

**P PLANETDANCE**

**Menai's Only Location For**

**READY  
SET  
DANCE**

**READY  
SET  
Acro**

**READY  
SET  
Ballet**



**LET'S TAKE OUR  
FIRST STEPS TOGETHER**

**2024 Information Pack**

# Welcome

Welcome to Planetdance, Menai's only location for Ready Set Dance. This Info Pack has everything you could possibly want to know about our studio, from timetables and term dates to concert information and FAQ, it's all in here!

Ready Set Dance classes are offered in the mornings on Monday, Tuesday, Wednesday, Thursday, Fridays and Saturdays and are designed to keep children stimulated, fit and most importantly, ensure they have lots of fun!

## Why Choose Us?

- ★ 3 Dance Studios, 1 Singing Studio
- ★ Provider for Active & Creative Kids Vouchers
- ★ Air Conditioning
- ★ Plenty of car parking
- ★ Lots of external light used at night
- ★ Proper sprung dance floors
- ★ Wall to wall ballet barres
- ★ Security cameras in all studios
- ★ Close proximity to groceries and cafes
- ★ Over 20 years in the community

 [www.planetdance.com.au](http://www.planetdance.com.au)

Information about the studio is available on the above web address. Newsletters will be sent out by email. Once enrolled, you will be given access to your own Parent Portal where you can manage your account, add classes and pay your account from your computer or smart phone





# WHAT CLASSES ARE AVAILABLE FOR PRESCHOOL STUDENTS?



READY SET DANCE is a one hour combo class of JAZZ, TAP, HIP HOP, SINGING and MUSIC. Designed for both boys and girls, the program focuses on teaching the fundamentals of dance while developing confidence, coordination and creativity in a professional and safe environment.

JAZZ – Develop muscle strength, control and balance and achieve coordination milestones like skipping before going to school.

HIP HOP – Bust out some ice cold moves just like FREEZE to our original hip hop tracks.

MUSIC – Develop the musical ear, dynamics and tempo while having fun with instruments and the parachute.

SINGING – Sing like TWIRL and build confidence singing on the microphone.

TAP – Learn the fundamentals of tap in a playful and creative way splashing in puddles and shuffling like a penguin.

All these ingredients together create a super hour of fun!



READY SET BALLET is 30 minute magical ballet experience for 2-5 year olds where they learn the fundamentals of classical ballet.

MUSIC – Engage in specifically designed music that captures the beauty of classical ballet.

CURRICULUM – Develop coordination, body awareness, strength and flexibility both through visual and auditory instruction.

MIME – Explore creativity and gain confidence by going on a picnic with FREEZE and TWIRL, riding the tutu train to storybook lane and so much more.

THEMED DANCES – Learn the beautifully themed dances that have music prompts to support preschooler's playful participation.

PROPS – Have fun twirling with rainbow ribbons, swaying with feathers and popping bubbles. These resources support tactile awareness and strengthen fine motor coordination and control.



## READY SET Acro

Get ready for Ready Set Acro, the ultimate acrobatic program designed for preschoolers in collaboration with the industry leader Acrobatic Arts! Focused on safe progressions, it nurtures physical and social skills crucial for early childhood development. Led by adorable characters like FLEXY the Giraffe, FLIP the Penguin and BRIDGIE the Elephant, the program's three components—Stretch, Strength, and Skills—feature age-appropriate exercises, fostering flexibility, strength, and a range of acrobatic movements. Your little ones will master everything from basic poses to impressive handstands. Join us for a structured and engaging preschool acrobatics class that not only hits developmental milestones but also introduces exciting AcroDance Skills!





# WHEN ARE CLASSES?

| Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday  |
|--|--|--|--|--|---|
| <br>9:00 am - 9:30 am   | <br>9:00 am - 9:30 am   | <br>9:00 am - 9:30 am   | <br>9:00 am - 9:30 am  | <br>9:00 am - 9:30 am   | <br>8:00 am - 9:00am   |
| <br>9:30 am - 10:30 am  | <br>9:30 am - 10:30 am  | <br>9:30 am - 10:30 am  | <br>9:30 am - 10:30 am  | <br>9:30 am - 10:30 am  | <br>9:00 am - 9:30 am  |
| <br>10:30 am - 11:00 am | <br>10:30 am - 11:00 am | <br>10:30 am - 11:00 am | <br>10:30 am - 11:00 am | <br>10:30 am - 11:00 am | <br>9:30 am - 10:30 am |

# HOW MUCH WILL IT COST?

## SINGLE CLASS



**\$19.40**

per week

## DOUBLE THE FUN



&



or



Save \$4.80

**\$29.50**

per week

## THE FULL EXPERIENCE



Save \$10.20

**\$39.00**

per week



### Please Note



There is a one off registration fee of \$39.00 pre student upon enrolment



Classes will be invoiced by the term



All Prices are inclusive of GST

## YOU CAN USE VOUCHERS!

Planetdance is an approved provider of BOTH the NSW Government Active Kids and Creative Kids voucher programs.



