



# 2024 ENROLMENT

Every student wishing to enrol in classes must lodge an Enrolment form and pay a \$20.00 (non-refundable) fee prior to commencing.

**Enrolment can be paid by:**

1. Bank transfer Parkwood Dance Academy BSB 013 344 Account 457 199 718
2. Credit Card (Details listed in the Fee Structure section of the Prospectus)

**Lodgment of the form can be completed by:**

1. Email parkwooddanceacademy@gmail.com
2. Hand delivered to a staff member

## CONTACT INFORMATION

This person will be sent invoices and notices via email.

PARENT FIRST NAME	PARENT SURNAME
POSTAL ADDRESS	
SUBURB	POSTCODE
MOBILE	
EMAIL	

**HOW DID YOU HEAR ABOUT US?**

*Current/Returning Student*

*Google/Social Media*

*Word of Mouth/Friends*

*I give permission for my child to take part in dance classes and performances offered by Parkwood Dance Academy (PDA) and will not, under any circumstances, hold PDA liable for any accident or injury that may occur. In the event of accident or illness, I authorise the senior staff member to consent, where it is impractical to contact me, to the child receiving such medical care deemed necessary. I also give permission for PDA to use my child's photograph for purposes of printed and electronic publicity. (Names will not be used to identify subjects, unless by permission.)*

**PARENT (or legal guardian) SIGNATURE**

**DATE**

**OFFICE USE:**

TERM

\$

ENTRD X

WEEK

CASH / CARD / NET

STUDENT INFORMATION

<b>STUDENT 1.</b> FIRST NAME		SURNAME	
DATE of BIRTH	AGE @ 1 JANUARY 2024	ACADEMIC LEVEL in 2024	
Does this student have any learning challenges or special needs? This information is very helpful when planning teaching methods that will be most beneficial for your child and ensuring correct medical attention in an emergency.			

<b>STUDENT 2.</b> FIRST NAME		SURNAME	
DATE of BIRTH	AGE @ 1 JANUARY 2024	ACADEMIC LEVEL in 2024	
Does this student have any learning challenges or special needs? This information is very helpful when planning teaching methods that will be most beneficial for your child and ensuring correct medical attention in an emergency.			

PLEASE SELECT WHICH CLASSES YOU WOULD LIKE YOUR CHILD/CHILDREN TO ATTEND.

	STUDIO 1	STUDIO 2	STUDIO 4	STUDIO 5
MONDAY	4.30 - 5.30Pre / Intermediate Tap	4.30 - 5.30Pre Elementary Jazz		
	5.30 - 6.30Pre Elementary Tap	5.30 - 6.15Jazz 6 Exam	5.30 - 6.30Pre / Intermediate Jazz	5.30 - 6.15Jazz 5 Exam
	6.30 - 7.15Adult Tap	6.15 - 7.15Senior Jazz	6.30 - 7.15Jazz 3 Exam	6.15 - 7.15Pre Senior Jazz
	7.15 - 8.15Pre Senior & Senior Tap	7.15 - 8.15Adult Ballet & Jazz	7.15 - 8.15VET Certificate III in Dance (EA)	7.15 - 8.15Jazz 9 Exam (from T2)
TUESDAY		4.15 - 5.15Grade 3 Ballet	4.30 - 5.15Pre Junior Jazz	4.30 - 5.15VET Certificate I in Dance
	5.15 - 6.00Pre Junior Tap	5.15 - 6.15Grade 4 Ballet	5.15 - 6.15Grade 3 Contemporary	5.30 - 6.15JWC Foundation Exam
	6.15 - 7.00Junior Performing Arts	6.15 - 7.30Intermediate Foundation Exam	6.15 - 7.15Grade 4 Contemporary	6.30 - 7.15JWC Level 3 Exam
		7.30 - 8.30VET Certificate III in Dance (THD)	7.15 - 8.30Advanced Open Ballet	
WEDNESDAY		4.15 - 5.15Junior Jazz	5.00 - 5.15Jazz 9 Exam Warmup	
	5.15 - 6.15Junior Tap	5.15 - 6.00Jazz 9 Exam	5.15 - 6.00Private Exam	
	6.30 - 7.30Advanced Open Tap	6.00 - 7.30Advanced Jazz		
	7.30 - 8.30Advanced Tap	7.30 - 9.00Advanced Open Jazz		
	8.30 - 9.00Tap 6 Exam			
THURSDAY		9.45 - 10.30Tiny Dancers		
		4.15 - 5.00Primary Ballet	4.30 - 5.00Pre Primary Ballet	4.15 - 4.45Jazz 1 Exam
	5.10 - 5.40Pre Primary & Primary Tap	5.00 - 6.00Grade 1 Ballet		4.45 - 5.45Elementary Jazz
	6.00 - 7.00Elementary Tap	6.00 - 7.00Grade 5 Contemporary		5.45 - 7.00Grade 7 Ballet
		7.00 - 8.00Adv & Adv Open Contemporary		7.00 - 8.15Grade 5 Ballet
SATURDAY		8.00 - 9.00Advanced Open Ballet		
	9.00 - 9.30Grade 4 Demi Pointe	8.30 - 9.30Grade 7 Ballet	9.00 - 9.45Tiny Dancers	8.30 - 9.30Grade 5 Ballet
	9.45 - 10.15Tiny Tots	9.30 - 10.30Grade 5 & 7 Pointe	9.45 - 10.30Tiny Dancers	9.30 - 10.30Grade 4 Ballet
	10.40 - 11.10Pre Primary Tap	10.30 - 11.30Intermediate Foundation Exam	10.30 - 11.15Tiny Dancers	10.30 - 11.15Primary Ballet
	11.15 - 11.45Pre Primary Jazz	11.30 - 12.30Grade 1 Ballet	11.15 - 12.15Grade 3 Ballet	11.15 - 11.45Primary Jazz
	11.45 - 12.15Primary Tap			11.45 - 12.15Pre Primary Ballet

