

TARA-JAYNE DANCE ACADEMY



FAMILY HANDBOOK 2027

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Welcome

We are delighted that you have chosen our studio as part of your child's dance journey. Our goal is to provide a positive, encouraging, and professional environment where every student feels supported, challenged, and inspired, regardless of their age and ability.

Dance teaches far more than steps - it builds confidence, discipline, resilience, teamwork, creativity, and lifelong friendships. We look forward to sharing these experiences with your family.

At Tara Jayne Dance Academy, our mission is to create a safe, inclusive, and inspiring environment where every dancer can develop their skills, confidence, and love of dance while learning respect, commitment, and teamwork. Whether taking their very first class or training at an advanced level, every student is encouraged to build confidence, develop lifelong friendships and discover a genuine love for dance.

At TJDA, we believe every dancer has the potential to shine, and we're here to help them discover it.

Who to contact:

If you have any questions regarding enrolments, fees, uniforms etc, please contact Miss Tara via:

-Email: tjdanceacademy@gmail.com

-Via the Parent Portal

Our Values

At Tara Jayne Dance Academy, we believe every dancer deserves to feel:

- Safe
- Included
- Respected
- Encouraged
- Challenged
- Proud of their achievements

Communication

Our primary methods of communication include:

- Email
- Parent portal
- Studio app
- Social media
- Studio noticeboard

Please ensure your contact details remain up to date. Parents are responsible for reading studio communications, including concert information, invoices, holiday dates, and important announcements.

Enrolment

Enrolment is ongoing throughout the year, subject to class availability.

Class placements are based on:

- Age
- Ability
- Teacher recommendation
- Previous dance experience

The studio reserves the right to move students into classes that best suit their development.

Re-enrolment is required at the end of each year – with positions allocated to current TJDA dancers first, then opened up to the waitlist and the public. Failure to re-enrol each year without notifying of a withdrawal, will result in an enrolment not taking place, the position will go to another dancer, and the dancer placed on our waitlist.

Upon enrolment - you agree that you have read our parent handbook, and agree to comply with studio policies and procedures outlined in the handbook, as well as responsible for accounts and fees.

Classes

We offer the following classes at Tara Jayne Dance Academy:

Toddler Dance – ages 2-3 years – a parent/guardian is required to attend the class with child

Kinder Dance – ages 3-5 years – a parent/guardian is required to stay onsite for children aged 3-4

Junior Dance – ages 5-7 years

Level 1 Jazz – ages 8-11 years

Level 2 Jazz – ages 11-14 years

Level 3 Jazz – ages 14+ years

Level 1 Hip Hop – ages 8-11 years

Level 2 Hip Hop – ages 11-14 years

Level 3 Hip Hop – ages 14+ years

Level 1 Contemporary – ages 8-11 years

Level 2 Contemporary – ages 11-14 years

Level 3 Contemporary – ages 14+ years

Level 1 Ballet – 8-12 years

Level 2 Ballet – 12+ years

Tuition & Fees

Tuition is charged on a term basis unless otherwise advised.

A **\$50 enrolment deposit** per family is due at the time of booking your dancer into the school. This will then come off your subsequent term fee.

Fees are **due by the payment date** listed on your invoice.

Payment plans are available, but must be in place before the term starts. Please contact Miss Tara for a payment plan arrangement.

Accounts more than **14 days overdue** may result in dancers being unable to participate in classes, performances or competitions until the account has been brought up to date.

Tuition reserves your child's place in class and is not based on attendance.

Missed classes are not refundable, however will be refunded if a class is cancelled on behalf of TJDA.

There is a \$50 **performance fee** applied per family at the beginning of term 4. This helps cover the cost of hiring the Forge Theatre, as well as professional videography of the annual concert.

Discounted fees may apply for families enrolling more than one dancer, and dancers enrolling in 3 or more classes per term.

There will be a **costume fee** applied to term 3 or 4 invoices for our annual end of year concert. We aim to keep costume costs as affordable as possible while maintaining a professional presentation. Dancers will be able to keep their costumes after the concert, and once paid in full.

Fees are reviewed annually; below is our 2027 fee schedule:

Fees:

Toddler Dance – ages 2-3 years – 30 minutes - \$130 per term

Kinder Dance – ages 3-5 years – 30 minutes - \$130 per term

Junior Dance – ages 5-7 years – 45 minutes - \$150 per term

Level 1 (jazz, contemporary, hip hop) – ages 8-11 years – 45 minutes - \$160 per term

Level 2 (jazz, contemporary, hip hop) – ages 11-14 years – 45 minutes - \$160 per term

Level 3 (jazz, contemporary, hip hop) – ages 14+ years – 45 minutes - \$160 per term

Level 1 Ballet – 12 years and under – 45 minutes - \$160 per term

Level 2 Ballet – 12 years and over – 45 minutes - \$160 per term

Attendance

Regular attendance is important for student progress.

Please notify the studio if your child will be absent.

Students involved in performances or competitions are expected to attend all rehearsals, which will be outlined in further detail in the competition team agreement.

Repeated absences may affect choreography, class progression, and performance opportunities.

Students arriving more than 10 minutes late may be asked to observe rather than participate if they have missed the warm-up, for safety reasons.

Arrival & Pick Up

Please arrive 5–10 minutes before class.

Students should be collected promptly after class.

Teachers and studio faculty are **not responsible** for dancers once their class has finished, teachers supervise only during their designated class time.

