



ENROLMENT

INFORMATION PACK

2020



ABOUT US

From humble beginnings twelve years ago, Kim Factor School of Dance has grown rapidly and now has over 500 students. Kim Factor School of Dance holds classes for pre-schoolers to university students, teaching RAD Ballet, Jazz, Acrobatics, Lyrical, Musical Theatre, and Conditioning classes. In August 2015, the School opened a brand new state of the art and purpose built premises in Elsternwick with 3 generous studios each with sprung floors, full length mirrors and ballet barres. For the past twelve years, the School has entered students in the Royal Academy of Dance examinations, where all achieved excellent results. The School also competes at local dance eisteddfods and other community events.

MISSION STATEMENT

Kim Factor School of Dance inspires to encourage technique, musicality, performance, as well as discipline. Individual attention is given to each and every pupil in order for them to reach their highest potential. Dance instils a sense of poise, posture and confidence – qualities that each student will carry with them in the wider world. The school's aim is to create a challenging and rewarding atmosphere in the studio, whilst allowing a love of dance to shine through and each student to achieve their full capability.

TERM DATES 2020

TERM 1

Start Date: Monday 3rd February 2020

End Date: Sunday 5th April 2020

TERM 2

Start Date: Monday 20th April 2020

End Date: Sunday 28th June 2020

TERM 3

Start Date: Monday 13th July 2020

End Date: Thursday 17th September 2020

TERM 4

Start Date: Monday 5th October 2020

End Date: Sunday 6th December 2020

TERM FEES 2020

CLASS FEES – Calculated pro rata based on the number of weeks in a Term

30 minute \$16 per class

45 minute \$19.50 per class

1 hour \$22 per class

1.25 hours \$27.50 per week

1.5 hours \$31.50 per week

1.75 hours \$35.50 per week

2 hours \$40 per week

2.5 hours \$48.50 per week

3 hours \$57 per week

3.5 hours \$64 per week

4 hours \$73.50 per week

5+ hours \$750 per term flat rate

A one off "Student Registration Fee" of \$25 is payable on your first invoice per annum which covers insurance and other administrative related costs.

UNIFORM LIST 2020



****Uniform items can be purchased at Capezio Elsternwick****

BALLET UNIFORM

<i>Creche Kinder Prep/Pre Primary</i>	<i>Grade 1 Primary RAD</i>	<i>Grade 2 Grade 3 Grade 1 RAD Grade 2 RAD</i>	<i>Grade 4 Grade 5 Grade 3 RAD Grade 4 RAD</i>	<i>Grade 7+ Inter Foundation Intermediate</i>
Baby Pink Leotard Baby Pink Skirt Ballet Tights Ballet Shoes	Baby Blue Leotard Ballet Tights Ballet Shoes	Jet Blue Leotard Ballet Tights Ballet Shoes	Aubergine Leotard Ballet Tights Ballet Shoes	Navy Leotard Ballet Tights Ballet Shoes
				

GRADE 1+ JAZZ/TAP/ACROBATICS/LYRICAL/HIPHOP

SHOES

<i>JAZZ & MUSICAL THEATRE</i>	<i>TAP</i>	<i>ACROBATICS</i>	<i>LYRICAL</i>	<i>HIPHOP</i>
Tan Jazz Shoes	Tan Tap Shoes	Bare Foot	Lyrical Shoes Tan knee Pads	Black/White Converse Style Sneakers
				

CLOTHING

Any combination of black dancewear, corresponding ballet coloured leotard, or KFSB branded uniform items are permitted

This excludes HipHop where any comfy clothing is approved



FREQUENTLY ASKED QUESTIONS

ENROLMENT QUESTIONS

How do I enrol my child?

To enrol, please complete the online registration via our website. Please allow 48 hours to receive a confirmation of enrolment email.

Can my child attend a free trial lesson?

Yes of course! The first lesson for any new student enrolling at Kim Factor School of Dance is offered as a free trial. Free trials are not available for existing or returning students.

How do I know what class to enrol my child into?

If you're unsure, please contact us to assist you.

When do I need to purchase the uniform? Is it compulsory?

The uniform is compulsory. Students are most welcome to attend their free trial lesson in any suitable clothing. Uniform should then be organized within 2 weeks.

My child wants to enrol in "Competition Troupe Classes" however we like to go away on holidays. Can they miss competitions, classes or rehearsals?

If you're unable to commit to your child attending class regularly and being available for the scheduled competitions, it may be best for them to enrol into general classes for 2020. If you're planning a trip, but generally can commit throughout the year, please contact us so that we can consider the best outcome for your child and the team.

Can my child enrol in a higher age group?

We believe that it's generally best for students to dance with similarly aged students, in a standard that reflects their experience and goals. If you would like to request to move to a higher level/age group, please contact us via email and we will review your request.