# 2024

# Calendar

## TERM DATES

Term 1	Monday 5 February to Thursday 28 March
Term 2	Monday 15 April to Saturday 29 June
Term 3	Monday 15 July to Saturday 14 September
Term 4	Monday 7 October to Thursday 21 November

## PUBLIC HOLIDAYS

Labour Day - Monday 11 March - NO CLASSES  
Anzac Day - Thursday 25 April – NO CLASSES  
King's Birthday – Saturday 8 & Monday 10 June – NO CLASSES  
Melbourne Cup - Monday 4 & Tuesday 5 November - NO CLASSES

## EVENTS

Enrolment & Uniform Days- Saturday 20 January & Saturday 3 February  
Strawberry Fair Performance – Saturday 2 March  
Mini's Mid Year Performance – Sunday 2 June  
'Just Dance' Mid Year Performance – Sunday 2 June

## END OF YEAR CONCERT

Rehearsal – Sunday 10 November  
Costume Rehearsal & Photo Day – Sunday 17 November  
Full Costume Rehearsal – Friday 22 November  
Concert Weekend – Saturday 23 & Sunday 24 November

Breakup Party – Saturday 30 November



# Enrolment & Uniform Day

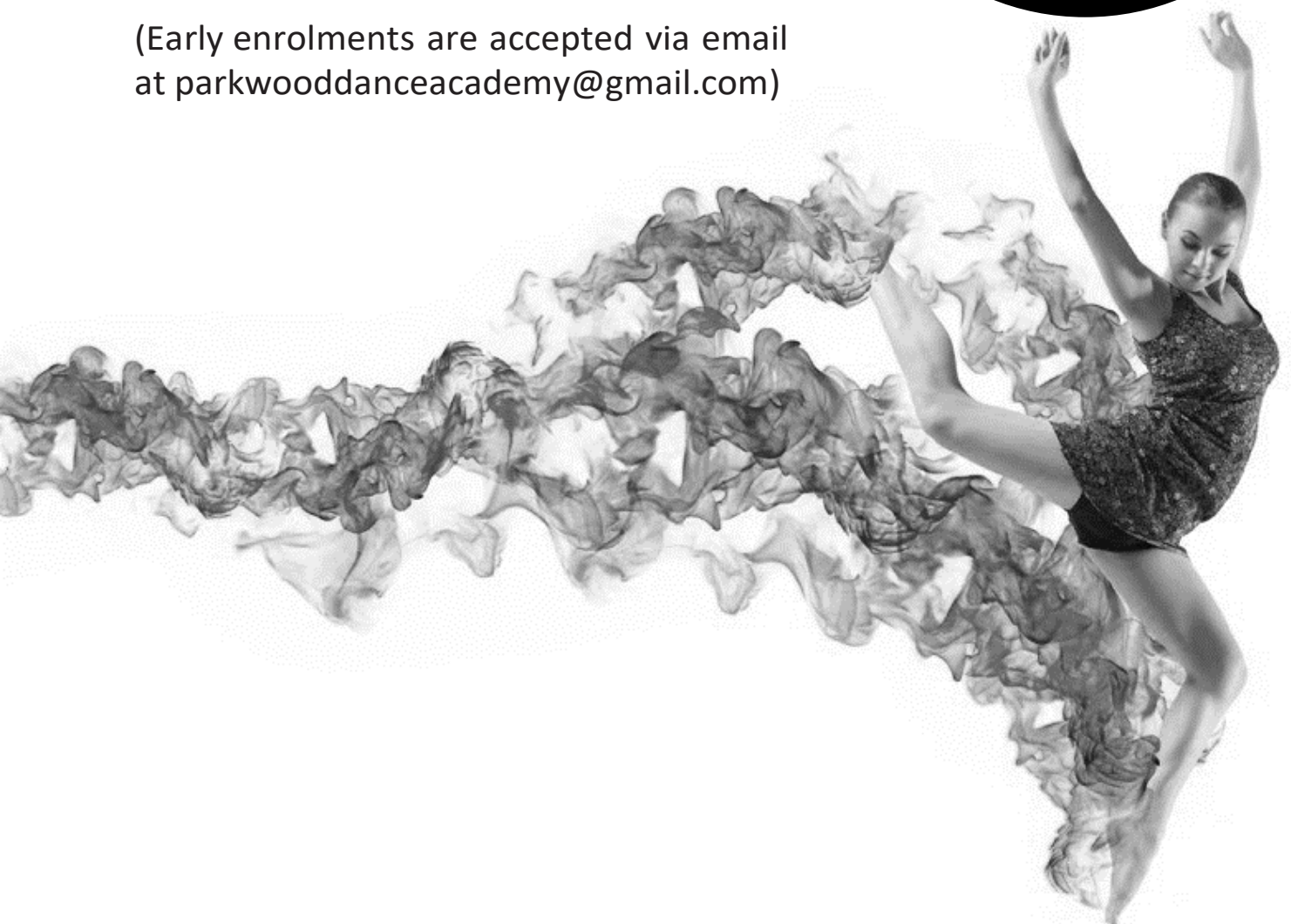
Domeney Recreation Centre  
9.00am - 12.30pm

Purchase or order **Dance Wear** items including shoes, leotards and tights.

Enrol your child to secure placement in 2024 classes and discover how we can help them reach their dance success.

(Early enrolments are accepted via email at [parkwooddanceacademy@gmail.com](mailto:parkwooddanceacademy@gmail.com))

Saturday  
20 January &  
3 February  
2024



# Class uniforms



Correct uniform is a condition of class participation.

No prints, logos or jewellery. Please label all dance shoes and clothing.

## BALLET GRADES

### **Tiny Tots**

Lilac leotard with attached skirt (optional)

