



TEMPO RED ACADEMY OF PERFORMING ARTS

STUDIO HANDBOOK

2023

## QUICK REFERENCE STUDIO INFORMATION

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

**Facebook:** [www.facebook.com/temporedacademy](http://www.facebook.com/temporedacademy)

**Instagram:** @temporedacademy

**Facebook:** [www.facebook.com/babyballetbrookvale](http://www.facebook.com/babyballetbrookvale)

**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** 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 we will process your card via our online system accordingly for the following term fees.

**\*\* We ask all parents please inform us of any changes in contact details so we can update our system.**

**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]

#### **FREE 1 WEEK TRIAL PASS 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 of each term. **Trials at other times will cost \$10 per class.**

#### **HOW DO I REGISTER INTO A CLASS AND PAY FEES ?**

1. → New students wanting to register after their trial class can do so by registering an account via our website by going to **LOGIN** or **by creating an account here** :clicking here:  
[https://dancestudio-pro.com/online/index.php?account\\_id=9792](https://dancestudio-pro.com/online/index.php?account_id=9792)

2.

**Our payment method is safely processed via autopay through our dance studio pro software provider. There is a 2% processing fee.**

3. → New students wanting to register after their trial class can do so by registering an account via our website by going to **LOGIN** or **by creating an account here** :clicking here:  
[https://dancestudio-pro.com/online/index.php?account\\_id=9792](https://dancestudio-pro.com/online/index.php?account_id=9792)

4. Once you've created an account and set up your auto payment with your credit card details you can register into your selected class/es and we will process your tuition via autopay securely through stripe accordingly.
5. **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 and we will process your enrolment online via your parent portal.
6. **HOW TO SET UP with AUTO -PAY (See Below page 23)**
7. **DISCOUNTED FEE PACKAGES**  
Take advantage of the DISCOUNTED FEE PACKAGES and save when you enrol in 3 or 5+ classes when fees are PAID by the due date of each term.  
**All registered classes must be paid for before students attend their first class. If fees are not paid by their first class your child will not be able to participate in any classes.**
8. **CANCELLATION OF ENROLMENT**

**Cancellation of Enrolment:** If for some reason your child cannot continue dancing, their enrolment can be cancelled. A cancellation email must be sent to [info@tempored.com.au](mailto:info@tempored.com.au)

A notice period of 4 weeks is required for all cancellations and your account will be amended to include this notice. If Tempo Red does not receive the cancellation email with 4 weeks' notice, fees will continue to be deducted by Autopay and no refunds will be given.

**Cancellation of Classes:** Occasionally, due to unforeseen circumstances, Tempo Red may need to cancel a regularly scheduled class. Notice will be given as far in advance as possible, however in rare circumstances lessons can be cancelled at short notice (for example, the morning of your lesson). Cancellation notifications are sent via email and SMS as this is the most efficient and effective way. In the event of a cancellation, a make-up class will be offered where possible.

If a make-up class cannot be arranged, a credit will be placed on the student's account which will be carried forward to the new term. Please note that it is the responsibility of the parent/guardian to ensure that the mobile number on file is kept up to date at all times.

If enrolment is fewer than eight students per class, or in other unforeseen circumstances, Tempo Red reserves the right to cancel that particular class. Classes are subject to change based on enrolment and customer demand and no classes are guaranteed. Should the class a child is enrolled in be cancelled, a place in an alternative class will be offered. Should another suitable class not be available, the student's account will be reconciled, and any credit will be refunded at the date of cancellation.

**Refunds:** If an account is cancelled, a reconciliation of the account will be carried out, taking into account the 4 weeks' notice period. If there is any credit on the account, a refund will be processed within 5 working days. There are no refunds given for costumes. Refunds for uniforms (including clothes and shoes) will only be given if the uniform is faulty and has not been washed or worn. We are happy to exchange for an incorrect size provided that the uniform or shoes are in the same condition as when purchased, as determined by Tempo Red Staff.

