



TEMPO RED ACADEMY OF PERFORMING ARTS

STUDIO HANDBOOK

2022

QUICK REFERENCE STUDIO INFORMATION

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Website: <https://www.tempored.com.au/>

Facebook: www.facebook.com/temporedacademy

Instagram: @temporedacademy

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Instagram: @babyballetbrookvale

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1. Introduction

It is our absolute pleasure to warmly welcome you into our dance family at **Tempo Red Academy of Performing Arts**. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Our friendly Director and staff are always here to help too and will happily answer any queries you may have. Nothing is too big or too small, we promise! 😊

2. Studio Vision and Values

It is important to us at **Tempo Red Academy of Performing Arts** that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This vision is shared and demonstrated by the director, teachers and staff members at our studio, and it is the driving force behind every interaction with our students and their families.

Our vision reflects our belief that our dance environment is unique and positive, where students are surrounded by good values, discipline, and a large focus on empowering each individual child to be the best they can be! We encourage **hard work, integrity and diversity, and a safe place for healthy self-expression**. We achieve this through providing the most dedicated and experienced teachers that nurture each student's unique talent and creativity and build confidence and a love of the performing arts.

Our teaching techniques and programs encourage our students to **reach their fullest potential** and support them as they grown artistically and holistically, into well-rounded individuals with a strong foundation in Performing Arts. At Tempo Red, we pride ourselves on developing the "complete" performer. **We invest time into each individual student** of the "Tempo Tribe" and help develop their skills as well as educate them for life.

We have a **strong ethos on treating oneself and others with respect** and a zero tolerance of bullying or any nastiness from students, parents, or staff. This creates a supportive and family vibe which results in a loving, happy, and positive energy flowing through the studios and building lifelong Friendships.

Our school strongly believes that success is not measured by a trophy. We work together to achieve our goals. We encourage students to not compare themselves to others, but to challenge their own individual abilities. We create an environment that is purely empowered by **passion and where students can DARE TO BE DIFFERENT**.

3. Registration

Before lacing up those jazz shoes, it is important that all parents – whether returning or new – register in the classes that their children will be continuing or starting.

Continuing students: All parents will receive communication by e-mail towards the end of each term asking for confirmation of their child continuing all enrolled classes, and if they would like to add or change any class.

If you will not be changing anything for the following term, you do not need to do anything – the enrolments will automatically roll over and you will receive your invoice shortly.

If you would like to change any of your child(ren)'s enrolment(s), all you need to do is reply with the desired changes and we will take care of everything else.

**** We ask all parents please inform us of any changes in contact details to enable this process**

New students: please refer to methods of registration below –

1. Call or e-mail the studio directly with your enquiry [refer to contact details above]

TRIAL BEFORE REGISTRATION

We encourage all our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for new and existing students who are wanting to try something a bit different, to find the perfect fit. Please contact us if you would like to try a new class and we will happily book you in for a trial class.

New students can trial as many classes as they would like with our **1-week Free trial pass** available in Week 1 & 2 of each term. **Trials at other times will cost \$10 per class.**

→ New students wanting to register after their trial class can do so at the front desk by filling out our registration form or registering an account via our website online. An invoice will then be emailed for payment of your enrolled classes for the term.

Continuing students can trial any new class they would like to try in the **FIRST WEEK** of term

→ If students wish to register in any of these trial classes, kindly send an e-mail through to our office (or let us know in person) and we will add the student to the class.

Take advantage of the **DISCOUNTED FEE SCHEDULE** at Tempo Red Academy of Performing Arts, where we offer **DISCOUNTED** prices for 2 or more classes if fees are **PAID** by the **FIRST WEEK** of each term.

All registered classes must be paid for before students attend their first class.

PAYMENT OPTIONS FOR TERM 1 2022

Payments can be made via our website and online system banking system.

Please note that failure to pay your registration fees promptly may result in the student losing their place in the class.

***REMINDER our payment system will move to AUTO PAY IN TERM 2**

When signing a registration form to join the studios, you agree to the following conditions:

Parent Release Form for Photography and Videography

I, the undersigned, give permission for **Tempo Red Academy of Performing Arts** to use video footage and / or photographs of my child(ren). This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

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

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

Health Information and Medical Release/Waiver Form

I acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

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

4. Communication

By now you have probably noticed that we are BIG on communication here at **Tempo Red Academy of Performing Arts**. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly director, Diana Sakaris, can be contacted via mobile during office hours 9am -5pm on **0438 273 571**.

