

# STUDENT HANDBOOK

2024



POINTE DYNAMIC ARTS

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[WWW.POINTEYNAMICARTS.NET](http://WWW.POINTEYNAMICARTS.NET)

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This handbook has been developed to answer many of the Frequently Asked Questions about our studio. Please take the time to read each section carefully and keep on hand for quick reference throughout the dance year.



## WHERE TO FIND US

**Suite 12/13 Clarence St, MOSS VALE**

**0400386836**

**[pointedynamicarts@gmail.com](mailto:pointedynamicarts@gmail.com) [www.pointedynamicarts.net](http://www.pointedynamicarts.net)**



[facebook.com/pointedynamicarts](https://facebook.com/pointedynamicarts)



[instagram.com/pointedynamicarts\\_official](https://instagram.com/pointedynamicarts_official)

# WHERE YOU'LL FIND...

|                                 |       |
|---------------------------------|-------|
| A Message for Student & Parents | 4-5   |
| Studio Philosophy               | 6     |
| Meet our Director               | 7     |
| Facilities & Staff              | 8     |
| Communication                   | 9     |
| Registration                    | 10    |
| Term Dates & Public Holidays    | 11    |
| Class Descriptions              | 12-13 |
| Class Placement & Timetable     | 14-16 |
| Performance Team                | 17    |
| Performances & Annual Concert   | 18-19 |
| Fees Schedule & Policies        | 20-21 |
| Uniform                         | 22-24 |
| Studio Social Events            | 25    |
| Student Code of Conduct         | 26    |
| Frequently Asked Questions      | 27-28 |
| Studio Policies                 | 29-32 |
| Child Protection Policies       | 32-34 |



# A MESSAGE FOR STUDENTS

The first step to becoming a successful performer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions.

Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. work full-out, stretch a little farther, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another performer. A correction is an honour; it shows you how much a teacher cares about your progress. Always say thank you when a teacher offers you constructive feedback.

Unstoppable are the students who apply themselves in every class and appreciate their teachers' knowledge and experience.

DON'T FORGET TO  
FOLLOW US ON  
SOCIAL MEDIA



Search **Pointe  
Dynamic Arts** on  
Facebook and  
Instagram



## A MESSAGE FOR PARENTS

We believe that children's success depends on the support of their parents or guardians. Our programs rely on a positive atmosphere and educational experience for our students and their parents. Cooperation between all parents is expected.

Showing respect—for other parents, the students, and our staff — makes an important impression on the children. You are a role model for your child on how to interact with others in a professional setting.

Some students may compare their progress or class placement to another. Watch for this behaviour in your children and encourage them to focus instead on their own accomplishments. Looking to other students for inspiration is good; however, making comparisons distracts children from focusing on becoming stronger performers themselves.

Your child's attendance at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio's education process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our staff and our students' parents provides the children with the ultimate care and education.



# OUR PHILOSOPHY

With a focus on strong technique, versatility and excellence, Pointe Dynamic Arts and our team of fully qualified staff are committed to creating a safe and nurturing environment where students are encouraged to work hard and develop a love of the performing arts.

We believe that performing arts training encourages young people to develop a positive self-image. Along with improving coordination skills and developing muscular awareness, our classes give children the freedom to express themselves through movement and performance whilst learning valuable lessons about respect, commitment, discipline and team work.

The highest educational standards are expected from all Pointe Dynamic Arts staff members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, professional work and other learning opportunities.

At Pointe Dynamic Arts our classes are designed to stimulate the enjoyment of performing arts while laying an important foundation for further training. As the student advances, the variety and intensity of the class work increases. Optional opportunities in solos, duos and Performance Teams offer students the opportunity to take their training to a pre professional level if they desire.

# MEET OUR DIRECTOR

## MONIQUE BARRIOS



Monique Barrios has had a passion for the stage since a very young age. A graduate of Brent St Studios in Sydney, she has worked as a commercial dancer in music videos and then later as an actress in *The Great Gatsby*, *The Daughter* and *Nameless*.

In 2009 Monique opened Pointe Dynamic Arts in a small church hall in Moss Vale teaching 3 days a week with 80 students which has grown over the decade in to a professional studios with fully fitted office, waiting areas and a family of over 200 students.

Over the years our graduates have gone on to study at some of Australia's top performing arts tertiary schools such as Ettinghausens' Pro, Lee Academy, Brent St Studios, NIDA and more and now work as professional in the industry.

Monique also works as a choreographer and director/assistant director with several community theatre companies across the Highlands and Illawarra. Most recently with SHYAC and the infamous *Mamma Mia* Southern Highlands with Furey Theatre Company.

Monique is passionate about quality performing arts training in a family focused environment for students of all ages.

# OUR FACILITIES

- Two Spacious studios with fully sprung floors and mirrors.
- One small studio for singing, drama/film and private lessons.
- Training equipment including barres, acro mats, air track and more.
- Air-conditioned studios
- Reception & waiting areas for parents and students
- Bathrooms



# OUR STAFF

The teaching staff at Pointe Dynamic Arts is chosen with great care. Our staff strives to give each student the individual attention and instruction he or she needs to reach their potential.

