart of the TEAM at KALAMUNDA PERFORMERS.*