

Student Enrolment Form 2019

How do I Enrol?

Please fill out both side of the enrolment form and complete step 1,2 or 3.

1. Scan and email to crazyfeet3@bigpond.com, bank transfer Booking fee of \$35.00.

NAME: Crazy Feet PTL YTD BSB: 033 038 ACCOUNT: 216975

**Please identify payment with child's initial and surname.

2. Return to reception with the Booking fee of \$35.00. This is a separate fee and is not deductible from the fee total.

3. Mail enrolment form to PO Box 1145, Hartwell 3124, include Booking fee of \$35.00 in your envelope.

Students Details			
Students First Name		Students Surname	
Date of Birth		Year at School	
Street Address & Suburb			
Postcode			
Previous Dance Experience:			
Medical Information e.g. asthma or anaphylaxis:			
Parent Details (1)			
Parent First Name		Parent Surname	
Parent Mobile			
Parent Work Phone			
Parent Details (2)			
Parent First Name		Parent Surname	
Parent Mobile			
Parent Work Phone			
E-mail – Please make sure this is clearly stated as this is our first point of contact for important information, updates and invoices.			
Preferred Email:			

Please write the classes you wish to enroll in				
	Students Name	Class Name	Class Day	Class Time
Class 1				
Class 2				
Class 3				
Class 4				
Class 5				
Class 6				
Class 7				
Class 8				
Class 9				
Class 10				

Liability Policy

I _____ as the parent/guardian of _____ (student name) hereby agree to all the terms and conditions as set by Crazy Feet Dance studio in their 2019 brochure and understand that my child dances at their own risk and no liability will be taken under any circumstances by the proprietors, teachers, or Crazy Feet Dance Studio for physical injury or loss/damage of property or personal effects or clothing.

Parents Signature Date ___ / ___ / ___

Cancellation Policy

I _____ as the parent/guardian of _____ (student name)

I understand that this enrolment is for the entire year of 2019. I understand that I will be invoiced fees quarterly. I understand that in order to not be charged for the next quarter of fees I am required to give notice of cancellation in writing 2 weeks before the end of the term. Failure to do so will result in a \$50 cancellation fee.

Parents Signature Date ___ / ___ / ___

Concert Policy

I _____ as the parent/guardian of _____ (Student name)

1. Give permission for my child to be photographed by Crazy Feet Dance Studio and be included in the 2019 Concert DVD.
2. Acknowledge that there is a concert in November (proposed dates 13th, 14th and 15th of November) and my child will participate, or I will notify Crazy Feet by Monday 15th of July 2019 if my child is unable to participate.
3. Acknowledge that there will be a costume hire fee, as costumes will be provided by Crazy Feet, and this Costume Hire fee will still be payable if I withdraw from the concert after the 15th of July 2019.

Parents Signature Date ___ / ___ / ___

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Enrolment Fee's Policies & Procedures:

- Enrolment is for the entire year - with fees paid by term.
- All term fee invoices will be issued prior to the end of term (with the exception of First term where you will receive a fee amount in your acceptance letter)
- All accounts **must** be settled by the dates specified in this Brochure.
- A \$25 administration fee will apply to every late notice/invoice sent out.
- All outstanding accounts must be settled 1 month prior to the end of year concert.
- After the commencement of classes no refunds will be given to students.
- In case of injury or sickness, make-up classes can be organized at the discretion of the teachers. No refunds are available for missing classes due to sickness or injury.

Cancelling Enrolment Policy:

If a student intends to discontinue classes during the year they must notify Crazy Feet **in writing via email** 2 weeks prior to the end of that term. If you receive an invoice via email and cancel after the invoice has been issued you will be subject to paying a cancellation fee of \$50.

Newsletters & Notice board Policies:

Crazy feet provide a newsletter each term. Please ensure you read all these as they include important dates and information for parent's. Also keep an eye on our website on our news page as all notices will be posted on there.

Injury Policies:

It is the responsibility of the student or parent to inform the teacher before class of any injuries, including those injuries that are being treated or may be of concern during class. A first aid box is available at the studio. Due to government legislation we are unable to provide any children with Panadol or equivalent medication.