Pink dance socks (optional)

Fitted Pink ballet shoes (optional)

### **Tiny Dancers**

Lilac leotard with attached skirt

Lilac crossover

Pink dance socks

Fitted Pink ballet shoes

Hair in a neat bun

### **Pre Primary, Primary**

Pink leotard with attached skirt

Pink crossover

Pink dance socks or tights

Fitted Pink ballet shoes

Hair in a neat bun

### **Grade 1**

Dusty Pink leotard

Dusty Pink crossover

Dusty Pink waist elastic

Pink ballet tights

Fitted Pink ballet shoes

Black low heel canvas character shoes

Black character skirt (pink ribbons)

Hair in a neat bun

### **Grades 2 & 3**

Cerise leotard

Cerise waist elastic

Pink ballet tights (Grade 2)

Pink convertible ballet tights (Grade 3)

Fitted pink ballet shoes

Black low heel canvas character shoes

Black character skirt (pink ribbons)

Hair in a neat bun

### **Grades 4 & 5**

Aubergine leotard

Aubergine waist elastic

Pink convertible ballet tights

Pink fitted split sole ballet shoes with ribbons  
(Recommend Bloch "Prolite II")

Black high heel canvas character shoes

Black character skirt (pink ribbons)

Hair in a neat bun

### **Grades 6 - 8**

Navy blue leotard

Navy blue waist elastic

Navy blue long chiffon skirt

Pink convertible ballet tights

Fitted pink split sole ballet shoes with ribbons  
(Recommend Bloch "Prolite II")

Black high heel canvas character shoes

Black character skirt (blue ribbons)

Hair in a neat bun

### **Demi Pointe & Pointe classes**

Must wear graded class uniform

Teachers will offer students the opportunity to purchase Demi Pointe or Pointe shoes as required.



