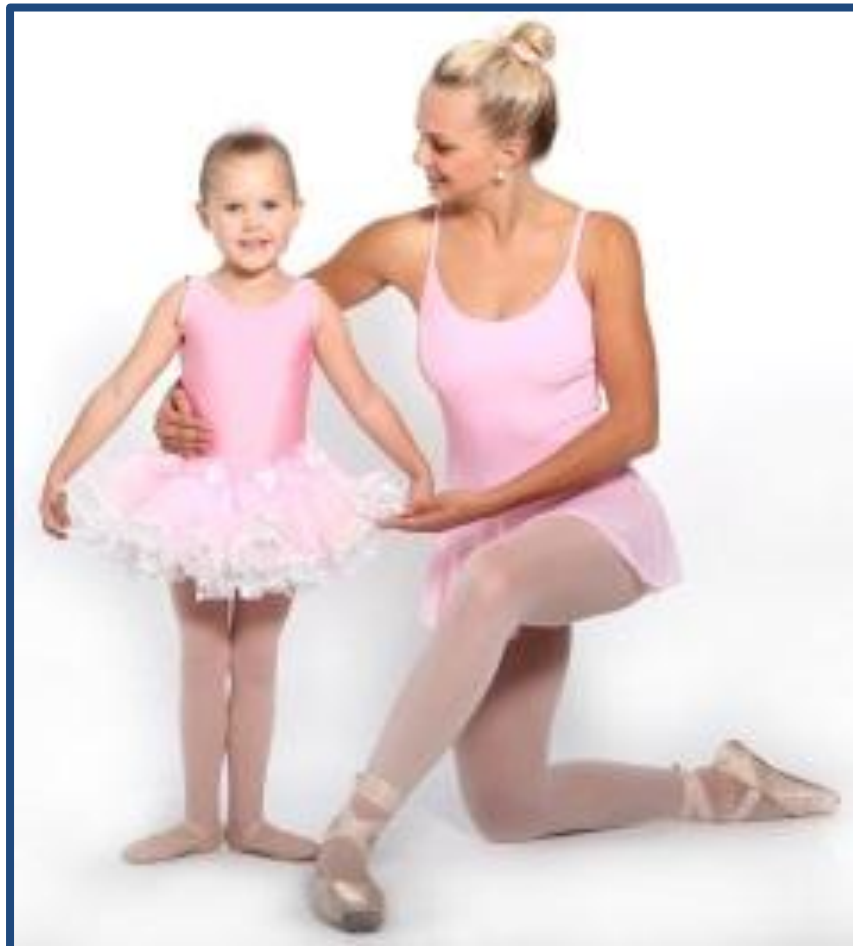




Planetdance

Pre-schooler

Information 2012



Celebrating 10 years of experience in Pre-schooler Dance

PLANETDANCE FEE POLICY

FEE SCHEDULE

	Tutu Time 30 min	Boogie Bug Club 45 min	Fab Fours 1 hour
Price	\$8.80	\$11.00	\$12.10

Family Discount:-

Where 3 or more siblings are taking classes, the third child (lowest fee) is charged half-price. 4th and subsequent siblings are free.

1. A non-refundable annual registration fee must be paid prior to the first lesson to cover administration and mailing costs, and intellectual property fees for music. The Fee will be \$22.00 per pre-school student. For 2012 only, the fee for pre-schoolers, who do "Tutu Time" will be \$33.00 (Tutu Time students will receive a "class" tutu when they attend their first class). In the event that 3 or more siblings are enrolled, only two registration fees will be charged (troupe students will be charged first). This Family Offer does not include "Tutu Time".
2. Accounts for existing students must be finalised by the end of week 4 of each term. Students who enrol after the beginning of a term must finalise their accounts within 14 days of billing.
3. Planetdance discounts are ONLY applicable provided that all fees are paid in full before the end of week 4 of each term.
4. In the event of a cheque being dishonoured the customer will be required to pay bank charges. We reserve the right to refuse cheques from customers whose cheques have previously been returned "dishonoured" by their bank.
5. Students with outstanding amounts on their accounts may be excluded from classes until their fees have been brought up to date. No student will be allowed to participate in the annual concert whilst there are outstanding class fees or costume fees.
6. Fees may be paid by cash or cheque at the desk, paid directly into our bank account, or deposited (in an envelope) along with the remittance advice from the bottom of your fees invoice, into our orange fees box which is located in the waiting area - this will be emptied on a daily basis. Please ensure correct amount is enclosed in your envelope as no change will be given. Cheques should be made out to :-
'Planetdance Pty Limited'.
For Direct Deposits, our bank details are:-
BSB No. : 062 320
Acct No. : 1025 9270
7. A receipt will be issued only on request.