Alternatively, please feel free to contact us at the studios on **9907 4223** between the hours of 3:30pm – 8:00pm on Monday – Friday; or 9:00am – 3:00pm on Saturday.

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 the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients.

Don't forget to add our email address info@tempored.com.au to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up to date.

FACEBOOK & INSTAGRAM is a great way for us to keep in touch with many people at once, so we encourage all families to **“like” and follow** our **Tempo Red Academy and Babyballet Brookvale** Facebook and Instagram pages to keep up with our latest news and holiday workshops!

TEMPO RED ACADEMY

<https://www.facebook.com/temporedacademy/>

Instagram: @temporedacademy

BABYBALLET BROOKVALE

<https://www.facebook.com/babyballetbrookvale>

Instagram: @babyballetbrookvale

5. Important Dates

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

TERM DATES 2022	
Date	Event
Monday 31 st January	Term 1 starts
Saturday 9 th April	Term 1 ends
Tuesday 26 th April	Term 2 starts
Saturday 2 nd July	Term 2 ends
Monday 18 th July	Term 3 starts
Saturday 24 th September	Term 3 ends
Monday 10 th October	Term 4 starts
Saturday 17 th December	Term 4 ends

Date	Event	Description	Who it involves
Friday 15 th April	Good Friday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Saturday 16 th April	Easter Saturday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Sunday 17 th April	Easter Sunday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Monday 18 th April	Easter Monday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Monday 25 th April	ANZAC Day	PUBLIC HOLIDAY – NO CLASSES	Everyone
Monday 13 th June	Queen's Birthday	PUBLIC HOLIDAY – NO CLASSES	Everyone
November Date TBC	In studio Photo Day	The schedule and requirements for the day will be emailed closer to the date.	Everyone
Sunday 27 th November	End of Year Concert 2022	The schedule and requirements for the day will be emailed closer to the date.	All students are encouraged to participate as it's such a highlight to showcase their accomplishments they have worked hard to achieve in the year. Tempo Red Concert at Star of the Sea Theatre Manly Sunday 27th November (5years+) Babyballet Concert Sunday 27th November (18 months – 4 years)

6. Code of Conduct

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

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a **Tempo Red Academy** staff member.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any general questions or issues must go through the director or Studio coordinator on staff. However, parents and students are permitted to contact **Tempo Red Academy** teachers directly via phone, in person, or via email / social networking if these arrangements have been previously organised – only such as to communicate about private lessons/eisteddfod performances etc.

In the case of a parent or student showing disrespect to any parent, staff member or student, a meeting will be called immediately, and dismissal may be considered at the discretion of the director. Any student's behaviour that impacts other students' enjoyment of classes will not be tolerated, a meeting will be called immediately, and dismissal may be considered at the discretion of the director. Physical, mental, emotional, or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Tempo Red Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible. Please also ensure all items are labelled and communicate with your child the importance of keeping track of these and collecting all possessions at the end of classes.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of the director, teacher, and choreographer.

Tempo Red Academy management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of **Tempo Red Academy** and may not be reproduced or sold by any students, parents or staff without permission of the principal

Covid Safe Studio

TEMPO RED is a registered COVID SAFE STUDIO

Please carefully read our new policies under our Covid Safe studio set up and guidelines that all students families and visitors must adhere to.

COVID SAFETY MEASURES

PICK UP & DROP OFF ZONES ONLY

Tempo Red will remain to be a **PICKUP and DROP OFF** zone only to minimise any spread of Covid 19

Only exception is for our babyballet and preschool aged students 6 months – 4y ears that can be accompanied by one parent only in the studio for the duration of their class or during holiday workshops if they need a parent nearby.

- All other Parents will not be able to enter the premises and must drop their children off at the front door.
- Before every class, our teachers will be required to ensure students are hand sanitize before entering the studio and again after leaving to avoid cross infection. While also ensuring that all children have washed/ SANITISED their hands before, between classes and when leaving the studio. Also ensuring they seem fit for dance.
- All studio floors have been marked out with tape following the guidelines of social distancing when they have been enforced and we must follow. This will always ensure the safety of our students whilst dancing in the studios as well as help our younger students adjust to their new dance space.
- After class children will be required to sanitize their hands on leaving the studio. If children do have another class, they will be required to sanitize again before they enter their next class as well.
- All studios will be wiped down and cleaned before and after every class.
- Please do not send your child if they are sick, have a runny nose or cough as we will not allow them into the studio.
- Any child showing signs or expresses that they are not feeling well, will have their temperature taken and parents will be called to collect them.