Each of our teachers brings a unique perspective, personality and skill set to the classroom environment. Students benefit from these differing approaches and environments as they mirror the professional world dancers will encounter throughout their career.

For staff biographies, please see our instagram Highlights



# COMMUNICATION

We are big on communication at Pointe Dynamic Arts and it is our aim to respond to all enquiries in a timely manner.

You can contact us during regular business hours (M-F 9-3) on 0400 386 836. If you would like to make contact outside of these times (including during class times), please use text or email [pointedynamicarts@gmail.com](mailto:pointedynamicarts@gmail.com)

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided us with an up-to-date email address that is in use.

We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. You can also update your contact details yourself in our Parent Portal.



# REGISTRATION

This year we are introducing Rollover Enrolments for all current students.

## **What is Rollover Enrolment and how does it work?**

Rollover Enrolment means that you will automatically be rolled over in to our new season for 2024 on the 19th of October 2023. On this date we will send you a link to pay your registration and this will ensure you are on our priority list for enrolment which will open on the 1st of November.

## **What do we gain by doing the Rollover?**

- Secured Enrolment for 2024
- Priority Placement for your classes next year (first pick)
- Registration covers all your child's insurance, music and membership etc.
- Early Bird Ticket sales to all our 2024 PDA Showcases & Productions

## **What if I am not ready to Enrol for 2024?**

If you are not yet sure of your plans for 2024 but know you are 100% wanting to register for classes you can still rollover and hold off selecting your classes till your ready and also get all the perks.

Still want to wait? You can chose to Opt-out of the Rollover. This must be done by the 26th of October 2023 and once you have opted out if you chose to return to classes you will need to do so as a new member and will miss out on the bonus' offered with the rollover and may run the risk of missing out on your choice of days and times for class.

To Opt-out please email us to let us know and we will make a note to check in with you later in the year.

# ENROL FOR CLASSES

Enrolment is on a first come, first served basis. All places are processed in the order received. Class size limitations will be strictly observed to ensure quality over quantity in our class time.

It's important that all students and/or parents – whether returning or new – register online so we can ensure we have the most up-to-date contact details for you.

This information includes contact details, media release form (so we can show off our amazing performers), acknowledgement of studio policies and our public liability/insurance contract. These are available on the Parent Portal.

To register visit <https://app.classmanager.com/portal/pointe-dynamic-arts>



# IMPORTANT DATES

## TERM DATES

Our classes run all year round as of 2024, with the exception of Public Holidays and a 4 week break over the Christmas and New Year period.

The dates for this years classes are:

January 15th 2024 to December 21st 2024  
(Pre School classes will commence on the 8th of Jan)

Classes will be closed on the following NSW Public Holidays:

Australia Day – Thursday 26th Jan  
Good Friday – Friday 29th Mar  
Easter Saturday – Saturday 30th Mar  
ANZAC Day – Thursday 25th Apr  
King’s Birthday – Monday 10th Jun  
Labour Day – Monday 7th Oct

Classes will not be billed on these dates.

## MID-YEAR SHOWCASE

**28th July 2024**

Our singing, drama and solo/duo/trio students have the opportunity to perform on stage in our mid-year concert. It is assumed all students are taking part in this performance unless otherwise advised. More information about the concert is available on page 21 of this handbook.

## END OF YEAR SHOWCASE

**7/8th December 2024**

ALL of our students have the opportunity to perform on stage in our end-of-year concert. It is assumed all students are taking part in this performance unless otherwise advised. More information about the concert is available on page 21 of this handbook.

# CLASS DESCRIPTIONS

|                 |   |
|-----------------|---|
| BALLET          | A technical and disciplined style of dance providing the basics of correct posture, co-ordination and strength. To be take part in the performance teams, students MUST take a minimum of one ballet classes per week.  |
| JAZZ            | Jazz can encompass everything from Broadway-style choreography to up-to-date commercial styles. A fun, technical and a great option for dancers of all ages. To be take part in the performance teams, students MUST take a minimum of one jazz classes per week. |
| CHEER           | Our Cheer classes are new in 2023 and include all three areas of cheer. Stunting, tumbling (acro) and Pom. To be take part in stunting class, students are required to take acrobatics also to support the skills needed for the class.                           |
| TAP             | Classes focus on technique as well as musicality, rhythm and style. Our classes follow the outstanding Glenn Wood Syllabus.   |
| MUSICAL THEATRE | Welcome to Broadway! Musical theatre is a form of theatre combining songs, acting and dance. A great intro for students interested in the theatre world.  |
| LYRICAL         | An expressive form of modern dance with a focus on strong classical technique to portray a motif or story through movement. Very technically demanding, it is advised that all contemporary students also take at least one ballet class per week.                |
| CONTEMPORARY    | A wide-ranging style that can encompassing abstract choreography. Very technically demanding, it is advised that all contemporary students also take at least one ballet class per week.  |