Asthma and Anaphylaxis Policy:

Please complete details on enrolment form and ask for an action plan form at reception.

Watching Class policies and Open days:

It is the policy of Crazy Feet that parents do not stay and watch classes. There will be open days in Term 1 & 2 for parents and friends to watch and view the student's progress. Term 3 & 4 do not have open days due to concert preparation. Dates for open days are announced in the newsletters.

Concert Policies:

- Our annual performance is held at the Besen Centre on November 13th, 14th and 15th. It is not compulsory for students to take part in the performance; however, it is assumed that all students will take part. The concert is a lot of fun. If your child will not be appearing in the concert you must inform the office **before Monday the 15th of July otherwise costume hire fee is still payable.**
- All concert dances are learnt in class. There is a compulsory studio rehearsal and theatre rehearsal as well as the performance.
- Stream 1 Students are only involved in 1 concert. Stream 2 students are involved in 2 concerts. Junior school students (3yr, 4yr, prep, grade 1 & 2 at school) are only involved in 1 concert

Costume Policy:

Costumes are provided by the school and are hired out to the students for a fee. Parents are not required to do any sewing. Invoices for concert costume hire are sent out in Term 3. You must notify us if you are not doing the concert before Monday 15th of July, otherwise costume hire is still payable.

Lost Property:

ALL items left at Crazy Feet will be placed in lost property. They will NOT be kept separately at reception for people to collect. Please do not call and ask for this to be done. Lost property is located in the waiting room for easy access and will be emptied at the end of each Term and given to charity.

Classical Ballet Requirements: Classical ballet is the basis of all dance forms. Ballet develops a child's posture, musicality, discipline and movement skills, while providing a strong technical foundation. Crazy Feet teaches the internationally recognised Cecchetti Syllabus and students take part in exams and assessments below are the requirements

- **Pre-Primary** – Prep at school 1 class of ballet a week
- **Primary** – Grade 1 at school, 1 class of ballet a week
- **Grade 1 Ballet** – Grade 2 at school, 1 class of ballet a week + booster class starting Term 2 for examination preparation
- **Grade 2 Ballet** – Grade 3 at School, 2 Ballet Classes a week
- **Grade 3 Ballet** – Grade 4 at School, 2 ballet Classes a week
- **Grade 4 Ballet** – Grade 5 at school, 2.5 classes of ballet a week
- **Grade 5 Ballet** – Grade 6 at school, 2.5 classes of ballet a week
- **Grade 6 Ballet** – Year 7 at school, 2-3 classes of ballet a week
- **Intermediate Ballet** – Year 8 & 9 at School, 2-3 ballet classes a week
- **Advanced Ballet** – Year 9 & 10 and above at school, 4-5 hours a week.

Uniform:

The dance uniform ensures students wear appropriate gear for dancing and provides a non-fashion competitive environment. Baggy clothing, jumpers and school wear is **not** allowed to be worn for class. Students can choose from the following items to allow for winter and summer. Items with (B) can be purchased from any "Bloch" store at Camberwell, Chadstone & Doncaster.

Crazy Feet Hooded Jacket: All students from Grade 1 ballet and above are required to have a Crazy Feet Jacket; these can be purchased from Crazy Feet reception.

UNIFORM FOR BALLET & OTHER GENRES:

The ballet uniform is set by the Cecchetti society of Australia and can be purchased at Bloch.
All Ballet students' must have pink ballet tights & leather ballet shoes *Ribbons needed Grade 4 and above*

Kindy Dance to Pre-Primary Ballet, Jazz, Tap:

Pink Leotard (B) Pink Ballet Skirt (B)
Pink Cross Over (B)

Grade 1 & 2

Ballet, Jazz, Tap

Lilac Leotard (B)
Lilac Cross Over (B)

Grade 3 & 4 Ballet, Jazz, Tap

Boysenberry Leotard (B)
Boysenberry Cross Over (B)

