

WIL SABIN

DANCE ACADEMY

TERMS

AND

CONDITIONS

2025

OUR VISION

TO START US OFF, IT'S IMPORTANT TO OUR STUDIO 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 IS A VISION THAT IS SHARED AND DEMONSTRATED BY THE DIRECTORS, TEACHERS AND STAFF MEMBERS AND IT IS THE DRIVING FORCE BEHIND EVERY INTERACTION WITH OUR STUDENTS AND THEIR FAMILIES.

WSDA IS A PLACE WHERE KIDS OF ALL AGES SHAPES AND SIZES LEARN TO DANCE, CREATE AND PERFORM. THIS IS A STUDIO WHERE CREATIVITY, INDIVIDUALITY AND SELF-EXPRESSION IS ENCOURAGED.

A COMMUNITY OF TEACHERS, STUDENTS AND FAMILIES WHO ARE PASSIONATE ABOUT PERFORMING ARTS AND A DIRECTOR THAT IS GUIDING OUR YOUTH INTO THE INDUSTRY AND BEYOND.

OUR GOAL IS TO CREATE A POSITIVE AND HAPPY EXPERIENCE FOR ALL OF OUR STUDENTS. WE STRIVE TO NURTURE AND DEVELOP TALENT, CELEBRATE THE ACHIEVEMENTS OF ALL STUDENTS AND INSPIRE A LOVE AND APPRECIATION OF ALL STYLES OF DANCE AND THE ARTS.

WSDA ARE COMMITTED TO PROVIDING A SAFE AND POSITIVE ENVIRONMENT IN WHICH ALL STUDENTS CAN FEEL EMPOWERED, COMFORTABLE AND FREE TO EXPRESS THEMSELVES.



UNIFORM

UNIFORM IS TO BE ADHERED TO AT ALL TIMES FOR EACH CLASS. STUDENTS WHO ARE NOT IN COMPLETE AND CORRECT UNIFORM MAY BE ASKED TO LEAVE THE CLASS. PLEASE SEE FOLLOWING UNIFORM PAGE.

PROPER DRESS AND GROOMING SHOULD ALWAYS BE PRACTICED IN PERSONAL PRESENTATION, BOTH AT THE STUDIO AND TRAVELLING TO AND FROM THE STUDIO.

IN THE INTERESTS OF DANCE SAFETY WSDA HAS A NO JEWELRY POLICY. SIMPLE STUD EARRINGS ARE ACCEPTABLE FOR CLASSES.

STUDENTS WITH LONG HAIR ARE REQUIRED TO HAVE THEIR HAIR IN A NEAT BUN FOR ALL CLASSES, UNLESS REQUESTED BY THE TEACHER FOR A SPECIFIC CLASS. HIP HOP CAN HAVE A PONYTAIL OR HAIR OUT. AT DANCE COMPTITIONS STUDIO UNIFORM, JUMPERS AND JACKTS ARE TO WORN AT ALL TIMES.

BEHAVIOUR

PLEASE SHOW RESPECT WHILST CLASSES ARE RUNNING IN OTHER STUDIOS AND KEEP NOISE TO A MINIMUM AT ALL TIMES.

NO FOOD OR DRINK (WITH THE EXCEPTION OF WATER) TO BE TAKEN INTO ANY STUDIO AT ANY TIME. ALL RUBBISH MUST BE PLACED IN THE BINS PROVIDED IN THE RECEPTION AREA.

STUDENTS ARE RESPONSIBLE FOR THEIR OWN PROPERTY AT ALL TIMES. WIL SABIN DANCE ACADEMY IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN PROPERTY. WSDA HAS A NO STEALING POLICY.

ANY STUDENT OR PARENT CAUGHT STEALING WILL BE ASKED TO LEAVE THE STUDIO IMMEDIATELY WITHOUT ANY REFUND ON FEES PAID.