Our goal is to continue to provide our high standard of programs in our safe and secure premises, while maintaining and adhering to strict COVID-19 guidelines.

7. Age Groups and Classes

Preschool Classes

Babyballet is an introduction to ballet for little ones, using creative and fun songs, dances and props. This class may involve (but is not limited to) learning basics of ballet such as plies and feet/arm positions, skipping, using bears and other props, progressions across the room and turns, all while developing balance skills, motor skills, and hand-eye coordination, learning discipline and making friends. This class is suitable for both boys and girls who are having so much fun that they do not even realise that they are learning the fundamentals of ballet technique along the way.

Tinies is a great class for our 18 months to 3-year-olds and teaches the very basics, with parents encouraged to transition their children into the new environment.

Our **Movers and Tap** classes are for our older pre-schoolers (3 - 4-years).

They expand on the techniques learnt in Tinies we have extended their learning at this stage by providing a tap component to the program that teaches them about counting rhythm and beats as well as focusing on coordination and balance. Once our Movers turn 4.5 -5 years they can then transition easily into our Pre Primary Ballet program that continues their skills in ballet through the Royal Academy of Dance Syllabus (R.A.D Ballet) as well as being able to join our after-school Petites programs that offer many of our other genres like Jazz tap lyrical, Circus and more!

Primary/middle-school/high-school classes

We offer ballet, jazz, contemporary, lyrical, musical theatre, drama/on camera, conditioning, Tap, hip-hop, singing, acrobatics classes and Circus Classes. Please refer to our website www.tempored.com.au for a full description of each class.

TEMPO RED YOUTH COMPANY PROGRAMS

TEMPO RED JUNIOR DEVELOPMENT PROGRAM 5+ years

*This is for the student who would like more technique training in a variety of styles and have more performance opportunities and has a strong interest in performing on stage or in film projects. ***Must be enrolled in ballet***

TEMPO RED YOUTH COMPANY EXTENTION PROGRAM

This is for the more serious and advanced student wanting to take their dancing or singing to the next level.

Students must audition to be part of the Tempo Red Youth Company Program.

8. Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. You will find our full timetable for 2022 for both regular Tempo Red Academy classes, Youth Company classes and babyballet classes on our website www.tempored.com.au under **CLASSES**

9. Safety

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

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our office staff or director who will happily assist you.

We have several viewing windows within the studio rehearsal space which currently can be utilised by only one parent or family members of our preschool age students or new trials from the comfort of our waiting area but must always wear a mask. All our teachers and staff members have undergone official checks allowing them to work with children. **While we encourage parents to use these windows to view their children's classes whenever they like; we do emphasise that this can be distracting, and to please keep it to a minimum where possible.**

The directors and staff at **Tempo Red Academy** are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all our dance routines are not subjected to any inappropriate songs or costuming.

As outlined earlier in this document, **Tempo Red Academy** takes no responsibility for any stolen or misplaced property on the studio premises, and we encourage our families to avoid bringing valuable items into the studio where possible; and to label all items.

10. Privacy

When you engage in our services at [Tempo Red Academy](#), the information we may collect from you and/or your child includes name, address, telephone numbers, email addresses and perhaps medical information. Our online registration includes details of the services we provide to you as well as information about our terms and conditions, enrolment policies and privacy statements, and term fee/payment policies. We only collect information directly from our students or their parent/guardians primarily for providing services to you and to administer and manage invoicing and fee collection.

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

Information is stored securely in paper and electronic form and is accessible only by authorised [Tempo Red Academy](#) staff.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on [9907 4223 or 0438273571](#).

11. Ballet Exams

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in Ballet as a part of the RAD (Royal Academy of Dancing) program. Exact dates will be confirmed at a later date via e-mail. We encourage all students who attend 2 ballet classes per week (required at Tempo Red) to attempt their exams.

While exams are not compulsory, our syllabus/program for RAD is the most highly recognised ballet syllabus worldwide. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your RAD exams annually and Ballet becomes a prerequisite for other genres of dance.

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

As part of the exam preparation, exam dancers may need to attend additional lessons and/or an assessment day to deduce their readiness for the exam.

The cost of the exams will be announced when released by RAD.

What happens in a ballet exam?

Students take their exams at the Royal Academy of Dance in Darlington.