8. Please do not interrupt your class with fee enquiries. All account enquiries should be addressed to our office manager, Willie (0405 104 543), who will make notes and get back to you, or email to admin@planetdance.com.au .
9. It is the parent's responsibility to keep our records up to date by informing us in writing of personal contact detail changes or changes to classes. Please inform us if the billing address is different to the residential address of the student.
10. Students will be charged a compulsory rehearsal fee of \$11.00 in term 4 to cover their on-stage rehearsal at concert venues.
11. In Term 4 each year there may be a photograph session which may be carried out in class time – there will be no refund for time missed during this class as teachers will still be supervising and trying to organise a dress rehearsal.
12. Costume deposits may be included in term 3 & term 4 invoices for some classes,
13. There are no refunds given for missed classes – please contact the office in cases of extreme illness or if you will be missing classes for overseas holidays. In the case of pre-schoolers, make-up classes are available in terms 1, 2 & 3 – this is not possible in term 4 as classes will be learning different routines for their concert.

PLANETDANCE TERM DATES - 2012

	Term 1	Term 2	Term 3	Term 4
Start Date	Saturday 4th February	Monday 23rd April	Monday 16th July	Monday 8th October
Finish Date	Thursday 5th April	Saturday 30th June	Saturday 22nd Sept.	Saturday 1st December
Accts. Due	Saturday 11th February	Saturday 5th May	Saturday 28th July	Saturday 20th October

PRESCHOOL CLASS TIMES

Preschool classes are held 4 times per week, on Mondays, Tuesdays, Wednesdays & Saturdays.

- Boogie Bug Club at 930am
- Tutu Time at 10:15am
- Fab Fours at 11:00am

FREQUENTLY ASKED QUESTIONS

Can parents watch classes? Parents may watch the first class to help settle students into their new environment. After this we find that the children are much better without the distracting influence of parents and siblings in the room. However, special tactics are used for those who have trouble separating from their parents, so don't worry if it takes your little one a few classes to feel at ease.

How can we monitor their progress? We have watching day towards the end of terms 1, 2 & 3. We don't have a watching day in term 4 because we wouldn't want to spoil the concert for you.

If you miss a class can you catch up on another day of the week? This is perfectly fine in Terms 1, 2 and 3. In term 4 each class works on a different routine so it is too confusing for the students and teachers to have students swapping classes. We do recommend that you avoid swapping days too much as littlies need the comfort of knowing that the same teachers and that their friends will always be there when they go to dancing.

What (uniform & shoes) do I need to wear to class? See our friendly office staff for information

CONCERT DIARY

EVENT	DATE	VENUE
Ticket Sale Day for Pre-schoolers Concert	TBA	Planetdance Studio
Sutherland Concert Rehearsal For Pre-schoolers	Thursday, 15th November	Sutherland Entertainment Centre
Sutherland Concert for Pre-schoolers	Sunday, 2 nd December, 10am	Sutherland Entertainment Centre

Do you need to participate in the concert?

This is not compulsory but highly recommended. It's a great way to reward students for their hard work all year. If you will not be performing in the concert you must inform the office in writing before the end of term 2 because with over 3,000 costumes used each year we need to start purchasing material etc in term 3. If you fail to notify us you will be charged for the costume.

What are the costs of concert costumes?

We make every effort to keep the cost of concert costumes to approximately \$60 per routine.

Can I film or take photos at the concert?

No – this is not permitted but an official DVD can be purchased and professional photos will be organised in class time in term 4.

Will I receive a trophy at the end of the year?

Pre-school students who complete the year will receive a trophy as a gift from Planetdance.

PLANETDANCE IS A SAFE AND HAPPY PLACE

In order to keep Planetdance running smoothly and safely please help us enforce the following guidelines:-

- Students must not enter a studio without a teacher being present.
- The waiting room is not supervised by teachers, nor is it a playground. Please behave appropriately and courteously. Siblings in the waiting room are the responsibility of the parents and should be supervised by them.
- Parents should organise a safe drop off and pick up system that takes into account the age of the student and road safety.
- If you have contagious illness please do not attend class and let the office know – we have students in our classes with serious medical conditions to whom contracting these conditions may be life threatening.
- Planetdance is a “nut-free” zone – no foods containing nuts should be brought into the studio.
- No food or drink (with the exception of water) should be taken into studio 1, 2 or 3 at any time.
- Parents are not allowed to watch classes unless invited to do so by the teacher. One week in terms 1,2 &3 will be designated as “watching week” and parents will be informed and allowed to spectate at that time.
- Photography or filming is not permitted at eisteddfods or concerts.
- We take child protection very seriously – all teachers and staff at Planetdance have been checked and approved by Child Protection Authorities.

HOW DO I KEEP UP TO DATE WITH WHAT'S HAPPENING AT THE PLANET?

We communicate important information to our troupe families throughout the year in the following ways;

- The Whiteboard at the Studio
- The Monthly Planet – Available in hard copy at the studio (all pre-school newsletters are yellow), on the website, and via email if elected on the registration forms. Please make sure you update us with any changes to email addresses.
- The Website – www.planetdance.com.au

If you have any questions or concerns throughout the year, the best way to reach our staff is via email at admin@planetdance.com.au. This means that we do not lose valuable class time talking to parents.