**Revisions:** Tempo Red reserves the right to revise, amend or modify the Tempo Red Terms and Conditions at any time.

## 4. Communication

By now you have probably noticed that we are BIG on communication here at **Tempo Red**. 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 **99074223** or on our mobile number **0438273571** between the hours of 3:30pm – 7:00pm or on Saturdays from 9:00am – 11:00am , Sundays we are closed.

For convenience, our primary means of communication is **via email** and via our **Tempo Red studio communication hub on the band app**. For more info on how to join the band app contact us via email at **info@tempored.com.au** 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](mailto:info@tempored.com.au) and emails from [dance@tempored.com.au](mailto:dance@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

## Parent Release Form for Photography and Videography

I, the undersigned, give permission for **Tempo Red** 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** 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** 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** and employees of all liability which may arise because of my child's participation in activities at **Tempo Red**.



## 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 2023	
Date	Event
Monday 30 January	Term 1 starts
Thursday 6 April	Term 1 ends
Monday 24 April	Term 2 starts
Saturday 1 July	Term 2 ends
Monday 17 July	Term 3 starts
Saturday 23 September	Term 3 ends
Monday 9 October	Term 4 starts
Saturday 16 December	Term 4 ends

Date	Event	Description	Who it involves
Friday 7 April	Good Friday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Saturday 8 April	Easter Saturday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Sunday 9 April	Easter Sunday	PUBLIC HOLIDAY – NO CLASSES	Everyone
Monday 10 April	Easter Monday	PUBLIC HOLIDAY – NO CLASSES	Everyone

		<b>PUBLIC HOLIDAY DATES</b>	
<b>Tuesday 25 April</b>	ANZAC Day	PUBLIC HOLIDAY – NO CLASSES	Everyone
<b>Monday 12 June</b>	Monarchs Official Birthday	PUBLIC HOLIDAY – NO CLASSES	Everyone
<b>Sunday 19 November</b>	In studio Photo Day	The schedule and requirements for the day will be emailed closer to the date.	Everyone
<b>Sunday 26 November</b>	End of Year Concert 2023 At Star of the Sea Theatre in Manly	The schedule and requirements for the day will be emailed closer to the date.	All students enrolled in Term 3 are to participate in our end of year Concert for Term 4. It's such a highlight to showcase their accomplishments they have worked hard to achieve in the year. <b>Tempo Red's Concerts are held</b> at Star of the Sea Theatre Manly  <b>Pre - School Concert</b> <b>babyballet &amp; Little Monkeys</b> <b>Sunday 26 November</b> (15 months – 4 years)  <b>Tempo Red Main Concert</b> <b>Sunday 26 November</b> <b>After School afternoon classes.</b>
<b>Sunday 19<sup>th</sup> November</b>	PHOTO DAY at the studio	Scheduled times TBA	Everyone
<b>Sunday 5<sup>th</sup> November</b>	<b>Concert Dress Rehearsal at the studio</b>	Scheduled times TBA	Everyone

## 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 a PICKUP and DROP OFF zone when covid is rapid only to minimise any spread of Covid 19

Only exception is for our babyballet and preschool aged students 6 months – 5 years 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 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 Programs*

**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.

### Tots

The Tots class for our 6 months – 18months is a magical musical experience for parents/carers and babies and young toddlers, to enjoy together. Using a combination of movement, music and props/toys, the Tots class is a great way to enhance your babies physical, communication and social/emotional development. The class provides a stimulating yet gentle introduction to song and dance, improving body awareness and self-control.

### Tinies

Is a great class for our **18 months to 3-year-olds** and teaches the very basics of dance, with parent participation exploring movement together through play and song encouraging our them to transition into a new environment.

### Movers and Tap

Are for our more independent pre-schoolers (**3 – 5 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, musical theatre, Hip hop, acrobatics, Circus and more!