Information on hair and correct grade attire will be instructed by student's ballet teacher(s).

We will run a mock exam closer to their set exam time and will cover the following:

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

Over the course of **90 minutes**, they will perform their entire syllabus for the teacher, both as a group and individually.

There **is not** a theoretical/written exam involved.

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

Your child's exam results, and certificate will be awarded in class once they are ready at the studio

12. Uniform

At **Tempo Red Academy** we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

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

Uniforms can be purchased year-round from the studio front desk. Please ask our friendly staff about prices, and any questions you may have about sizing or uniform requirements.

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

Further style-specific uniform and footwear requirements are as follows:

Ballet - For class, ballet students must have pink ballet shoes, with elastic. However, for concerts and exams, other styles of ballet shoes with ribbons may be required. Your ballet teacher will let you know what is required. You will also need pink ballet stockings.

For all other classes - Students may wear any combination of shirts, shorts, or tights from our uniform shop.

Footwear:

- Contemporary – foot thongs or bare feet
- Tap – Tap shoes
- Hip-hop – students wear sandshoes
- Acrobatics – no footwear
- Lyrical – half-ballet shoe
- All other classes – jazz shoes

** Please note all students are always to have hair tied up , and ballet students are required to wear a neat bun to all ballet classes.

13. Fee Structure and Policies

Please find below the fee structure for 2022.

Feel free to contact our office staff if you have any fee-related queries.

We offer great discounted rates for students doing 2 or more classes at Tempo Red Academy.

Please note these discounts are only available when fees are paid in the first week of term.

Any NEW class enrolments added throughout the term after the discounted fees have been paid will be charged at the normal rate per element.

Upfront Payment – you will receive your term invoice prior to the commencement of the term, and you have until your child's first class for the term to pay these fees in full.

Payment options include EFTPOS, online payment via credit card or Internet Bank Transfer.

Tempo Red Academy – Commonwealth Bank
BSB: 062 251
Account Number: 1013 6360

OVERDUE FEES

Overdue fees will accrue a late fee of \$ 20 and If fees remain unpaid in week 4 another fee of \$20 will be incurred and the student will not be permitted to participate in their lessons until fees are settled.

Please note: All students are invoiced based on a 10-week term, so your invoice will be the same each term unless you change classes. Fees are non-refundable for change of mind and full-term fees apply even if classes are missed.

CONFIRMATION EMAIL PRE-CONCERT PREPARATION

In Term 2 we ask parents and students to confirm classes before term 3 and term 4 due to our end of year concert and the purchasing of costumes for all dance routines. If you fail to confirm or change your mind after this email and due date in confirming any changes then you will be invoiced for the outstanding term fees and costuming.

Refunds will not be issued for missed classes due to cancellation or public holiday – however we do offer the chance for students to do make-up classes in another style (regular students) or the same class in another time slot (i.e./babyballet students).

For serious injuries, a doctor's certificate must be supplied to be considered.

TERM FEE SCHEDULE 2022 & DISCOUNTED RATES FOR GROUP CLASSES

NUMBER OF CLASSES	PER WEEK	PER TERM
1 X CLASS PER WEEK	\$19.50	\$195
2 X CLASSES PER WEEK	\$37	\$370
3 X CLASSES PER WEEK	\$51	\$510
4 X CLASSES PER WEEK	\$60	\$600
5 X CLASSES PER WEEK	\$67	\$670
6 X CLASSES PER WEEK	\$71	\$710
7 X CLASSES PER WEEK	\$77	\$770
8+ UNLIMITED CLASSES PER WEEK	\$82	\$820
* Classes below are NOT part of the discounted fee schedule above.		
2. FEE SCHEDULE FOR BABYBALLET, LITTLE MONKEYS, DANCE CIRQUE, ADULT CLASSES & YOUTH COMPANY PROGRAM.	PER CLASS	PER TERM
BABYBALLET® TOTS CLASS (6 MONTHS TO 18 MONTHS)	\$14	\$140
BABYBALLET® TINIES CLASS (18 MONTHS TO 3 YEARS)	\$16	\$160
BABYBALLET® MOVERS & TAP CLASS (3 YEARS TO 4 YEARS)	\$16	\$160
LITTLE MONKEYS CIRCUS PROGRAM (2 YEARS TO 5 YEARS) Includes learning skills on our Circus apparatus the Lyra & Silks	\$28	\$280
DANCE CIRQUE (5+ YEARS) Circus Program, includes learning skills on the Silks & Lyra Circus apparatus	\$28	\$280
ADULT SILK & LYRA CLASSES (18+ YEARS) Circus Program for adults building strength & flexibility whilst learning skills on the circus apparatus.	\$28	\$280
*ADULT DANCE CLASSES	Casual \$25	Term \$200
*YOUTH COMPANY PROGRAM (SMALL GROUPS EXTENTION PERFORMANCE PROGRAM) 8/U 10/U 12/U 14/U & 16/U By Audition or Invitation Only in WK 1 & WK 2 of TERM 1 Email us for more information or interest to audition.	\$30	\$300