|                          |   |
|--------------------------|---|
| HIP HOP                  | A very popular class, hip hop is a modern street style including a range of Hip Hop sub genres including popping, breaking, tutting, waving and more.                       |
| ACROBATICS/<br>TUMBLING  | Designed to help students achieve strength, flexibility and acrobatic skills. Students will learn elements such as cartwheels, handstands, walkovers and balance skills.    |
| DRAMA                    | This class provides students with acting skills, improved confidence and skills that will be useful into adult life. Perfect to develop and improve public speaking skills. |
| SINGING                  | Our group singing classes are ideal for beginners or experienced singers who want weekly practice.  |
| Pre Primary<br>Dance     | A wonderful combination of Jazz, Hip Hop, Tap and Singing/Musical Theatre for busy little dancers.  |
| Pre Primary<br>Classical | A beautiful introduction to the world of classical dance including classical ballet, lyrical and contemporary.  |
| Pre School<br>Classes    | See our Ready Set Dance Handbook for more...  |
| PERFORMANCE<br>TEAM      | See p18 for more about our Performance Teams plus pre-requisite classes.  |



# CLASS PLACEMENT

Class levels are based on a student's age as a general guideline.

Ready Set Move with Me – 18m to 3 years

Ready Set Dance/Ballet/Acro Lvl 1 – 2 to 3 years

Ready Set Dance/Ballet/Acro Lvl 2 – 4 to 5 years

Pre Primary – 6 to 7 years

Primary – 8 to 10 years

Intermediate – 10 to 12 years

Senior – 13 to 18 years

Advanced – 16 to 18 years (by invitation)

In some cases, students may be placed in classes outside their age division. Decisions about class placement are based on the best interests of the student and the Director's decision is final.

A child is placed in the particular group or class where we feel they will feel confident enough to develop their confidence and skills. Some students who are placed in a higher level may become discouraged, only to lose their passion. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

Please note the student ages are based on how old the student will be on Jan 1st 2024.

You can find a break down of each age division outlined on the table on the next page.



## AGE OF STUDENT AT 30th December 2023

| AGE/BIRTH YEAR |      |                             |
|----------------|------|-----------------------------|
| 1              | 2023 | Ready Set Move              |
| 2              | 2022 | Ready Set Dance/Ballet/Acro |
| 3              | 2021 | Ready Set Dance/Ballet/Acro |
| 4              | 2020 | Ready Set Dance/Ballet/Acro |
| 5              | 2019 | Ready Set Dance/Ballet/Acro |
| 6              | 2018 | Pre-Primary                 |
| 7              | 2017 | Pre-Primary                 |
| 8              | 2016 | Primary                     |
| 9              | 2015 | Primary                     |
| 10             | 2014 | Primary/Intermediate        |
| 11             | 2013 | Intermediate                |
| 12             | 2012 | Interemdiate                |
| 13             | 2011 | Senior                      |
| 14             | 2010 |                             |
| 15             | 2009 | Senior/Advanced             |
| 16             | 2008 |                             |
| 17             | 2007 | Senior/Advanced             |
| 18             | 2006 |                             |

Ages are based on the age of the student on the 1st of Jan 2024.

Our Age groups include some crossovers for students that might be beginners. If a student is 10yrs and a beginner they will be streamed in to Primary, if they have previous experience they will be streamed in to Intermediate. The same applies for our Senior Advanced classes, Senior covers younger teens and older beginners in a similar level class and Advance caters for advanced teens with several years of experience.

Some classes are a combination of age groups, eg. Primary/Intermediate or Intermediate/Senior. You can find all the classes for your child's age division on the Parent Portal or contact us for a chat to see what division will be the best fit for your child.



# CLASS SCHEDULE

Our timetable has been designed so students can participate in multiple classes on the same day/afternoon.

We have also grouped classes together on the same days that compliment each other. Enabling students to take the support classes for different styles on the same day as their other classes.

For example, we highly recommend student taking lyrical or contemporary also take ballet classes, or Musical Theatre students take singing and drama to support their technique and skills required for the styles, so you will find these classes on the same days.

If you have any questions about class selection and timetabling, please email [pointedynamicarts@gmail.com](mailto:pointedynamicarts@gmail.com)

*Please note timetable is subject to change dependent on class numbers.*



# CLASS SCHEDULE

## DANCE - SINGING - DRAMA - CHEER

### Monday

3.15pm PRIVATE LESSONS/ PRIVATE LESSONS  
3.45pm Pre Primary Acro/ Primary&Intermediate Drama  
4.45pm Primary Acro/ Primary&Intermediate Musical  
5.34pm Intermediate Acro/ Senior&Intermediate Drama  
6.45pm PRIVATE LESSONS / Senior Musical Theatre  
7.45pm Senior Acro Lvl 1 / Senior Acrobatics Lvl 2

### Tuesday

3.15pm PRIVATE LESSONS/ PRIVATE LESSONS  
3.45pm Primary Ballet / Intermediate Jazz  
4.45pm Intermediate Ballet / Primary Jazz  
5.34pm Primary&Inter Lyrical / Snr&Advanced Lyrical  
6.45pm Senior Ballet / Advanced Ballet  
7.45pm Pointe / Senior Contemporary