Grade 5 & 6 Ballet (Wrap skirt is for Exam only)

Plum Leotard (B) Plum Wrap Skirt (B)
Plum Cross Over (B)

**Students can wear casual dance wear for hip hop,

Intermediate & Advanced (Wrap skirt Exam only)

Navy Blue Leotard (B) Navy Wrap Skirt (B)
Navy Blue Cross Over (B)

**Students can wear casual dance wear for hip hop, jazz, tap, lyrical, contemporary

Boys Ballet

White ballet leotard (B) Navy Blue Tights (B)
White long socks White Ballet Shoes (B)

SHOES FOR ALL STUDENTS:

Girls – Tan Jazz Shoes & black tap shoes

Boys - Black jazz shoes & black tap shoes

Hip Hop- any style of runners for class, plain black runners for the concert

Lyrical, Contemporary- Foot thongs or bare feet

Black T-Bar chorus Shoes - Senior and Advanced Student's and singing students may need these

FEE PAYMENT DATES 2019: Please note fees are payable prior to beginning of each term.

Term 1 Fees are due 11th February

Term 2 Fees are due 3rd April

Term 3 Fees are due 21st June

Term 4 Fees are due 14th September

Costume hire accounts will be sent out in Term 3 and are due 1st September.

As previously stated enrolment is for the entire year, please check our cancellation policy.

Student Enrolment Letter 2019

Thank you for your enquiry into Crazy Feet Dance Studio. Please find attached the 2019 enrolment information.

Please feel free to contact the office during opening hours or email us at crazyfeet3@bigpond.com should you have any questions.

Understanding the Timetable

Crazy Feet has two streams that cater to recreational and serious dance students. Stream 1 and 2 students have separate classes at all levels with different teaching. Students are welcome to change streams at any time.

Stream 1: Recreational students who want to learn for fun, fitness and social benefits.

Stream 2: Serious dance students who may wish to have a career in the performing arts industry or aim towards further study in VCE or tertiary level. This is our accelerated stream. All Stream 2 students must attend at least 2 ballet classes per week. Students who wish to take classical ballet are automatically in stream 2.

Stream 1 and 2 classes are indicated on the timetable. It is also recommended in both streams that all students who wish to take song & dance class should also be enrolled in a pure dance class as well (i.e. either jazz, ballet or hip hop etc).

2019 School Brochure

Included in this pack is our school brochure for 2019, which includes all relevant information including all Policy's & Conditions, Term Dates, Fees and Uniform, please read it carefully. Further information such as the various classes available is also listed on our website at www.crazyfeetdance.com.au

Enrolling

Please complete all parts of the enrolment form, this information will be stored on our data base to contact you. At Crazy Feet we start a new Data Base every year and do not use information from the previous years.

Booking fee

The booking fee is separate from your term fees. The booking fee ensures your child secures their place in classes and also covers administration costs. Please complete the enrolment form and send it along with your \$35 booking fee to:

Cheques & Cash	EFT
Crazy Feet Dance Studio PO Box 1145 Hartwell 3124	Crazy Feet PTY LTD BSB: 033038 Account: 216975
Cheques can be made out to "Crazy Feet Dance Studio".	Please identify your child's first and last name.

You will then receive a confirmation letter in the mail that we have received your enrolment and that your child has a place in the requested place.

Private Singing School

There is a separate enrolment procedure for private singing students. Current singing students will receive their re-enrolment details in the mail. If you are not a current singing student but are interested in starting please contact the office 9808 3100 or email crazyfeet3@bigpond.com and you will be sent the information

Dates to note

Term 1: Saturday 2nd February to Friday 5th April

Term 2: Tuesday 23rd April to Friday 28th June

Term 3: Monday 15th July to Friday 20th September

Term 4: Monday 7th October to TBA

Office hours till Friday November 30th:

9.00am-4.00pm Monday to Friday

Email enquiries welcome

If you need to contact us whilst the office is closed please email us crazyfeet3@bigpond.com all email enquiries will be answered during the holiday periods and when the office is closed.