UNIFORM LIST

JAZZ / MUSICAL THEATRE / COMPANY / KTL / SSC / ACRO/

CONTEMPORARY/LYRICAL/ ACROBATICS

- BLACK CROP TOP OR STUDIO T-SHIRT
- BLACK LEOTARD CAN BE WORN INSTEAD OF CROP TOP AND PREFERRED FOR LYRICAL AND CONTEMPORARY
- BLACK TIGHTS, HOT PANTS, BIKE SHORTS (STUDIO MERCHANDISE PREFERRED)
- BLACK SHORTS ARE ALSO ACCEPTABLE
- BLACK CREW SOCKS PREFERRED
- BLACK STUDIO TANK CAN ALSO BE WORN
- BLACK JAZZ SHOES - SPLIT SOLE

BALLET

- BALLET PINK STOCKINGS
- BLACK BALLET LEOTARD (CAN BE ANY BRAND BLACK CLASSICAL BALLET LEOTARD)
- MATCHING COLOURED BLACK CROSSOVER TOP FOR WINTER IF REQUIRED
- SENIORS MAY WEAR A BALLET SHIFFON SKIRT WRAP AROUND IF MORE COMFORTABLE
- FULL SOLE BALLET SHOES WITH ELASTICS FOR CLASS. SPLIT SOLE FOR COMPETITIONS & EXAMS
- DEMI POINTE AND POINTE SHOES ARE REQUIRED FOR ALL EXAM STUDENTS FROM INTERMEDIATE FOUNDATION AND ABOVE.
- NON EXAM STUDENTS IN ALL HIGHER GRADES MAY CHOOSE TO WEAR EITHER DEMI POINTES OR FLAT BALLET SHOES TO CLASS.
- POINTE TRAINING BEGINS IN INTERMEDIATE FOUNDATION AND CONTINUES THROUGH THE HIGHER GRADES. STUDENTS WILL NEED APPROVAL FROM THEIR RAD BALLET TEACHER BEFORE PURCHASING POINTE SHOES AND COMMENCING POINTE WORK.
- BOYS ARE REQUIRED TO WEAR TIGHTS AND FORM FITTING UNITARD, SMALL GYM SHORTS ARE ACCEPTABLE TO WEAR OVER TIGHTS IF THEY WISH.

IF A STUDENT DOES NOT HAVE THE CORRECT BALLET ATTIRE YOUR CHILD MAY BE ASKED TO LEAVE THE CLASS.

HIP HOP

- BLACK CROP TOP OR STUDIO T-SHIRT
- WHITE STUDIO T-SHIRT CAN BE WORN FOR THIS CLASS
- BLACK OR GREY SHORTS OR TRACKPANTS
- OWN CHOICE NON MARKING SNEAKERS

TAP

- BLACK CROP TOP, BLACK LEOTARD OR STUDIO T-SHIRT
- BLACK TIGHTS, HOT PANTS, BIKE SHORTS (STUDIO MERCHANDISE PREFERRED) BLACK SHORTS ARE ALSO ACCEPTABLE
- BLACK LACE UP TAP SHOES

BEST WAY TO CONTACT

OUR EMAIL IS ALWAYS THE BEST WAY TO GET IN TOUCH WITH US.
THIS INCLUDES ANY QUERIES, SUGGESTIONS, CONCERNS, INFO ON IMPORTANT DATES ETC

INFO@WILSABINDANCEACADEMY.COM

IF URGENT PLEASE CALL MEL ON 0414 778 477

ANY ADDITIONAL STUDIO ENQUIRIES, ISSUES AND CONCERNS ARE TO BE EMAILED VIA EMAIL TO OUR INFO@WILSABINDANCEACADEMY.COM AND MARK THE SUBJECT "CONFIDENTIAL" IF THE STAFF AND WIL SABIN FEELS THAT THE ISSUE CANNOT BE RESOLVED VIA EMAIL THEN WE WILL REQUEST A MEETING WITH THE PARENT/STUDENT. STAFF DO NOT TAKE MEETINGS ONE ON ONE. TWO STAFF MEMBERS WILL ALWAYS BE PRESENT AT A WSDA MEETING.