## TERM DATES 2024

The calendar for dancing will follow the school calendar. Therefore the dates for the dancing year are as follows:

**Term 1:** Friday 27th January to Thursday 6th April - 10 Week Term

**Term 2:** Monday 24th April 26th April to Saturday 1st July - 10 Week Term

**Term 3:** Monday 17th July to Saturday 23rd September - 10 Week Term

**Term 4:** Monday 9th October to Saturday 16th December - 10 Week Term

## UNIFORM & DANCE SHOES - Available to purchase from PLANETDANCE

All READY SET DANCE and READY SET BALLET students will be required to wear the official uniform that we are sure you will love. Below are the following options that can be purchased at reception.



TUTU FRILL DRESS



CROSSOVER



T SHIRT



SHORTS



JACKET



BALLET TULLE SKIRT



STOCKINGS



HAIR BOWS



POM POM



SOCKS



GIRLS  
JAZZ SHOES



BOYS  
JAZZ SHOES



GIRLS  
TAP SHOES



BOYS  
TAP SHOES



GIRLS  
BALLET SHOES

\*Boys ballet shoes not available at Planetdance



# CAN I PERFORM ON STAGE?

Every child can be part of the Planetdance Annual Concert, which has been, in the past, an excellent performance opportunity for the students and exciting sleek entertainment for the audience. It has also provided every student with stage experience giving an invaluable lesson in self-confidence. The Concert is NOT compulsory but is highly recommended. It's a great way to reward students for their hard work all year. The Date for the 2023 concert is Sunday November 5th, at Sutherland Pavilion Performing Arts Centre. Be sure to save the date and invite your family to watch your student shine.

## COSTUME AND CONCERT LEVIES

Costumes play an enormous part in portraying themes and give the students the magical stage experience of their dreams. Students partaking in the Concert will require one costume per Concert class they participate in. Our trained staff take care of the sizing and organising of costumes, making the experience completely stress-free. We will take care of the measuring and style selection based on what we see as most appropriate to the style or theme of the routine. We will size the costume to fit for the day of the Concert, ensuring everyone looks their best.

A costume levy will be paid for each class performed in the Concert. This is a lay-by system for your child's costume/s so that you can budget and pay off in small manageable increments. Costume levies are payable at the same time as class fees in Terms 1, 2 and 3. Acrobatics does not incur a costume levy.

Levy amount invoiced for Ready Set Dance and Ready Set Ballet students who start in Term 1 \$37.00 per concert class for Terms 1, 2 and 3.

Students starting in Term 2 will pay the 1st and 2nd instalment and Students starting in Term 3 will pay the costume amount in full.

While it's not compulsory, it is assumed all students will be participating in the end of year concert. Parents must advise us in written form if their child is NOT performing at the concert by the close of business (9pm) 17th July 2023.

If you advise us prior to the 17th of July 2023 you will be entitled to a credit of all levies paid. If advised after the 17th of July 2023 parents will become liable for the full cost of the costume. In the case of cancelled enrolment or deferment or notice that your child/ren will not be attending concert for any reason after 17th July 2023, please be aware that the costume levy will not be refundable or transferable. If a student's parent or carer fails to pay the required costume levy or any other outstanding charge on their account, no costume will be provided and the student will be unable to perform in the concert.



Please Note

all prices are inclusive of GST

## DIGITAL CONCERT COSTS

Each student participating in the concert will be invoiced for Digital Concert Costs in Term 4. This cost includes the copyright licence fee for each child and the cost of producing and editing the footage and is expected to be between \$38-\$40 depending on the licence fees at the time. Every parent will be provided with a link to download the concert to keep forever! This link can be shared with family and friends however due to music licence and child protection laws, concert routines cannot be shared or uploaded on any social media or public platform (including but not limited to: Facebook, Instagram, Twitter, YouTube etc).



## FREQUENTLY ASKED QUESTIONS

Can I watch my child's classes?