Parents are responsible for supervising children before and after class.

Student Behaviour Expectations

Students are expected to:

- Be respectful to teachers and fellow dancers.
- Listen and follow instructions.
- Arrive prepared.
- Demonstrate good sportsmanship.
- Care for studio property.

Bullying, inappropriate language, or disruptive behaviour will not be tolerated and may result in cancellation of your child's position at TJDA.

Only water is permitted inside the studio. Food is not allowed in dance spaces. Dancers are responsible for bringing their own water bottles, and if eating before class time, rubbish and any mess must be cleaned up immediately.

No gum is allowed inside the dance studio for safety reasons.

Parent Expectations

We ask parents to:

- Encourage their dancer positively.
- Respect teachers and studio staff.
- Avoid interrupting classes.
- Use appropriate communication channels for concerns.
- Support studio policies.

Please refrain from discussing concerns on social media. We encourage respectful, direct communication so issues can be resolved quickly.

Dress Code

Correct dance attire is required for every class.

Hair must be neatly secured.

Jewellery should be kept to a minimum unless medically necessary.

Appropriate dance shoes must be worn for each class.

Correct uniform helps students feel part of the team while allowing teachers to assess technique and ensure safe dance is conducted.

Teachers may ask students to sit out activities if clothing or footwear presents a safety concern.

Please see below dress code for relevant classes:

- Ballet – leotard and skirt with pink ballet tights, ballet shoes, hair in a bun
- Jazz – fitted dancewear and jazz shoes
- Contemporary – fitted dancewear with bare feet or half soles
- Hip Hop – baggy loose clothing and clean enclosed shoes

There is a uniform for purchase at the studio, however TJDA branded uniform is not compulsory, and externally bought attire is welcome.

There will also be dance shoes and tights available for purchase.

Viewing Classes

To help students remain focused and independent, classes after the first 2 weeks of term are no longer able to be viewed by parents. Parents may be invited into classes during designated viewing weeks throughout the year.

This encourages dancers to develop confidence while allowing teachers to deliver uninterrupted instruction.

Health & Safety

Students who are unwell should remain at home.

Please inform the studio of:

- Medical conditions/disabilities
- Allergies
- Injuries
- Emergency contact changes

Parents must ensure emergency contact details remain current at all times.

The studio will make every reasonable effort to provide a safe environment; however, participation in dance carries an inherent risk of injury.

In the event of a medical emergency where an ambulance is called for a dancer, parents/guardians are responsible for the costs associated.

Any injuries sustained outside the studio should be reported to the teacher before class begins.

Performance & Recitals

Our annual performances celebrate student achievement.

Participation is encouraged but not mandatory. If your dancer will not participate in the annual concert, please notify Miss Tara by **Week 1 of Term 4** to support choreography and class planning.

Participation in the annual concert is **mandatory** for all competition dancers.

Costumes, rehearsal schedules, ticket sales, and performance details will be shared well in advance. Dress rehearsal attendance is typically compulsory.

Competition Teams & Solo Dancers

Competition team selection is by teacher invitation or assessment, based on attendance, attitude, technique, commitment, and readiness.

Competition dancers commit to additional rehearsals, performances, and events.

Team members are expected to demonstrate:

- Consistent attendance
- A positive attitude
- Commitment to rehearsals
- Respectful behaviour

Additional fees apply (competitions, costumes, travel, and entry fees). If your dancer is interested in joining the team and/or competing in solos, please speak with Miss Tara.

Photography & Social Media

The studio may photograph or film classes and performances for promotional purposes.

If you do not wish your child to appear in promotional material, please indicate this on your enrolment form. To change consent at any time, email TJDA and we will arrange this promptly.

Parents/carers must not take photos or videos where other children are visible and identifiable.

This supports our child-safe policy. Failure to comply may result in being asked to leave, and repeated breaches may lead to suspension or cancellation of enrolment.

Mobile Phones & Smart Watches

Phones must remain in dance bags during class unless required for medical reasons.

Smart watches should be on silent.

Photography or filming during class is not permitted without teacher and student permission.

Studio Closures

The studio follows Victorian public holiday and school holiday dates. Classes do not run on public holidays unless advised otherwise.

If closures occur due to extreme weather or unforeseen circumstances, we will notify families as early as possible via email, text and/or social media. If a class is cancelled, it will be refunded or postponed.

Withdrawal Policy

Written notice is required to withdraw from classes. Non-attendance does not constitute withdrawal.

Fees already paid are non-refundable unless otherwise agreed in writing by the studio.

Lost Property

Please label all belongings.

Lost property is kept for a limited time before being donated or disposed of.

The studio is not responsible for lost or stolen items.

Code of Respect

Our studio is committed to a welcoming environment where kindness, inclusion, diversity, teamwork, and respect are valued.

All community members (students, parents/carers, teachers, and staff) are expected to contribute positively to our studio culture.

Child Safety

We take child safety seriously and are committed to child-safe practices that support every student's wellbeing.

- All staff hold a current Working With Children Check.
- Concerns regarding child safety can be reported directly to the Child Safety Officer.
- TJDA has zero tolerance for child abuse.

We aim to provide an environment where children feel valued, heard, and supported. **Please refer to our designated child-safe policy.**

Thankyou

Thank you for trusting us with your child's dance education.

We are honoured to be part of your family's journey and look forward to seeing every dancer grow in confidence, skill, and joy throughout the year.