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@WILSABINDANCEACADEMY.COM TO YOUR CONTACTS SO WE DON'T END UP IN THE DREADED SPAM FOLDER!

WE ARE ALSO PROUD TO PROVIDE YOU INFORMATION ROUND-THE-CLOCK VIA OUR WEBSITE WWW.WILSABINDANCEACADEMY.COM AND OUR VERY OWN DANCE STUDIO APP.

YOU CAN DOWNLOAD DANCESTUDIOPRO [HTTPS://DANCESTUDIO-PRO.COM](https://dancestudio-pro.com)

JUST FOLLOW THE PROMPTS TO INSTALL OUR APP ON YOUR MOBILE DEVICE ONCE YOU HAVE BEEN ENROLLED (A EMAIL WITH THE LINK AND LOGIN PASSWORD WILL BE SENT TO YOUR EMAIL ADDRESS)

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.

CODE OF CONDUCT

WIL SABIN DANCE ACADEMY WANTS EVERY STUDENT TO HAVE A FUN, SAFE, NURTURING AND ENJOYABLE EXPERIENCE, THEREFORE WE RESERVE THE RIGHT TO TERMINATE THIS AGREEMENT WITHOUT NOTICE FOR BEHAVIOR BY THE STUDENT OR THE STUDENT'S PARENT/GUARDIAN THAT IS VERBAL ABUSE, INTIMIDATION, DISCRIMINATION, HARASSMENT, EXTORTION, THREATS/ACTS OF PHYSICAL VIOLENCE (OR ANY OTHER ACTS OF UNACCEPTABLE BEHAVIOR AT THE DISCRETION OF THE DIRECTORS) TOWARDS FELLOW STUDENTS, PARENTS/GUARDIANS, EMPLOYEES OR EMPLOYEES OF VENUES WHERE CLASSES ARE HELD.

I AGREE NOT TO DISCLOSE ANY INFORMATION ON ANY SOCIAL MEDIA INCLUDING IN ANY FORM OF GROUP OR PERSONAL PAGES ON FACEBOOK, INSTAGRAM, TWITTER OR ANYTHING SIMILAR

I WILL NOT BE INVOLVED IN DEFAMATION OR SLANDER TO OUTSIDE PARTIES IN THE FORM OF SOCIAL MEDIA OR PRIVATE MESSAGES / EMAIL, INSTANT MESSAGES, TEXT MESSAGES, SCREENSHOTS OR PHONE CONVERSATION ABOUT WIL SABIN OR THE WIL SABIN DANCE ACADEMY

IF YOU HAVE ANY PROBLEM OR DISAGREEMENT WITH WSDA YOU WILL NOT DISCLOSE, POST OR SHARE

PUBLICLY ANY OF THE DETAILS OR INFORMATION EXCHANGED BETWEEN WIL SABIN AND OR STAFF OR WSDA AND YOURSELF.

EXTERNAL CLASSES

PARTICIPATING IN DANCE CLASSES OUTSIDE OF WIL SABIN DANCE ACADEMY IS NOT PERMITTED WITHOUT THE PERMISSION OF THE DIRECTOR.

THIS INCLUDES WORKSHOPS, PERFORMANCES, CONCEPT VIDEOS AND AUDITIONS.

ANY CHILD ATTENDING DANCE CLASSES OUTSIDE OF WSDA WITHOUT THE DIRECTOR'S PERMISSION WILL BE ASKED TO LEAVE THE STUDIO.

AS A COURTESY PLEASE INFORM THE DIRECTOR'S AND OUR STAFF OF ANY DANCE PERFORMANCES YOUR CHILD WILL BE PARTICIPATING IN.

COMMUNITY

FACEBOOK IS A GREAT WAY FOR US TO KEEP IN TOUCH WITH A LARGE NUMBER OF PEOPLE AT ONCE, SO WE ENCOURAGE ALL FAMILIES TO JOIN OUR WSDA FACEBOOK PAGE.