PRIVATE LESSONS

<p>PRIVATE LESSON FEES: FOR DANCE, DRAMA OR SINGING</p> <p>1 HOUR PRIVATE SOLO LESSON WITH INSTRUCTOR: (\$80 PER HOUR PER STUDENT)</p> <p>½ HOUR PRIVATE SOLO LESSON WITH INSTRUCTOR: (\$50 PER ½ HOUR PER STUDENT)</p> <p><i>PLEASE NOTE: TERM FEES ARE INVOICED BY TEMPO RED ACCOUNTS. ALL PRIVATE LESSONS ARE INVOICED DIRECTLY TO YOU FROM YOUR PRIVATE INSTRUCTOR AND ARE PAYABLE TO THEM.</i></p> <p><i>24HOURS NOTICE MUST BE GIVEN FOR CANCELLING A PRIVATE LESSON OR YOU WILL BE CHARGED.</i></p>		\$80
<p>STUDIO HIRE: AVAILABLE FOR INTERNAL OR EXTERNAL STUDENTS AND BUSINESSES. PLEASE ENQUIRE FOR COSTS AND AVAILABILITY VIA EMAIL: INFO@TEMPORED.COM.AU</p>		\$50

TEMPO RED POLICIES ON PRIVATE LESSONS

Private Dance/Drama/Singing Lessons: (for enrolled students available by appointment only)

Please email info@tempored.com.au to book a private lesson.

***All privates are to be paid in full before the start of each term.**

***There are no refunds on Term fees or Private Term fees.**

Private teachers will invoice you directly their **\$80 per hour** private lesson fee or **\$50 per ½ hour** private lesson fees for the number of weeks/ lessons for the term. (GST and Studio Hire is inclusive of the hourly rate)

LESSON CANCELLATION POLICY:

1. Cancellation of a lesson must be made **AT LEAST** 24 hours prior to the scheduled lesson time in order to receive a make-up lesson (*for definition of a make-up lesson, please see below*). This includes leaving messages on the answering machine or Email.
2. No shows or failure to notify the school/teacher within 24 hours is considered a forfeited lesson.
3. No more than 2 cancellations per set of 5 lessons.
4. If you know of dates ahead of time where you/your child cannot make a lesson, please notify the school when booking/paying for your lessons.
5. There are **NO** refunds on unused or cancelled lessons.
6. Credits **CANNOT** be transferred from teacher to teacher
7. Should you decide to stop taking lessons altogether, please give your teacher 2 lessons notice.
8. **If the teacher is sick or away**, your lesson will still run as a cover teacher will have been organised to take your private lesson. If a replacement teacher cannot be found, then your teacher will contact you to let you know and will reorganise a make -up lesson.

MAKE UP LESSONS:

1. Any lessons cancelled at least 24 hours ahead of the scheduled lesson will receive a make-up lesson at a time convenient to both the teacher and the student. This makeup lesson will not be skipped over or added to the end of the set of term lessons.
2. Typically, make-up lessons take place at an alternate time/day within the week. In some cases, the make-up lesson will be added after/before the original lesson time, enabling the student to have an hour lesson.
3. Make-up lessons not used after 3 months will be considered forfeited
4. A make-up lesson can be booked with your teacher directly or with Tempo Red administration.
5. Should you decide to stop taking lessons altogether, please give your teacher 2 lessons notice

TEMPO RED & BABYBALLET FEE POLICY & CONCERT FEES

- Annual Administration Enrolment Fee \$25 per child (only charged once per year)
- Concert Fee babyballet students is \$50 per child billed in Term 3 and Term 4.
(Includes their custom-made Costume & Accessories to keep, professionally edited Concert Video, babyballet Medal & Certificate)
- Concert Costume Hire Fee for all students enrolled in our afternoon classes and Pre-Primary Ballet Class on a Saturday.