### Wednesday

3.15pm PRIVATE LESSONS/ PRIVATE LESSONS  
3.45pm Primary&Intermediate Singing Group / Primary Tap  
4.45pm Primary&Intermediate Pom / Primary & Intermediate Hip Hop  
5.34pm Intermediate&Senior Pom/ Intermediate Tap  
6.45pm Senior Hip Hop / PRIVATE LESSONS  
7.45pm Senior Tap / PRIVATE LESSONS

### Thursday

3.15pm PRIVATE LESSONS/ PRIVATE LESSONS  
3.45pm Pre Primary Dance / U6 Team  
4.45pm Pre Primary Ballet / U8 Team  
5.34pm U10 Team / U12 Team  
6.45pm Senior Jazz / Advanced Jazz  
7.45pm U14 Team / U16 Team

### Friday

3.15pm PRIVATE LESSONS / PRIVATE LESSONS  
3.45pm PRIVATE LESSONS / PRIVATE LESSONS  
4.45pm PRIVATE LESSONS / PRIVATE LESSONS  
4.00pm Primary&Intermediate Cheer  
5.30pm Tumbling/Acro (open age)  
6.30pm Intermediate&Senior Cheer



# PERFORMANCE TEAM

Our Performance Team represents Pointe Dynamic Arts regularly at competitions and other performance events.



Performance Teams are an opportunity for students to take the next leap in their dance and performing arts training through regular performances, eisteddfods, competitions and events across Sydney, the Illawarra, South Coast and ACT.

Entry in to our Performance Teams is via invitation only. Eligible students will receive an invitation in Term 4 each year for the following years teams.

If your child is interested in working towards achieving a place in our Performance Teams we highly recommend taking classes such as Jazz and Ballet to build a strong technical foundation for the work required in the teams. These classes are also pre-requisite classes for all team members to support their training.

If you would like to know more about our teams to chat with our director about what steps we would recommend taking to support your child's goals

# PERFORMANCES

We endeavour to provide all students with a number of performance opportunities throughout the year at community events and school fetes.

Various classes and groups will be selected to perform at these events and as such costumes are required. We endeavour, where possible, to reuse costumes purchased for these performances in our end-of-year production (see next page).



# ANNUAL SHOWCASES

Our annual showcases are in the middle and end of each year and gives all students the opportunity to perform on stage in a professionally-equipped theatre.

Our 2024 showcases will be held:

28th July – Singing, Drama & Solo/Duo/Trios

7/8th of Dec – Full Studio

There are necessary costs involved in the production such as costumes fees and these are advised in a timely manner.



## Performance Costs

Costumes – \$60/costume

Each student will have 1 costume per class they are enrolled in.  
(This excluded Performance Teams)

Production Fee – \$80/family

This contributes towards the running of the shows and/or rehearsal days, venue hire etc and also includes a digital copy of the showcase video for our families.

## Additional Costs

Some student may require additional personal items for their performance, these may include but are not limited to:

- Hair and Make Up
- Personal items like undergarments, tights or bodystockings
- Particular shoe requirements
- Additional video or photography (outside of the digital video provided)

# FEES SCHEDULE

Payment of classes and additional payments at Pointe Dynamic Arts are all inclusive meaning we will add up all your class fees, costumes, and any additional payments and package them in to one of our three payment options.

| CLASSES PER WEEK                           | PER WEEK     |
|--|--------------|
| Half Hour Lessons                          | \$15.00      |
| Hour Lessons                               | \$18.00      |
| 3-4 Classes Per week                       | 10% discount |
| 4-5 lessons per week                       | 15% discount |
| 6-7 lessons per week                       | 20% discount |
| Unlimited Package<br>(7+ classes per week) | \$95         |

## Additional Costs:

Registration \$45/student or \$80/family

Performance Team Membership – \$80/student

End of Year Performance – \$80/family

End of Year Costume – \$60/class enrolled

## Optional Extras:

Solo/Duo/Trio Private Lessons – \$35/half hour or \$65/hr

*\*Performance Team Costumes will be invoiced separately throughout the competition year as required.*

# FEES POLICY

This is a summary of our Fees Policy. Please read & agree to the full policy on the parent portal before registering.

## Payment Options

- **Monthly or Fortnightly Direct Debits**
- **Full Year upfront**

1. Tuition and additional payments such as costumes, performance fees, memberships etc are rolled in to one simple payment for the full dance year.
2. Payments can be made via direct debit each fortnight or paid in full up front for the year.
3. Additional terms and conditions may apply for direct debits, please see your debit form for details.
4. There may be additional costs for direct debits using credit cards or AMEX/American Express Cards.
5. Fees will not be refunded for non-attendance on the student's part or if they discontinue classes before the end of a term.
6. If a student wishes to discontinue/change classes or you would like to pause payments for holidays 2 weeks notice in writing is required.
7. Pointe Dynamic Arts holds the right to refuse service if payments are more than 2 weeks overdue until paid.
8. A \$10 late fee will also be added to the total of your invoice for every additional 2 weeks the invoice remains unpaid.
9. If a class is cancelled due to a teacher being unavailable or other reasons (weather, safety, bushfires etc) a makeup class will be arranged, or credit offered for that class.
10. If your family is experiencing hardship please contact us to see how we can assist.