THIS PAGE CAN BE FOUND AT [HTTPS://WWW.FACEBOOK.COM/WILSABINDANCEACADEMY](https://www.facebook.com/wilsabindanceacademy) AND OUR SITE IS MONITORED TO ENSURE ALL CONTENT IS APPROPRIATE AND RELEVANT.

THIS IS A GREAT PLACE TO SEE PHOTOS, VIDEOS AND COMPETITION RESULTS - WE WILL STILL ALWAYS SEND OUT IMPORTANT INFORMATION IN DANCE STUDIO PRO AND VIA EMAIL ,

INSTAGRAM IS ALSO AN AMAZING WAY TO SEE WHAT IS HAPPENING INSIDE THE STUDIO AND OUR STORIES ARE ALWAYS EXCITING AND ENTERTAINING TO WATCH!

IF YOU ARE IN AN ELITE PERFORMANCE GROUP, A FACEBOOK GROUP IS CREATED FOR EACH AGE GROUP AND CHOREOGRAPHY, REHEARSAL FOOTAGE, INFO IS ALWAYS POSTED ON HERE.

IF YOU NEED ANY CLARIFICATION PLEASE DON'T HESITATE TO EMAIL US ANY TIME!

PICK UP / DROP OFF

WIL SABIN DANCE ACADEMY REQUESTS A DROP OFF PICKUP SYSTEM.

PLEASE MAKE SURE YOU NOTIFY THE STUDIO IF SOMEONE OTHER THAN THE CHILD'S GUARDIAN IS COLLECTING YOUR CHILD.

PARENTS ARE NOT PERMITTED TO WATCH CLASSES, FILM OR PHOTOGRAPH ON A REGULAR BASIS, HOWEVER, SHOULD YOU FEEL FOR SAFETY REASONS, YOU WOULD LIKE TO WATCH ONE OF YOUR CHILD'S CLASSES — THIS CAN BE EASILY ORGANISED BY EMAILING THE STUDIO IN ADVANCE.

PRE SCHOOL CLASSES - PARENTS ARE MORE THAN WELCOME TO STAY UNTIL THEY ARE SETTLED. WE ALSO ENCOURAGE THAT YOU LET YOUR LITTLE ONES FIND THEIR FEET. WITHOUT YOU. AS THEY LEARN BEST IN THIS SETTING - AS RECOMMENDED BY OUR PROGRAM 'READY SET DANCE.'

CHILD SAFETY POLICY

WE HAVE DONE BACKGROUND CHECKS ON ALL STAFF MEMBERS, INCLUDING INSTRUCTORS AND ADMINISTRATIVE PERSONNEL, THIS INCLUDES A CURRENT WORKING WITH CHILDREN NUMBER, PRIOR TO STARTING ANY WORK PAID OR UNPAID WITH WIL SABIN DANCE ACADEMY. PTY LTD.

STAFF RECEIVE REGULAR TRAINING ON CHILD PROTECTION, INCLUDING RECOGNIZING SIGNS OF ABUSE, APPROPRIATE INTERACTIONS WITH CHILDREN, AND EMERGENCY RESPONSE PROTOCOLS.

INSTRUCTORS HOLD RELEVANT CERTIFICATIONS OR EQUIVALENT TRAINING IN DANCE AND OR PERFORMING ARTS.

ALL PRE SCHOOL TEACHERS ARE CERTIFIED AND TRAINED WITH READY SET DANCE, READY SET ACRO AND READY SET BALLET.

AT LEAST ONE STAFF MEMBER WILL BE PRESENT IN THE STUDIO AT ALL TIMES DURING CLASS.

THERE IS A DESIGNATED SAFE AREA FOR STUDENTS TO WAIT BEFORE AND AFTER CLASSES WHICH IS ALSO MONITORED BY CLOSED CIRCUIT TELEVISION 24 HOURS A DAY.

CLASSROOM MANAGEMENT: DOORS TO CLASSROOMS MAY REMAIN OPEN DURING SESSIONS AND PARENTS CAN EMAIL TO REQUEST TO VIEW A CLASS AT ANY TIME.