See Table below:

2022 CONCERT & COSTUME HIRE FEES – END OF YEAR CONCERT (Sunday 27 th November)			
	1 - 2 costumes bracket	3 - 4 costumes bracket	5+ costumes bracket
1 Costume	\$60		
2 costumes	\$120		
3 costumes		\$165	
4 costumes		\$220	
5 costumes			\$250
6 costumes			\$300
7 costumes			\$350
8 costumes			\$400

FEE POLICY

- All students are invoiced based on a 10-week term, so your invoice will be the same each term unless you change classes.
- Fees are non-refundable for change of mind and full-term fees apply even if classes are missed.
- In Term 2 we ask parents and students to confirm classes before Term 3 and Term 4 due to our end of year concert and the purchasing of costumes for all dance routines.
- If you fail to confirm or change your mind after this confirmation email within the due date, then you will be invoiced for the outstanding term fees and costuming.
- For serious injuries, a doctor's certificate must be supplied to be considered.
- Refunds will not be issued for missed classes due to cancellation or a public holiday – however we do offer the chance for students to do make-up classes in another style (regular students) or the same class in another time slot (babyballet students).

AUTO PAY TERM 2

PAYMENT METHOD CHANGE IN TERM 2

Please Note: Our payment method for Tuition Fees will be moving to **AUTO PAY** in **TERM 2 2022**. See Below how to set up before Term 2.

Term Invoices for Group Classes and Private Lesson Invoices

Group Classes

All Term invoices for group classes are invoiced by Tempo Red Accounts via our dance studio management system.

Private Lessons

All private lessons are invoiced directly to you from your private instructor. The private instructor will invoice you the hourly or ½ hour rate for your term of private lessons agreed upon. For example, if you are doing a 1/2-hour private lesson at \$50 x 10 weeks, they will invoice you for \$500 (this cost is inclusive of the studio hire)

Discounted Rates

Discounted rates for 2 or more enrolled classes per term only apply if fees are paid by the first week of term.

***Eisteddfod fees, eisteddfod entry costs, costume fees, ballet exam fees, Musicals (Show Fee) and extra rehearsal fees** are not included in term fees they will be billed separately.

Casual Rates charged

Child casual rate \$20 per class when enrolling after week 5 of a Term.

Adult Trial/Casual class rate \$25 per class (Term rate \$20 per class)

FREE TRIALS & PAID TRIALS:

ALL TRIALS MUST BE BOOKED IN AND CONFIRMED via email at info@tempored.com.au as class numbers are restricted to keep in line with our Covid Safety rules.

Free trials and our 1-week Trial pass is available for new students in the first two weeks of each term.

Paid Trials \$10 per class are available at other times.

HOW TO ENROL & PAY FEES with AUTO -PAY :

First, you will need to open the [parent portal here](#).

You will need to search for yourself in the system.

When the system doesn't find your details (this will apply for new students) you can then go ahead and make an account for yourself and for your dancer.

Important note: Please register a different person to yourself as an emergency contact. We will always call the primary parent first. However, we do require an additional person to

be listed in the unlikely case of not being able to reach you.

Once you have set up your parent and student profile, you will find there is an icon

'Auto-pay' on your homepage of your parent portal login.

You can click on this, and you will need to register in this before being able to register for classes.

After Auto-pay has been completed you can go ahead and select your class / classes.

Now you can click the green button that says, **'Finish registration now'** and follow the prompts to pay with the card the first time.

Auto-pay will run on the last Friday of each term to pre-pay your next term with us.

If you ever want to add, swap, or take a pause on classes, you'll just need to let us know before that date to ensure your fees do not run.

Once your payment has gone through your place is now secured and welcome you to our Dance Family.

14. Attendance

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

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

15. Social Media

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

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with **Tempo Red Academy's** code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards **Tempo Red Academy** staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio employee or studio patron, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in **Tempo Red Academy** uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- We have an open-door policy and encourage all communication, complaints and feedback about **Tempo Red Academy** to be communicated to the principal directly, and not over social media sites.

- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.

- Photos or Videos taken from performances or rehearsals may NOT be posted online, unless express permission is given from the studios.

- You may not post photographs / videos that feature **Tempo Red Academy** dancers other than your own online without the proven consent of their parent/guardian.

- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

16. Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for 2022! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mould this generation of skilled, confident, genuine and unique performers.

You can view all our teacher's bios under **ABOUT** and **Our instructors**.

WELCOME TO OUR TEMPO TRIBE!