# UNIFORM

It's important that ALL students are dressed accordingly for all classes.

This not only ensures students are able to move freely but is also a health and safety requirement. This includes the correct tights and shoes for each class.

Our RSD Uniforms can be purchased at reception and all other PDA uniform items, shoes etc. can be purchased from our local dance store THE DANCE ESSENTIALS CO. in Bowral.

## Ready Set Dance & Ready Set Ballet

- Ready Set Dance Dress (female)
- Ready Set Dance Shirt & Shorts (male)
- RSD Cross-Over or Jacket (winter)
- Dance tights to match skin tone
- Black Slip on Jazz Shoes (dance)
- Black Mary Jane Tap shoes (dance)
- Leather full sole ballet shoes (ballet)



## Pre Primary Dance & Ballet

- Lilac Dance Dress (female)
- White fitted shirt & black shorts (male)
- Black Slip on Jazz Shoes (dance)
- Black Mary Jane Tap shoes (dance)
- Black or white sneakers (dance)
- Leather full sole ballet shoes (ballet)





## Primary/Intermediate Ballet (Female)

- Lilac Leotard
- Lilac Wrap Skirt
- Lilac Crossover (winter)
- Dance tights to match skin tone
- Leather Split Sole Ballet shoes
- Hair in full ballet bun



## Primary/Intermediate Ballet (Male)

- White Fitted Dance Shirt
- Black Dance Leggings
- Black Dance Shorts (summer)
- Black leather split sole ballet shoes
- Hair secured back off the face

## Primary/Intermediate Dance, Drama & Singing

- PDA Shirt or Singlet or Crop
- PDA Baseball shirt (optional)
- PDA Hoodie (winter)
- PDA Leggings or shorts
- Shoes required for class enrolled
- Hair secured back off the face



## Senior Ballet

(Female)

- Black Leotard
- Black Wrap Skirt
- Black Crossover (winter)
- Dance tights to match skin tone
- Leather Split Sole Ballet shoes
- Hair in full ballet bun



## Senior Ballet (Male)

- Black Fitted Dance Shirt
- Black Dance Leggings
- Black Dance Shorts (summer)
- Black leather split sole ballet shoes
- Hair secured back off the face

## Senior Dance, Drama & Singing

- PDA Shirt or Singlet or Crop
- PDA Baseball shirt (optional)
- PDA Hoodie (winter)
- PDA Leggings or shorts
- Shoes required for class enrolled
- Hair secured back off the face



# SHOES & FOOTWEAR

## Pre Primary Footwear:

### Pre Primary Dance:

- Black Slip on Jazz Boots
- Black Mary Jane (female)
- Black Slip On (male) Tap Shoes
- Sneakers (white sole)

### Pre Primary Ballet :

- Pink full sole ballet flats (female)
- Black full sole ballet flats (male)



## Primary to Senior Footwear:

### Jazz & Musical Theatre:

- Black Slip on Jazz Boots

### Contemporary, Lyrical & Acrobatics:

- Pivot half shoes

### Ballet:

- Flesh toned split sole ballet flats (female)
- Black full sole ballet flats (male)

### Tap:

- Black Lace up SLICK Tap shoes

### Hip Hop:

- White sole sneakers (any style)

### Cheer Stunt & Pom:

- White flat sole sneakers

### Singing/Drama:

- Sneakers of any style



# SOCIAL EVENTS

At Pointe Dynamic Arts, community is super important to us and we are excited to host several social events and dress up weeks throughout the year for our students and their families.

Firmer dates for these events will be confirmed during the year.



## Dress Up Weeks and Special Events

|               |  |
|---------------|--|
| <b>Term 1</b> | Open Week<br>Easter Pyjamas Week                                     |
| <b>Term 2</b> | Crazy Sock & Hair Dress Up Week                                      |
| <b>Term 3</b> | Book Week Dress Up Week  |
| <b>Term 4</b> | Halloween Week Dress Up Week<br>Christmas Dress Up Week<br>Open Week |

# STUDENT CODE OF CONDUCT

## **IN THE WAITING AREAS**

- I WILL ensure I include anyone who wants to sit with me.
- I WILL speak quietly and respect that classes are in progress.
- I WILL pick up all of my rubbish and put it in the bin.
- I WILL NOT leave my bag or shoes in a doorway or hallway.
- I WILL NOT stand or jump on furniture.
- I WILL NOT touch anything that doesn't belong to me.