## JAZZ & TAP GRADES

### **Pre Primary, Primary**

Pink leotard with attached skirt  
 Pink crossover  
 Pink dance socks or tights  
 Fitted Pink ballet shoes (for Jazz)  
 Tan tap shoes (for Tap)  
 Hair in a neat bun

### **Pre Junior - Advanced**

PDA logo dance top or Crop top  
 Black leggings or Black shorts  
 Tan tights or White bobby socks  
 Tan Jazz & Tap shoes  
 Black Jazz & Tap shoes (Advanced only)  
 Hair in a neat ponytail

## CONTEMPORARY GRADES

As our Contemporary classes back onto Ballet classes, students should wear as much of their Ballet uniform where possible (including a Ballet bun), to ensure they are dressed for their Ballet class in time.

### **All Contemporary**

PDA logo dance top or Ballet Grade leotard  
 Black leggings or Black shorts  
 Pink convertible tights or Bare legs  
 Bare feet  
 Hair in a neat ponytail or Bun

### **PDA logo Jackets & Jumpers (not compulsory)**



**PDA logo uniform can ONLY be ordered at the beginning of Terms 1 & 3.....don't miss out!**

**We won't accept dance shoes that are purchased from online stores, Kmart, Target, Aldi etc.**

**These shoes are poor quality and do not offer the dancer the correct support (and are often different colours).**

**Please purchase all dance shoes from PDA or DanceArt.**

**New uniform items are sold at Parkwood Dance Academy or DanceArt Croydon.**

**You may wish to buy and sell second-hand uniform items on our Facebook page "Parkwood Dance Academy – Buy, Swap Sell"**





# Class Structure

## Ballet

Dance Grade	Academic Grade
Tiny Tots	Age 1 - 3
Tiny Dancers	Age 3 - 5 (Kinder)
Pre Primary	Prep
Primary	Grade 1
Grade 1	Grade 2 - 3
Grade 2	Grade 4 - 5
Grade 3	Grade 6
Grade 4	Year 7
Grade 5	Year 8 - 9
Grade 7	Year 10 - 11
Grade 8	Year 11 - 12
Advanced Open	Age 18 and above

## Contemporary

Dance Grade	Academic Grade
Grade 2	Grade 4 - 5
Grade 4	Year 7
Grade 5	Year 8 - 9
Adv & Advanced Open	Year 11 and above

## Jazz & Tap

Dance Grade	Academic Grade
Tiny Tots	Age 1 - 3
Tiny Dancers	Age 3 - 5 (Kinder)
Pre Primary	Prep
Primary	Grade 1
Pre Junior	Grade 2
Junior	Grade 3
Pre Elementary	Grade 4
Elementary	Grade 5
Pre Intermediate	Grade 6
Intermediate	Year 7
Pre Senior	Year 8
Senior	Year 9
Pre Advanced	Year 10
Advanced	Year 11 - 12
Advanced Open	Age 18 and above
Adults	Age 30 and above



# Fee Structure

Please pay your invoices by the Due Date indicated on the invoice.

## Casual classes

\$26.00 per hour

## Private classes

\$50.00 per 30 minutes

\$75.00 per 45 minutes

\$90.00 per 60 minutes

## PAYMENT OPTIONS

<b>CASH</b>	Can be handed to a staff member in a named envelope.
<b>NETPAY</b>	Parkwood Dance Academy BSB 013 344 Acc # 457 199 718  Please reference your invoice number and student name.
<b>EFTPOS</b>	Facilities available at the studio.
<b>CREDIT CARD</b>	Payments incur a 2% surcharge.