In our experience preschoolers are able to concentrate better without the distraction of other noise in the room from parents and other siblings. Our program has been endorsed by leading child care experts who support the independent learning model. As preschoolers participate in classes they have the opportunity to develop additional secure attachments with adults (teachers) and peers. This helps them transition positively into the larger world and helps with school readiness.

Having said that, a lot of children are timid at first and need to know that a parent is close by. You're more than welcome to wait while your child takes their first class

Are your teacher's qualified?

All teachers have their Working with Children Check and follow the program that is endorsed by early learning experts.

Do we need to purchase uniform and shoes?

Students must wear the READY SET DANCE uniform. However, we need to make sure we are the right fit for you and your child before committing to anything. Comfortable clothes and sneakers are fine for the first couple of lessons. Once your child has settled you can purchase the official READY SET DANCE uniform at reception which we are sure you will love.

If we miss a class can it be made up on another day of the week?

You may swap days during Terms 1, 2 and 3 if you miss a class (as long as the make up class is not full). In term 4, each class works on a different routine for the end-of-year concert, and it is too confusing for students to be swapping days. We do recommend that you avoid alternating days too much as preschoolers need the comfort of knowing that the same teacher and their friends will be there when they go to dancing.

Does my child need to participate in the concert?

This is not compulsory but highly recommended. It's a magical day that creates memories that last a life time, so the majority of students love to participate in this annual event. More information regarding the concert can be found later in this information pack.



# I AM READY TO ENROL

Enrolling in our classes couldn't be easier. [Click Here](#) or go to [planetdance.com.au/enrolment](http://planetdance.com.au/enrolment) If you're not quite sure yet, why not come in and try our fantastic classes, you can book a trial at [www.planetdance.com.au/book-online](http://www.planetdance.com.au/book-online)

## RECEPTION HOURS

Monday: 9:00am - 12:00pm & 3:30pm - 7:30pm  
Tuesday: 9:00am - 12:00pm & 3:30pm - 7:30pm  
Wednesday: 9:00 am - 12:00pm & 3:30pm - 7:30pm  
Thursday: 9:00am - 12:00pm & 3:30pm - 7:30pm  
Friday: 9:00am - 12:00pm & 3:30pm - 7:30pm  
Saturday: 8:00am - 2:00pm

## CONTACT US:



0456 778 867



[info@planetdancemenai.com.au](mailto:info@planetdancemenai.com.au)



Bldg 2.02 Menai Central (Above IGA) Old Illawarra Rd, Menai NSW 2234

**ENROL  
NOW**



# Planetdance Policies and Procedures

## Recreation & Pre School Classes

### Fees

- Invoices** Invoices will be issued prior to the commencement of each term, with the due date being at the end of week two. Any student who enrolls mid-term will receive their invoice within one week of enrolment and be given a two-week payment term. All invoices will be emailed.
- Payment** Term payments are required. Fees are to be paid for in advance and are non-refundable. Term fees are paid via AUTO PAY or at Reception. Surcharges will apply to all EFTPOS payments and credit card payments. Current surcharge amounts are displayed at Reception. All accounts must be finalised by the due date of each account, or a late fee will be payable. Please be reminded that only with the fulfilment of financial commitments by everyone can Planetdance continue to provide first-class tuition for all students at a competitive price structure.  
Should a payment fail, a dishonour fee will be payable. Auto Pay Terms and Conditions are at the end of this Information Pack.  
Any overdue accounts will be passed onto a debt-collecting agency.  
Planetdance reserves the right to pass on to the client all fees and charges incurred as a result of the recovery process.
- Registration fee** An annual non-refundable registration fee of \$39.00 per student must be paid prior to the first lesson to cover administration costs, intellectual property fees for music & insurance.
- Credits & Refunds** Overhead costs continue regardless of how many students attend classes, therefore, there are no refunds for classes not attended. Credits and refunds will not be issued due to missed classes, illnesses (including COVID), school events or holidays, or if you choose not to return during the term for any reason fees cannot be transferred to another student or family member. In the case of a serious illness of more than 4 weeks, fees may be credited to another term within the current year of enrolment (medical certificate must be presented as proof). Credits will only be applicable during the registered year. Registration fees are non-refundable for any reason.