## **IN CLASS**

- I WILL always work to my full potential.
- I WILL address all of my teachers by their correct title.
- IF the class is taking turns to practice an exercise, I will watch my classmates without speaking.
- WHEN the teacher is speaking, I will stand still and not speak to my classmates.
- IF I am late, I will apologise to my class teacher by speaking to them personally before joining the class.
- IF I need to leave early, I will speak to the teacher before class and ask politely to be excused at the appropriate time.
- IF I am given a correction, I will accept that correction and not give an excuse about why I did it incorrectly.
- IF I am not feeling well, or have an injury, I will tell my class teacher about it at the start of every lesson.
- I WILL NOT laugh, make judgement or speak badly about another student.
- I WILL NOT touch another student unless I am asked to.
- I WILL NOT talk back or correct any member of staff.
- I WILL NOT correct another student.

## CLOTHING & HAIR

- I WILL take pride in the way I look.
- I WILL always be dressed in correct uniform (including tights) and ensure I have the correct shoes for each lesson, every lesson.
- I WILL ensure my hair is in a neat style that does not fall in my face or require me to "re-do" it repeatedly during class.



# FAQ

## **Can I do a trial before I enrol?**

Absolutely yes! However for legal and safety reasons anyone participating in a trial class must fill register online for a trial class so we have all your child's important information readily available to us if we need to contact you emergency numbers, medical conditions, etc. Students are welcome to trial as many classes as they like for 7 days for free.

## **Can parents and siblings watch class?**

We don't allow anyone other than students in the studio during classes however we do have viewing screen to Studio 1. We also have class viewing weeks at the end of Terms 1 and 2.

## **Are there any performance opportunities?**

Yes, in addition annual concert we offer selected classes several performance opportunities throughout the year. See p24 for more.

## **Can students participate in solo, duo or trio competitions?**

Definitely! Students wishing to compete in classical or theatrical style solos/duos or trios in competitions may apply to their teachers. Students will only be given a solo/duo/trio in a dance style in which they are enrolled for a class. See reception for details and to book.

## **How do I pay my fees?**

Fees can be paid via direct debit or in full for the year by the first day of classes. See p21-22 for details.

### **Can I do a makeup class if I am absent?**

Yes. Find a similar class on the timetable and let the office know that you will be attending. Make up classes can be taken for missed classes due to illness or travel. Missed classes may be made up within the current term only.

### **What if my child doesn't like a class?**

It is important to know that at times young children will explore the limits of attending class and say they don't want to go. This period may occur anytime but is usually short-lived. Some ideas that might help you handle the situation: emphasise what the child is doing at the dance class rather than what you do while they are in class; avoid long good-byes; expect the tears and know that usually they are for the parent's benefit.

### **Do timetables stay the same for the entire year?**

Timetable may be subject to change depending on registrations. In the lead up to our concert some classes may be combined. See [www.pointedynamicarts.net](http://www.pointedynamicarts.net) for our current timetable.

### **Are children supervised between classes?**

Yes but Pointe Dynamic Arts accepts no responsibility for students outside their class times. Students must be collected promptly from studio door.

### **Is there parking available?**

Yes but we ask all parents to remember we are sharing our carpark with a number of other businesses. Please drive safety and ensure you are not blocking any driveways or entrances to our neighbours.



# STUDIO POLICIES

It is the responsibility of the student and parent/guardian to familiarise themselves with all Studio Policies BEFORE registration. Full policies can be found on the parent portal.

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## **ATTENDANCE**

1. *Enrolment at Pointe Dynamic Arts is a commitment for the full year, between the 15th of Jan to the 21st of Dec 2023. Enrolments will automatically roll over to the next term unless advised otherwise.*
2. *Students are to attend class each week, except in cases of illness or serious personal matters; please inform us by phone/SMS if a student is to be absent from class.*
3. *Students are expected to be punctual, please arrive no more than 5 min before your class.*
4. *Lateness is disruptive to the class and other students, and warm up at the beginning of class is essential to ensure the students are physically prepared to participate safely in class.*
5. *If a student does not attend class and we have not received any notice a courtesy SMS will be sent so that we can make sure all students are accounted for.*
6. *Participation in the End of Year showcase on the 7/8th of December is expected of all students, please advise us in writing by the commencement of Term 2 if you will not be in attendance for the Showcase.*
7. *Students not taking part in the showcase are still able to participate in classes, we ask in advance so absences can be accounted for in the choreography and purchasing of costumes.*
8. *Attendance at all scheduled rehearsals, events and performances is required of all students.*

## **ETTIQUETE**

1. *All enquiries, concerns and questions are to be sent to the director, Mrs Monique E Barrios or reception.*
2. *If you have been unable to contact the director or reception and need to get a message to a teacher (e.g. Early pick up, injury etc.) please send a signed note with the student to hand in on arrival.*
3. *Our class time is dedicated to the students getting the most out of every class, if you are needing to speak to a teacher or would like feedback on your child progress, please leave a message with the director or reception to arrange a meeting time outside of class hours.*
4. *Only Staff and students are permitted enter the studio teaching space during class times unless invited to do so (e.g. Open Week, Costume assistance etc.). Drop off and pick up is to be at the designated zones outside the studio, this will be outlined in an email before classes commence with the latest updates.*
5. *While there is a class on please keep noise levels in the reception/waiting area to a minimum, as it is disruptive to the learning of the other students and to our neighbours.*
6. *No food or drink other than water is permitted during class time. Students with 3 or more classes in one day may bring a healthy snack for between classes (NO JUNK FOOD). As we have students with serious allergies, please pack a NUT FREE snack.*
7. *Pointe Dynamic Arts will send email updates and SMS reminders of important events/dates. Be sure to read all information provided to keep up to date with the latest news at the studio. These will also be posted on our Parent Portal, so you will always have important information at hand.*
8. *Pointe Dynamic Arts creates a fun, safe and friendly learning environment. Bullying or any other kind of disrespectful behaviour from students and/or their families will not be tolerated and can result in suspension or expulsion from the studio.*
9. *If for any reason you or your child have any concerns with classes at Point Dynamic Arts please do not hesitate to contact us to discuss.*