Hours	Fees
½ hour per week	\$140.00 per term
¾ hour per week	\$170.00 per term
1 hour per week	\$195.00 per term
1 ¼ hours per week	\$240.00 per term
1 ½ hours per week	\$285.00 per term
1 ¾ hours per week	\$330.00 per term
2 hours per week	\$370.00 per term
2 ¼ hours per week	\$400.00 per term
2 ½ hours per week	\$435.00 per term
2 ¾ hours per week	\$470.00 per term
3 hours per week	\$505.00 per term
3 ¼ hours per week	\$535.00 per term
3 ½ hours per week	\$565.00 per term
3 ¾ hours per week	\$600.00 per term
4 hours per week	\$635.00 per term
4 ¼ hours per week	\$660.00 per term
4 ½ hours per week	\$685.00 per term
4 ¾ hours per week	\$715.00 per term
5 hours per week	\$750.00 per term
5 ¼ hours per week	\$775.00 per term
5 ½ hours per week	\$800.00 per term
5 ¾ hours per week	\$825.00 per term
6 hours per week	\$850.00 per term
6 ¼ hours per week	\$875.00 per term
6 ½ hours per week	\$900.00 per term
6 ¾ hours per week	\$925.00 per term
7 hours per week	\$950.00 per term
7 ¼ hours per week	\$975.00 per term
7 ½ hours per week	\$1000.00 per term
7 ¾ hours per week	\$1025.00 per term
8 hours per week	\$1045.00 per term
8 ¼ hours per week	\$1065.00 per term
8 ½ hours per week	\$1085.00 per term
8 ¾ hours per week	\$1105.00 per term
9 hours per week	\$1125.00 per term
9 ¼ hours per week	\$1145.00 per term
9 ½ hours per week	\$1165.00 per term
9 ¾ hours per week	\$1185.00 per term
10 hours per week	\$1200.00 per term

# Terms & Conditions

## Conditions of Enrolment

- Enrolment is valid for a full calendar year and is only completed once before Term 1 (or on commencement if joining throughout the year). Re-enrolment is not required until the next calendar year.
- On enrolment, an annual non-refundable fee applies to all students, to be paid prior to commencement of classes.
- During the period of enrolment, it is the responsibility of the parent or guardian to advise the school if personal circumstances and/or contact information has changed.
- Please notify Parkwood Dance Academy in writing to discontinue enrolment.
- It is a condition of enrolment that you provide approval for your child to be photographed and / or filmed and that those reproductions can be used in the promotion of PDA unless otherwise indicated in writing.

## Fee Conditions

- All term fees require payment by the first Saturday of each term and or the Due Date indicated on the invoice.
- Payment plans are available. Please email the Principal for details: parkwooddanceacademy@gmail.com
- Term fees include a two-class discount. No further term discounts are offered. Pro-rata attendance will be calculated at the Casual rate.
- Terms 2 and 4 fees must be paid prior to collection of performance or concert tickets.
- Non-refundable costume hire (End of Year Concert) and rehearsal fees (Mid Year & End of Year Concert) will be charged in Terms 2 and 3.
- Neither refunds or make-up classes for absences are possible.

## Credits, Refunds & Cancellations

Credits for prolonged absences (more than three consecutive term weeks) will be considered on an individual basis. (A recalculation may be charged at the Casual rate.)

Refunds for withdrawal from Parkwood Dance Academy will be considered on an individual basis. (A recalculation may be charged at the Casual rate.)

Refunds for Concert ticket purchases are not available. Please consider your ticket purchases carefully.

Any other requests for full or partial refunds of our services including fair and reasonable complaints, incomplete delivery of service or any major service fault that is not the fault of the client, will be given fair and reasonable consideration on an individual basis and will comply with Australian Consumer Law.

## Concerts & Performances

- It is required that students attend all compulsory rehearsals for both the Mid-Year Performance and End of year Concerts. Absences may result in either a minimised or excluded appearance.
- It is assumed that all students will participate in our Mid-Year Performances and our End of year concerts unless otherwise indicated in writing.
- All photographic and video footage can be used for promotional purposes unless otherwise indicated in writing.

## General

- For the Parkwood Dance Academy community to enjoy a safe and friendly experience while at the school, we expect co-operative, respectful behaviour. Bullying in any form is NOT tolerated. We reserve the right to terminate the enrolment of any student for behaviour that is in the form of verbal abuse, intimidation, discrimination, harassment, extortion or threats (physical or other acts of unacceptable behaviour) toward other students, other parents, teachers or employees of Parkwood Dance Academy.
- If you wish to discuss your child's progress or have any queries, please contact the Principal by phone : 0425 749 261, to discuss if an appointment time is necessary. As our classes are timetabled back to back, there is not sufficient time between them for discussion.
- If you have a compliment or concern, please write to us at parkwooddanceacademy@gmail.com. You will receive a considered reply.

# Privacy & Copyright

## Privacy

The privacy of your personal information is very important to Parkwood Dance Academy. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information. This policy explains our information practices and the way that Parkwood Dance Academy collects and uses your information. This Privacy Commitment covers the information you provide to us offline, online, written and oral.