RAD BALLET EXAM QUESTIONS

Do all ballet students participate in the annual exam?

No, students must attend 2 RAD ballet classes per week to participate in the exam. Each year, we review the progress of each individual student and put forward those who are confident and ready for the exam.

How much does the exam cost?

The exam costs vary from year to year and are paid directly to the Royal Academy of Dance.

COMMUNICATION/FEEDBACK QUESTIONS

How can I receive feedback on how my child is going?

Please feel free to contact our reception to inquire. We can speak to your child's teacher/teachers and then get back to you with their feedback.

How can I contact teachers and staff?

Through the Kim Factor School of Dance Office only (phone, email, in person). It isn't appropriate to communicate via private social media or request teachers contact information.

FREQUENTLY ASKED QUESTIONS

ANNUAL END OF YEAR SCHOOL CONCERTS

Does my child have to perform in the concert?

No, the concerts are optional, however they are lots of fun!!

Am I required to purchase a costume?

Yes, costumes are sold to the students and are yours to keep.

Do I need to buy tickets to watch?

Yes, if you wish to watch the concert you will need to buy a ticket.

When are the concerts and where are they located?

End of year concerts are held in November 2020 at The Besen Centre in Burwood.

CLASS QUESTIONS

What do I need to bring to class?

Students need to bring a water bottle to class (no glass bottles please). No other food or drink is permitted in the studio.

What can't I bring to class?

Mobile phones and other belongings are not permitted in class. Food and drinks other than water cannot be brought either.

Can I go into the studio with my child to watch the classes?

Studio access is restricted to students only. Parents, siblings and friends are not permitted in the dance rooms. Parent viewing is permitted in the last 15 minutes of the last class of each term, apart from Term 4.

What time do I need to arrive for my class?

Please arrive at least 5 minutes early to your dance class. Please arrive at least 15 minutes prior to your first class.

What time should I collect my child from their class? Please ensure that you are on site 5 minutes prior to your child's class finish time, to ensure safe collection of your child. Students are strictly not permitted to wait on the street to be collected after class.

What happens if I miss a class?

Please let us know in advance if you're going to be absent from class. If you wish to attend a make up lesson, please contact us via email and we will try to offer a class for you.

FEES QUESTIONS

Can I get a refund? No, unfortunately we do not offer refunds. Places are booked for a minimum enrolment time of one term, regardless of participation, unless a medical certificate is presented.

Can I get a credit? No, unfortunately fees are non-transferable to another class, sibling or friend.

POLICIES & PROCEDURES

HEALTH & SAFETY POLICY

- Kim Factor School of Dance have set up and will maintain a safe dance environment for its students. The studio flooring and equipment used enable and ensure safe dance practices.
- Appropriate emergency procedures exist and staff understand the procedures relevant to their location.
- Kim Factor School of Dance staff have the responsibility and authority to ensure that health and safety objectives are achieved. They will identify and eliminate unsafe acts, procedures, conditions, equipment, and hazards of all kinds.
- Behaviour from students, parents or visitors that may cause an unsafe environment, will not be tolerated.
- It is the responsibility of the student or parent/guardian to inform Kim Factor School of Dance of any prior or current illnesses or injuries.
- The utmost care is taken at all times, however, Kim Factor School of Dance and its Staff will not be held responsible or liable for injury incurred by students, parents or visitors inside or outside the Premises.
- Students are not to wait outside. No student (under 16 years) is to wait outside or leave the Premises unaccompanied by a parent or guardian.
- Kim Factor School of Dance MUST be notified of any allergies that a student may have. Kim Factor School of Dance will not be held responsible for allergic reactions outside of class time, however first aid will be provided.
- If a teacher drives a student to or from a school related event, as requested by a parent, including but not limited to a concert, community event or eisteddfod, parents accept that all care is taken by the teacher; however, no liability will be taken by either the teacher or the school in the event of an incident.
- Kim Factor School of Dance is a NUT FREE ZONE.

BEHAVIOUR/CONDUCT POLICY

- Kim Factor School of Dance does not tolerate indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from students, parents/guardians, family members, or visitors.
- This behaviour includes at the Premises or outside of the Premises, social media or on the internet.
- Negative communications between parents and/or students will not be tolerated by Kim Factor School of Dance.

BULLYING POLICY

- The following will not be tolerated in person, via email, via text messaging or via the internet application. Verbal abuse or shouting, physical abuse, excluding or isolating a person, psychological harassment, humiliating a person through sarcasm, criticism or insults, ignoring or belittling a person's contribution or opinion.
- Where any persons feel that they are the victim of bullying, they should discuss the matter directly with Kim Factor School of Dance.

POLICIES & PROCEDURES

PHYSICAL CONTACT POLICY

- Physical contact between a teacher and student may be required to demonstrate, correct or assist with dance or tumbling movements.
- In the event of an injury, physical contact may be required between a First Aider and injured student or visitor.