# STUDIO POLICIES

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## CHILD SAFETY AND PROTECTION

1. Students are to be dropped off/picked up at the studio side door for afternoon classes. Morning classes are permitted to have 1 parent, guardian or career accompany them to class. The parent, guardian or nominated persons taking any student must adhere to this policy always.
2. Any individual including students outside of the studio or in the waiting areas are not responsibility of Pointe Dynamic Arts. Please ensure your child is picked up and dropped off on time, friends or siblings are not to be left at the studio while waiting for students to finish classes.
3. No student under the age of 13 will be permitted to leave the studio alone or without being picked up by a parent guardian or nominated persons. Please do not wait in the car park, you must come in to collect your child.
4. If your child has permission to walk or ride to and from the studio or someone other than the nominated persons is to be taking your child/children to and from the studio please advise us in advance in writing.
5. Senior students are permitted to go to the shops on their breaks to get dinner, written permission from the parents must be given to do so and students are not permitted to leave the studio after 6pm.
6. Dance, Drama and Singing classes are a physical activity, and it may be required for a teacher to engage in contact to enable correct alignment or to perform first aid. All teachers, staff and volunteers of Pointe Dynamic Arts have the new Working with Children Check that began in NSW from July 2013. (You can find further details in our studio Child Protection Policy on the parent Portal)

## TIMETABLE, CALENDER, AND INFORMATION

1. The calendar of events for the year will be available after the 30th Jan 2023. Please note that changes and additions can and may occur due to unforeseen circumstances be made to the calendar as the year progresses. If this becomes the case for an event or class, you or your child/children are involved in you will be advised with as much notice as possible.
2. As a part of our "Going Green" policy all newsletters, notes and reminders are digital. To ensure you receive all newsletters and updates please keep an eye on your emails or check the parent portal.

## PRESENTATION

1. Presentation is an essential part of performing arts training, a life skill as well as for safety. All students must adhere to the studio uniform and presentation requirements for all classes.
2. Long hair is to be slicked back and off the face for all classes and is required to be in a ballet bun for classical ballet classes. Short hair must be off their face, ties back if possible to neatly styled off the face.
3. For safety, all jewellery and watches are to be removed before class.
4. If a student does not have their correct uniform, shoes or does not have their hair done for class their teacher has the right to ask them to sit out the class or correct their uniform/hair before re-entering class as it may be unsafe for them to participate.
5. When in uniform students are representing the studio even when outside of class, we ask that they will always behave in a professional manner.

# STUDIO POLICIES

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## PERFORMANCES & CHOREOGRAPHY

1. As a part of enrolling at Pointe Dynamic Arts all students perform at the end of year showcase. This year's showcase will be on the 7/8th of December and details of the shows will be given closer to the dates.
2. Students are encouraged to perform at any opportunity, however if they wish to perform any choreography learnt at Pointe Dynamic Arts students MUST ask permission for the studio and or teacher before doing so.
3. If a student is to leave Pointe Dynamic Arts they are not permitted to perform any routines learnt at the studio, including but not limited to solos/duos/trios at competitions, classes or any other events or performances.
4. Pointe Dynamic Arts retains ownership of all choreography. This includes, class work, performance routines, solos/duos/trios, Performance Team Routines and all/any other class plans, and choreography taught within the studio.

## PHOTOGRAPHY

1. Pointe Dynamic Arts holds the right to utilise any photography in the advertising and promotion of the studio. If for any reason you or your child do not consent to this use of the imagery, please ensure you have noted this on your enrolment form.
2. Photos and video will be taken at our end of year performance as a memento for each of our students of their shows. If you do not consent to your child's image appearing in these photos/videos please advise us so we can make arrangement to film the routine without your child for the DVD.

## SOCIAL MEDIA

1. We ask that parents and students please refrain from "friend requesting" or "following" teachers and staff of PDA on social media. As we live in a small town there are some people within the studio that are personal friends or family of our staff, it is a personal choice of each staff member as to whom they choose to have on their Facebook or other forms of social media.
2. Pointe Dynamic Arts does have a public page on Facebook and Instagram that students and families are permitted and encouraged to follow and see the latest updates on what is happening at the studio, share photos ask questions or contact us and other information.