- Contact details are stored on a secure data base and referenced in a confidential manner. They will not be provided to any other agency unless required by law.
- Students may be photographed or filmed for the purpose of promoting PDA, communicating PDA projects or in PDA educational material. These photographs/videos remain the property of Parkwood Dance Academy and will not be sold, traded or given to any third party without prior approval, unless otherwise indicated in writing.
- Social media posts related or involving Parkwood Dance Academy must be respectful and congruent with the ethos and culture of our school.

## Copyright

Parkwood Dance Academy does not give permission for anyone to perform or photographically reproduce or publish our works. All choreography, concert productions, performances, costumes, props and sets are the property of PDA and cannot be replicated or reproduced or used without written permission.

# Code of conduct

## Child Safety

All adult staff and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards all children. Parkwood Dance Academy is an inclusive community that does not distinguish between Aboriginal, culturally, and/or linguistically diverse backgrounds. We have zero tolerance to racial, cultural or religious discrimination.

PDA promotes the safety, participation and empowerment of those with a disability.

All personnel are responsible for actively supporting and embedding the culture of safety, participation, well-being and empowerment of children at all times by:

- adhering to this child safe policy and upholding this statement of commitment.
- taking all reasonable steps to protect children from abuse.
- treating everyone with respect.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or
- the safety of another.
- ensuring as far as practicable that adults are not left alone with a child.
- reporting any child safety concerns or allegations of child abuse to the Principal of PDA, the police or the relevant child protection agency.
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be viewed as favouritism (for example, the offering of gifts or special treatment for specific children).
- exhibit behaviours with children which may be construed as unnecessarily physical. Dance by its very nature requires some physical touch for correction. Teachers can create a safe environment by asking permission of students first.
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes. engage
- in open discussions of a mature or adult nature in the presence of children with use of inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability.
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting).
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters).
- ignore or disregard any suspected or disclosed child abuse.

### Waiver

- Our dance teaching staff are appropriately qualified in the delivery of dance tuition and will not be held responsible for any injuries incurred whilst in class or within a related hire facility. Senior staff will seek appropriate medical attention and a current First Aider will administer to the injury, if necessary.
- All dance teaching staff are appropriately qualified in the delivery of dance tuition and may deem it necessary to physically contact a student to assist correct placement.
- No liability will be taken by De Hofz Pty Ltd t/a Parkwood Dance Academy or any of its employees regarding accidents or injuries which occur whilst dancing or performing with us.

### Reporting breaches

- By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Principal of Parkwood Dance Academy.
- If you believe a child is at immediate risk of abuse phone 000.

### Student behaviour

- Every student is required to wear the designated studio uniform to every lesson. (*Refer to Uniform requirements for details*)
- Students should bring a named, sealed water bottle to every class.
- Student injuries (especially involving strapping) or illness must be advised by an adult, before class.
- Parents are to supply appropriate personal hygiene products (including deodorant). *Please consider minimising the use of aerosols.*
- Students should arrive in class at the correct starting time.
- Parkwood Dance Academy cannot be held responsible for loss or damage of personal property.
- Students are the responsibility of the school for the duration of the class only. Before and after class is the responsibility of the parent or guardian.

### Parent commitment

- Your child should have realistic goals based on their ability and experience.
- Good behaviour includes praising the efforts of all students.
- Focus on each child's honest efforts rather than the overall outcome.
- Encourage children to follow the rules and to be a co-operative, respectful class member.
- Support the discipline process to manage inappropriate or disrespectful behaviour.
- Support the teaching process and raise any concerns through appropriate channels.
- Encourage your child to reference the school, staff and fellow students in positive terms.
- Teachers instructions will always be mindful of the student's best interests.
- To promote the best progress, encourage students to attend all classes and rehearsals.
- Absences can be messaged via text to the Principal: 0425 749 261.
- Encourage your child to ask an adult if they need assistance.
- Parents are not permitted into the studio during class, unless invited.
- Junior students should be collected inside the facility and should not wait outside.



### **Principals**

Myffie Hof

Jessica Hof-Steel

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**De Hofz Pty Ltd trading as Parkwood Dance Academy**

### **Mobile**

Myffie 0425 749 261

Jess 0430 776 223

### **ABN**

95 107 175 315

### **Email**

[parkwooddanceacademy@gmail.com](mailto:parkwooddanceacademy@gmail.com)

### **Website**

[parkwooddanceacademy.com.au](http://parkwooddanceacademy.com.au)

### **Studios**

Domeney Recreation Centre  
52 Knees Road, Park Orchards