



## Enrolment Form 2020

STUDENT NAME: \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE IN 2020: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PARENTS MOBILE: \_\_\_\_\_ MUM'S NAME: \_\_\_\_\_

PARENTS MOBILE: \_\_\_\_\_ DAD'S NAME: \_\_\_\_\_

STUDENT MOBILE: \_\_\_\_\_ SCHOOL GRADE IN 2020: \_\_\_\_\_

DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS, WHICH WE SHOULD BE AWARE ABOUT?

\_\_\_\_\_

MEDICARE NUMBER: \_\_\_\_\_

EMERGENCY CONTACT NAME AND NUMBER: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

**Please read guidelines and policies and sign the following information:**

I certify that I have read, understand and agree to the terms and conditions outlined in the guidelines and policies section of this document. I have initialled each policy to acknowledge my understanding of the guidelines. I certify that the enrolment form information is correct and I also confirm that my child/children are able to participate in the nominated classes at the studio.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

We would like to take this opportunity to welcome you to Instyle Performing Arts. We trust you will enjoy your dancing experience with us and we look forward to having you apart of our dance community. If there is anything you need, please feel welcome to contact us.

Kind Regards,

Melissa Knipler  
(Studio Director)

Office Use Only  
Received registration fee of \$30.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Guidelines and Policies 2020

**Fees** – Fees are to be paid per term and need to be finalised by **Week 2** of each term. Fees can be paid in cash, or direct deposit and all fees paid will receive a receipt for your records. **All fees are non refundable and non-transferable once paid.** Registration is due upon enrolment and failure to pay term fees by Week 6 will result in students being excluded from classes and/or private lessons. If students miss a lesson, they are more than welcome to make it up by attending another/similar class. If there are any problems with fee payment, please see Melissa for an alternative payment schedule. (Please **note:** students will not be able to perform in the concert unless all of their term fees, costume deposits and final costume payments have been paid). \_\_\_\_\_

**Classes** – Class times have been scheduled for 2020 however; Instyle reserves the right to modify the timetable as required. Parents are allowed to watch their children for the last 10 minutes of class at the end of every term – Week 10 (except for Term 4, as we will be preparing for our annual concert). \_\_\_\_\_

**Uniform and grooming** – Students must be neatly attired and in the **studio uniform at all times** for the appropriate class. Parents are responsible for purchasing the correct dance wear and dance shoes for each class. Student's hair is to be in a bun (for ballet) or in a neat ponytail (jazz, tap, acro). Students who attend class dressed in the incorrect attire and without hair neatly done will be restricted from attending the class. \_\_\_\_\_

**Private Lessons** – All private lessons **MUST** be paid in an envelope with the students name, time, date and teacher written on the front before commencing the class. If you miss a private lesson and do not give more than **24 hours notice** without rescheduling, payment for the missed lesson **MUST** be made. Private lessons are booked for the entire year and eisteddfod students are required to have a regular time slot. \_\_\_\_\_

**Concert & Concert Costumes** – Our end of year concert is held at Parramatta Riverside Theatre in Term 4 (A Saturday in November). Every student participating in the end of year concert will be required to purchase a costume for every class/routine. All students are required to pay a \$30 costume deposit per class/routine in Term 3. **Costume deposits are a commitment to the concert** performance and no refunds will be given once deposit has been paid. More details will be given throughout the year. \_\_\_\_\_

**Performance Teams & Costumes** – Being a part of the performance team requires **100% commitment**, therefore, all students in our performance teams are required to attend all of performances scheduled for the year. Failure to attend scheduled classes/performances will forfeit your position in the team. Each performance team requires a costume for each routine. We endeavor to keep the costs as low as possible; however, we pride ourselves on our professionalism and take great care of our image. \_\_\_\_\_

**Students Behaviour** – Students are to be on their best behaviour at all times whilst on the premises and must not disturb any classes. Parents are responsible for their children's behaviour and safety whilst at the studio and not in class. Students are not to loiter outside or run around the foyer area. The safety of every student is paramount. \_\_\_\_\_

**Parents** – Parents are asked not to disturb classes while in progress. If you need to contact us, please call, text or send an email. If we are unavailable, please leave a message and we will phone you back ASAP. \_\_\_\_\_

**Punctuality** – Parents are responsible for ensuring students arrive and are collected on time. Teachers and staff are not always available to supervise late pick-ups so if you are running late, please contact us. Continual lateness is disruptive to the class so we would appreciate your cooperation. \_\_\_\_\_

**Communication** – Newsletters will be distributed throughout the year to keep you updated with any events happening within the studio. A lot of time and effort goes into the newsletters so please ensure you read them. If you do not receive an edition of the newsletter, please see the office staff to get your copy. We will also have important information on the office T.V, Facebook and Instagram. It is important that all parents and students are well informed about any upcoming events or important news. \_\_\_\_\_

**Parking** – There is plenty of parking at the studio (in front and behind), therefore, please park in spaces that are easily accessible for all concerned. The driveway can become quite congested so please give way to cars turning into the driveway from Windsor Rd and when exiting the studio, please turn left onto Windsor Rd and use the petrol station to turn around. Windsor Rd can get very busy and we do not want any accidents to occur. Please remember to drive slowly in the driveway. \_\_\_\_\_

**Photography and DVD** – Photographs or video recordings may be taken in class or at performances throughout the year. By enrolling at Instyle, you give permission for us to use photographs or video recordings of your children for promotional and advertising purposes ONLY. \_\_\_\_\_

**Safety and Corrections** – Children may be touched for correction purposes or spotting during class by the teacher. Please be advised that all classes are well supervised however each student participates at their own risk. Therefore no responsibility will be placed upon the teacher or studio should an injury occur during the course of any class. Safety rules are enforced throughout these guidelines and by the staff for the safety of all the children. I give permission for first aid to be administered if deemed necessary by staff. \_\_\_\_\_