*DISCLAIMER – Dance, Drama and Singing classes are a physical activity, with a risk of personal injury. Pointe Dynamic Arts takes every precaution to ensure the safety of all students in class, rehearsals or other performances and studio-based events; it therefore accepts no responsibility for any injury or loss whilst either at or near the studio or any other premises we may be operating. It is your responsibility to ensure that you/your child are physically and medically fit to participate.*

# CHILD PROTECTION

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## **Physical Touch**

- As we aim to have a high level of care for our students' learning and safe dance practices it may be necessary for a teacher to need to place their hands on a child to correct alignment so to allow the child to work safely and correctly in the techniques they are learning.
- Teachers may touch the shoulders, ankle, foot and knee to encourage correct placement.
- Teachers will ask permission of the student in class to touch if needed.
- Teachers will respect the child/parents wishes if they do not wish to be touched.
- Where possible teachers will employ different teaching methods to teach correct alignment rather than touch. For example, use of Thera-bands or yoga balls to teach pelvic stability or stickers on shoes and knees to encourage alignment and teach self-correction.

## **Open Class Room and Waiting Areas**

- Our studio doors are always open for parents to enter and view class.
- Waiting areas are open so parents may sit and see their children during classes but also with the presence of a divider to encourage independent learning.
- We run Open Weeks where families are encouraged to come and view classes and get to know the students' teachers, building trust and encouraging communication between parents, teachers and students.
- Assistant teachers are placed in larger classes to ensure students are well supervised at all times.

## **Physical Environment**

- We care for physical safety of our students by ensuring they have a dance safe space to learn in with sprung flooring, ample lighting and all fixtures such as barres and mirrors are professionally installed and secure.
- We minimise risk by ensuring all food and drink is kept in the foyer carpeted area to avoid slip hazards.
- All electrical equipment is checked regularly and replaced if showing signs of wear.
- Our building conducts regular fire drills and safety inspections. They ensure all fire safety measures are met and have a set evacuation policy posted throughout the building.
- We ensure all students are physically warmed up before class to minimise the risk of injury.

## **Psychological Safety**

- Creating an encouraging and supportive environment for student and parents is essential to the psychological wellbeing of the children in our care.
- Ensuring there is clear and open communication between teachers, students and parents helps to avoid or resolve any conflicts peacefully and with a mutual respect and understanding.
- Our studio director has completed a course in Mental Health First Aid, giving further insight into the warning signs in young people at risk.
- If a student is displaying at-risk behaviour the parents are informed so they can seek the appropriate help and records are kept of all conversations.
- If a student is showing signs of at-risk behaviour relating to abuse or neglect, then the guidelines under "Reporting" are followed.

## **First Aid**

- Full First Aid kits are supplied in each dance studio.
- All teachers have a current First Aid Certification including CPR and EpiPen Training

# CHILD PROTECTION

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## **First Aid (continued)**

- It may be necessary for a teacher to touch a student to administer First Aid, this will be done in accordance to DRSABCD guideline.
- Parents/Guardian or Emergency Contact will be contacted and informed of any injury or First Aid Treatment given in class. (e.g. Ice on a sprained ankle)
- If it is an emergency, 000 will be called as well as the parent/guardian/emergency contact.

## **Safety before and after class**

- Our studio has a strict sign in and out policy for students when off site.
- Teachers mark the role for each class to check attendance.
- Parents must walk their children to the studio before their classes and no student is permitted to leave the studio unaccompanied without written permission from their parents.
- As we live in a small town area, many students catch the school bus or walk to the studio from school. Parents are asked to advise the studio if their child will be making their own way to and from the studio.
- If a student is not present in class an SMS is sent to the parents to confirm that they are not attending classes that day and confirm their location ensuring they are safe at all times.

## **Photography and Video**

- Parents and guardians are to indicate on their enrolment whether they give permission for a students' image to be taken and used on our social media, advertising and rehearsal videos.
- Staff or other hired professionals (photographers/videographers) are advised of students that are on the "no photography and video" list for when taking images in class, at performance or events etc and all images are then approved by the director before publication to ensure no prohibited students appear in images published.
- If images are to be taken it is done via the use of our studio tablet or a professional photographer or videographer. The use of personal devices to take images is strictly prohibited.
- If staff wish to share their work, they may do so by re-sharing posts from the official Pointe Dynamic Arts Facebook and Instagram pages only.
- Rehearsal videos are a useful learning tool for students, staff are permitted to film rehearsal videos of choreography using the studio tablet to be then approved and shared with the students/parents by the studio director to ensure they are in line with our policies.

## **Working With Children's Checks**

- All teachers, staff and volunteers have a current WWCC and are expected to follow all guidelines set out but the NSW Children's Guardian and this Child Protection Policy.

## **Reporting**

- According to the Child Protection Fact Sheet published by Ausdance and by the Children's Guardian, teachers and staff must be aware of the indicators of abuse or neglect and understand the obligations to report suspected risk of harm.
- Each teacher, staff member or volunteer is provided with this information on induction for future reference should a situation arise.
- Teachers, staff members and volunteers are to report all incidents or concerns to the studio director.
- Records are kept of all incidents in the studio log and reported to the NSW Protection Agency.