INSTRUCTORS HAVE THE OPTION TO USE A "BUDDY SYSTEM" OR " SENIOR ASSISTANT FOR ONE-ON-ONE INSTRUCTION IF REQUESTED.

STAFF MEMBERS ARE EDUCATED IN CASE OF EMERGENCY SITUATIONS.

STUDENTS ARE REQUIRED TO ADHERE TO HYGIENE PRACTICES, INCLUDING WASHING HANDS AND USING CLEAN DANCE ATTIRE.

THE STUDIO WILL BE CLEANED REGULARLY TO MAINTAIN A SANITARY ENVIRONMENT.

ONLINE COMMUNICATION: ANY ONLINE COMMUNICATION BETWEEN STAFF AND STUDENTS WILL OCCUR THROUGH OFFICIAL STUDIO CHANNELS (FACEBOOK GROUPS) AND WITH PARENTAL CONSENT. PERSONAL CONTACT INFORMATION WILL NOT BE SHARED.

REPORTING AND HANDLING CONCERNS -

ANY CONCERNS OR INCIDENTS INVOLVING STUDENT SAFETY OR WELL-BEING MUST BE REPORTED IMMEDIATELY TO THE STUDIO DIRECTOR - MR WIL.

A PHONE CALL IF URGENT AND THEN FOLLOWED UP WITH A DOCUMENTED EMAIL WITH DATES AND TIMES OR INCIDENTS. INCLUDING ANY WITNESSES OR TEACHERS THAT WERE PRESENT.

PAYMENT AND REFUND

WIL SABIN DANCE ACADEMY — FEES & REFUND POLICY

1. TERM FEES

- ALL FEES ARE DUE AND PAYABLE IN FULL PRIOR TO THE COMMENCEMENT OF EACH TERM.
- FEES ARE CHARGED ON A PER-TERM BASIS. NO PARTIAL ENROLMENTS OR PRO-RATA REFUNDS ARE OFFERED.

2. PAYMENT PLANS

- PAYMENT PLANS ARE AVAILABLE FOR TUITION FEES ONLY.
- COMPETITION FEES, COSTUMES, AND ANY OTHER EXPENSES MUST BE PAID SEPARATELY AND IN FULL BY THE REQUIRED DUE DATE.

3. LATE PAYMENT

- IF FEES ARE MORE THAN TWO (2) WEEKS OVERDUE, THE STUDENT'S CLASSES WILL BE PLACED ON HOLD UNTIL PAYMENT IS MADE IN FULL OR THE PAYMENT PLAN IS BROUGHT UP TO DATE.

4. WITHDRAWAL FROM CLASSES

- IF A STUDENT WITHDRAWS FROM THE WIL SABIN DANCE ACADEMY DURING A TERM, THE FULL FEES FOR THAT TERM REMAIN DUE AND PAYABLE, REGARDLESS OF WHETHER THE WITHDRAWAL OCCURS IN WEEK 1 OR WEEK 9.
- THIS CONDITION ALSO APPLIES TO FAMILIES PAYING VIA WEEKLY DIRECT DEBIT—ALL REMAINING INSTALMENTS FOR THAT TERM MUST BE COMPLETED.

5. NO REFUNDS

- NO REFUNDS, CREDITS, OR TRANSFERS WILL BE ISSUED FOR FEES PAID ONCE A TERM HAS COMMENCED.
- THIS INCLUDES SITUATIONS WHERE A STUDENT:
 - LEAVES THE ACADEMY MID-TERM,
 - MISSES CLASSES DUE TO ILLNESS, INJURY, HOLIDAYS, OR PERSONAL COMMITMENTS.

6. COMPETITIONS, COSTUMES & OTHER COMMITMENTS

- ANY COMPETITION ENTRY FEES, COSTUME COSTS, OR OTHER COMMITMENTS MADE PRIOR TO A STUDENT'S WITHDRAWAL REMAIN PAYABLE IN FULL AND ARE NON-REFUNDABLE.