### Little Monkeys Circus Program

Calling all PRESCHOOLERS! Little Monkeys Circus classes are super fun classes for students **aged 2-5 years**. Watch your little one gain confidence and learn new skills.

The classes include basic tumbling, interactive circuits, balance beams, silks, juggling, hula hoops and more all under the supervision of our fully qualified teachers.

Suitable for preschool aged children 2-5 years.

### ***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](http://www.tempored.com.au) for a full description of each class and to view our timetables.

### **TEMPO RED JUNIOR YOUTH COMPANY DEVELOPMENT PROGRAM 5+ years**

*This is for the student who would like more technique training in a variety of styles and take their dancing to the next level. They will have more performance opportunities provided through this program and have a strong interest in performing on stage or taking part in film projects, charity and community events representing Tempo Red. **\*Must be enrolled in ballet or take an extra class to support your chosen style.** E.g stretch and technique class , Jazz class , musical theatre class, Tap class , lyrical class etc..*

*2024 Youth Company Auditions: Saturday 27 January from 11:30am.*

## 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 2023 for both our afterschool classes and our babyballet & little Monkey classes on our website [www.tempored.com.au](http://www.tempored.com.au) under **CLASSES / TIMETABLE**

## 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 us via email [info@tempored.com.au](mailto:info@tempored.com.au) or call **0438 273 571**.

## 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 R.A.D (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 R.A.D 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 R.A.D 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 prepare 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 Darlinghurst. 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 and have arrived at the studio.

## 12. Uniform

At **Tempo Red** 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!***

***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.***

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 stocking. All shoes, tights and ballet uniforms can be purchased at Bloch dancewear store at Westfield Warringah mall. All Tempo Red's uniform styles and colours are listed at the store.

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

**Footwear:**

- Contemporary/ Lyrical – foot thongs or bare feet
- Tap – Black Tap shoes (no split soles)
- Hip-hop – students wear sneakers
- Acrobatics – no footwear
- Circus – no footwear
- All other classes – black jazz shoes for class



## 13. Fee Structure and Policies

Please find below the fee structure for 2023.

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

**Our pricing structure inclusive of the annual registration fee for our classes is as follows:**

1 Class per term	3 Classes per term	5+ Classes per term
\$258	\$660	\$900

**Please note prices above are for recreational classes only \***

\*If you are only joining 4 classes, you will receive a \$60 discount, payments will be \$840 per term.

2 classes will charge at individual class rates - 2 x \$258 \*

Please note the great savings when you take 3 or more classes when paid before the new term starts or by your first class after your trial week for new students.

Other class style rates ( registration fee is included)

**Youth Company Classes** - \$30 per class (\$300 per term/per genre)

**Dance Cirque** - \$28 per class

Preschool classes

**Annual Registration fee of \$25**

**babyballet Tots & Tinies** - \$18 per class

**Little Monkeys & babyballet Movers & Tap** - \$19.50 per class.

### TEMPO RED FEE POLICY

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

Current students will be automatically rolled over for the following term and sent a confirmation email of classes at the end of each term.

If you do not let us know before term starts of any changes you will be charged as per your current term enrolment for the following term.

## REGISTRATION AND PAYMENT POLICY

To register into classes, you **MUST** register an account and set up Auto Payment in our dance studio pro software system.

All registrations are done online and all students at Tempo Red must register an autopay account to be enrolled in classes in 2023.

Insufficient funds in Autopay will also incur a \$20 fee ( please read the terms and conditions on AutoPay in your account portal.

**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 before Term 3 enrolment 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. The concert is compulsory for all students enrolled in Term 3 and all students are automatically enrolled in Term 4 for our concert preparations and the purchasing of costumes for all dance routines. If you fail to confirm or change your mind in Term 3 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.