**Class Changes & Cancellation** If you enrol in a class (any class) during the first three weeks of any term, it will be assumed by the administration that you will be participating in that class for the whole term. You may withdraw from any of your classes or change disciplines within the first two weeks of terms 1, 2 and 3 only. If payment has been made within this time, fees can be credited to another discipline or term. Class cancellations or changes may not occur in Term 4. You must notify the administration in writing of any changes made in the first two weeks. Otherwise, you must wait until the end of the term and therefore are obligated to pay in full that term's tuition (email [info@planetdancemenai.com.au](mailto:info@planetdancemenai.com.au)).

Costume levies paid (if any) for cancelled classes can be credited to class fees of the current registered year provided that they have not been ordered and cancellation has occurred before 27th July 2024. In the event that a client cancels within the first two weeks of either Term 1, 2 or 3 and has an outstanding balance accumulated, Costume Levies already paid will be credited to the outstanding Invoice or balance.

**Late Payment Fees** If anything invoiced is more than 14 days late, a 10% Late Payment Fee will be added to the outstanding balance of the invoiced total. In the event that an invoice is partially paid, the penalty will only be applied to the balance of the invoice. If payment of the Term Invoice has not been received by the 5th week of term, the student may not be admitted into classes.

**Co-Parenting** Where there is a co-parenting arrangement in place, Planetdance is happy to send emails to both parents when both parents are nominated on the registration form; however, we do not manage co-payments. The parent enrolling the student is responsible for payments irrespective of co-parenting agreements. Please ensure all fees are paid when due. Planetdance cannot engage in discussion or written correspondence on behalf of either parent or a third party.

**Students Who Enrol Mid-Term** Students starting mid-term will only be charged for classes remaining in that term. Costume levies are charged from the beginning of the year. Therefore these will be invoiced when enrolling, e.g. if starting in Term 2, you will be invoiced for Term 1, and Term 2 costume levies for each concert class attended.

## Studio Policies

Please read and become familiar with our rules to make sure the best dance experience is possible for your student. Each student's best interest is taken into consideration in all decisions. Please read and discuss this page with your child/children!

**General Etiquette** All students are expected to be well-behaved, courteous, honest, and abide by the rules of Planetdance. Disrespectful, uncooperative, or aggressively competitive attitudes do not have a place at Planetdance. Any parent or student exhibiting these attitudes will be asked to leave. Planetdance expects all students to conduct themselves in a manner that is respectful to others and to themselves. Students will not make comparisons to each other or speak negatively about one another or the instructors.

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# Auto Pay

Auto Pay is our preferred payment method. Registration into Auto Pay is compulsory. However, there will still be other methods of payment available. For more information, read through these FAQs:

Q. Is Auto Pay compulsory?

A. Yes, it will be compulsory for all students to be registered for Auto Pay

Q. Are there alternate payment methods?

A. Yes, you can still make payments at Reception by cash or card. If your account balance is \$0.00, Auto Pay will not deduct any funds from your nominated card.

Q. What dates will Auto Pay run?

A. Auto Pay will run on the due date of each transaction. We will send reminders for Term fees; however, it will be your responsibility to ensure funds are available regardless of whether you have received a reminder.

Q. Will we still receive statements?

A. Absolutely. Our usual routine of sending statements before the term will continue as normal. You will have ample time to review your statement before the payment being deducted from your card.

Q. Can I set up a Payment Plan to be deducted weekly, fortnightly or monthly?

A. YES! Once you have registered for Auto Pay, you can request a set amount to be deducted from your account either weekly, fortnightly or monthly. However, please note that anyone on a payment plan will not be entitled to the 20% Multi-Class Discount. You can request a payment plan by emailing: [info@planetdancemenai.com.au](mailto:info@planetdancemenai.com.au)

Q. Is there a surcharge?

A. Yes, a 1.75% surcharge + \$0.30 per transaction is charged by DSP Merchant Services, which will be passed onto you at the time of the transaction.

Q. Are my credit card or debit card details safe?

A. DSP Merchant Services is managed by Stripe – one of the largest financial services software companies in the world. Stripe uses the most stringent levels of certification available in the online payments industry. Neither we (Planetdance) nor our software provider (DSP) can see your full credit card details, and they are fully encrypted by Stripe.

Q. How do I set it up?

A. Enrolling in Auto Pay can be done at the studio by the administration, or it can be set up through your online parent portal on Dance Studio Pro.

Q. Where can we read the Terms & Conditions?

A. Terms and Conditions are outlined on the Parent Portal, which you must read and agree to before registering your card details. If you have any specific questions, you can call our Studio on 0456 778 867 during business hours.