PRIVACY & PHOTOGRAPHY/VIDEOGRAPHY

- Kim Factor School of Dance does not share any personal information with any other parties. Information that is provided to use is held strictly confidential and used only to process and maintain student enrolments and to communicate directly with family member.
- At times, videos and photographs will be taken during class time by members of staff and used for rehearsal purposes or for promotion. These photos may be used for promotional purposes only. IF YOU DO NOT WISH FOR YOUR CHILD'S IMAGE TO BE USED ON SOCIAL MEDIA OR PROMOTIONAL PURPOSES, PLEASE ENSURE THAT YOU COMMUNICATE THIS TO OUR OFFICE STAFF MEMBERS IN WRITING VIA EMAIL.
- During Parent Viewing Week, parents have generally been allowed to photograph/video their child for their other family members. In doing so, other children might be filmed in the process. For reasons of privacy, parents or guardians of some students may not feel comfortable with this. Students or parents who do not wish for their child to be photographed/videoed have the right to withhold their permission. If any student/parent/guardian objects to photos or videos being taken of their class during Parent Viewing week, no cameras will be permitted to be used for that class. Parents, who do not wish for their child to be photographed, please advise our office to prior to Parent Viewing week in the strictest confidence.

SAFE GUARDING YOUNG PEOPLE

- Kim Factor School of Dance is committed to the safety and protection of its students. Every staff member is screened and required to hold a valid Working with Children Check.

CANCELLATION POLICY

- If we (Kim Factor School of Dance) have to cancel a class, students will be notified in advance and fees paid will be refunded or credited.
- If a student/parent cancels a class, there will be no refunds. Students are able to attend a makeup class instead during the same term.
- If you pull out of a class once term has commenced, there is a \$50.00 cancellation fee. The annual registration fee is non-refundable.

STATEMENT OF COMMITMENT TO CHILD SAFETY

- Kim Factor School of Dance is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Kim Factor School of Dance is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Kim Factor School of Dance has robust human resources and recruitment practices for all staff and volunteers.
- Kim Factor School of Dance is committed to regularly talking about and training and educating our staff and volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
- We are aware of the inherent risks associated with dance schools and we continue to evaluate these risks and implement solutions to keep our young people safe
- We are committed to providing an environment where all young people feel valued and can learn in a supportive atmosphere regardless of their skill level
- We are committed to employing teachers that uphold these values and we will stop classes and remove a teacher should we feel their behaviour is inappropriate
- We lead on child safety from the top. Studio owners and key management staff all uphold and practice child safety and are on hand to support others in the organisation.
- Whilst we believe that discipline is important in the dance training industry, this does not involve yelling in a demeaning manner or isolating, threatening, bullying or victimising students.
- Each teacher will have very clear expectations for behaviour in class and this will be communicated directly to students, whilst all students are expected to comply with these expectations, we must all agree that they are fair and just.
- Parents are an important part of our dance community and should always feel their children are safe. We expect all parents and carers to uphold the child safe standards and code of conduct.
- Our policies are well communicated to all staff, volunteers, children, families and members of the community.
- We are committed to the holistic development of the children in our care and endeavour to incorporate discussions, workshops, displays and good teaching practice on health and wellbeing. This includes physical, mental and emotional health
- We have zero tolerance of bullying and regularly work with our staff, teachers and students to ensure this is embedded in our culture.
- We have stringent anti bullying policies in place to support our commitment to child safety.
- We are committed to continually improving our facilities to ensure the safety of our children and young people and to remove all risks of child abuse

CODE OF CONDUCT – CHILD SAFETY

All staff, volunteers and members of Kim Factor School of Dance are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Kim Factor School of Dance are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Kim Factor School of Dance child safe policy at all times / upholding Kim Factor School of Dance statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child. All private lessons must be conducted with windows and where appropriate doors open. Parents or carers must have an option of sitting in on the class and these classes will be regularly visited by staff of Kim Factor School of Dance
- reporting any allegations of child abuse to Kim Factor School of Dance leadership, and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to Kim Factor School of Dance leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical. It is understood that physical contact in the dance environment is important, for example correcting a child's position of arms or feet however this will be appropriate physical contact with no sexual or abusive intention
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- attend work under the influence of drugs and/or alcohol or discuss the use of these with any children
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.
- yell at children in a demeaning manner
- Ignore, threaten, isolate, bully or intimidate children

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Kim Factor School of Dance leadership. Failure to Comply With This Code of Conduct Where a staff member (teaching & non-teaching), casual relief staff, volunteers, contractors, parents or carers are suspected of breaching any obligation, duty or responsibility within this Policy, Kim Factor School of Dance take disciplinary action, including in the case of serious breaches, summary dismissal.

If you believe a child is at immediate risk of abuse phone 000.