## PRIVATE LESSONS & FEES

<p><b>PRIVATE LESSON FEES:</b> FOR DANCE, DRAMA OR SINGING</p> <p>1 HOUR PRIVATE SOLO LESSON WITH INSTRUCTOR: (\$90 PER HOUR PER STUDENT) inclusive of studio hire</p> <p>½ HOUR PRIVATE SOLO LESSON WITH INSTRUCTOR: (\$55 PER ½ HOUR PER STUDENT)inclusive of studio hire</p> <p><i>PLEASE NOTE: TERM FEES are processed via our online dance studio software system</i></p> <p><i>ALL PRIVATE LESSONS ARE INVOICED DIRECTLY TO YOU FROM YOUR PRIVATE INSTRUCTOR AND ARE PAYABLE TO THEM. They will invoice you directly with their bank details to emit funds into their bank account.</i></p> <p><b>24HOURS NOTICE MUST BE GIVEN FOR CANCELLING A PRIVATE LESSON OR YOU WILL BE CHARGED.</b></p>		<p>\$90</p> <p>\$55</p>
<p><b>STUDIO HIRE:</b> AVAILABLE FOR INTERNAL OR EXTERNAL STUDENTS AND BUSINESSES. PLEASE ENQUIRE FOR COSTS AND AVAILABILITY VIA EMAIL: <a href="mailto:INFO@TEMPORED.COM.AU">INFO@TEMPORED.COM.AU</a></p>		

## TEMPO RED POLICIES ON PRIVATE LESSONS

**Private Dance/Drama/Singing Lessons:** (for enrolled students available by appointment only)  
Please email [info@tempored.com.au](mailto: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 **\$100 per hour** private lesson fee or **\$55 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 weeks' notice.

## PRICING, FEE POLICY & CONCERT FEES

### PRESCHOOL PROGRAMS

#### BABYBALLET & LITTLE MONKEYS Programs

- Annual Administration Enrolment Fee \$25 per child
- **babyballet® Tots & Tinies** - \$18 per class (\$180 per term)
- **babyballet® Movers & Tap and Little Monkeys** - \$19.50 per class (\$195 per term)

- **Concert Fee babyballet® & Little Monkeys students is \$120 per child billed in Term 3**  
(Includes their Tech rehearsal at the theatre & custom-made Costume & Accessories to keep, professionally edited Concert Video, babyballet Medal & Certificate )

Tempo Red concert Package fee for students in our afternoon / evening classes \$150

Discounted package for 2<sup>nd</sup> and 3<sup>rd</sup> siblings \$100 billed in Term 3

Costumes will be billed separately.

Cost \$80 per costume per child ( exception of some ballet costumes that require tutus will be invoiced as a hire fee of \$60)

### 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 parents and students must confirm classes before enrolling in Term 3 and Term 4 due to our end of year concert and the purchasing of costumes for all performing class styles.
- If you fail to confirm or change your mind after Term 3, then you will be invoiced and charged 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 (preschool students).

**SET UP AUTO PAY before Enrolling online ( see instructions below)**

**Please Note:** Our payment method for Tuition Fees has now permanently moved to **AUTO PAY** for 2023 See Below how to set up before Term 1 2023 if you have not yet done so.

**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 \$55 x 10 weeks, they will invoice you for \$550 (this cost is inclusive of the studio hire)

**Fee Structure:**

please see attached below for our after-school classes and preschool classes

**Afterschool classes**

Discounted rates for 3 or more enrolled classes per term only apply if fees are paid prior to 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 \$26 per class when enrolling after week 5 of a Term.

Adult Trial/Casual class rate \$26 per class

**FREE TRIALS & PAID TRIALS:**

**ALL TRIALS MUST BE BOOKED IN AND CONFIRMED** via email at [info@tempored.com.au](mailto:info@tempored.com.au) as class numbers are restricted.

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

**Paid Trials** \$10 per class from week 2 -9 .

## HOW TO ENROL & PAY FEES with AUTO -PAY :

First, you will need to login 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, but 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'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'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** 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's** 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 2023! 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!**