



GUIDELINES & POLICIES

Child Safety

The safety of students who attend classes at IPA is the responsibility of their parents/guardians. Whilst classes are being conducted it is extremely hard to police the care of students who are either waiting for their lift home or for their next class to begin. If a student does need to wait on the premises they are to conduct themselves in an appropriate and safe manner. IPA will not be forthcoming in the responsibility for any student involved in any un-safe behaviour and/or practices.

Newsletters

Our studio emails newsletters 2 - 3 times a term (please ensure that your email address is on file and correct). A hard copy will also be given to your child in their class. Industry Performing Arts takes no responsibility for students not receiving information. Please check the website regularly for updated information.

Uniform

Parents are responsible for purchasing the proper footwear, dancewear and necessary equipment for safety and success in class. New students have a period of 2 weeks to purchase the appropriate clothing. Any child not appropriately dressed may be refused entry to class.

Parents

Parents are not permitted to disrupt a class or rehearsal in progress. Parents will be invited to watch classes on the last day of each Term

Punctuality

Parents must be responsible for ensuring your children arrive and are collected on time. Teachers and staff are not always available to supervise late pickups. Students may be refused entry if they are continuously late to class.

Tuition Fees

Tuition fees are to be paid in full within 21 days. Fees paid after 21 days will automatically attract a \$25.00 late payment charge, fees still outstanding 30 Days after Term commencement will automatically attract a further \$50.00 Late Fee. All fees are non-refundable and non-transferable once paid and no concessions will be made for missed classes. Payments can be made by cash, cheque, Bpay or Direct deposit

If students choose to withdraw from classes without completing a full term – all classes attended that term will be recalculated & charged at a casual class rate of \$16 per class.

Private Lessons

Private lessons must be booked through Nicole and Samantha and must be paid for in full. No credit will be given for missed lessons. Eisteddfod Solo students must book a regular time slot. If you are absent or sick you must find another student to swap or take your time otherwise you will still be liable for the original time slot booked. If you do not pay for your slot when you are absent your regular time will be passed onto another student, as spaces are very limited.

Classes

All students must arrive on time and in correct studio uniform to be admitted entry. Timetable may change after Ballet exams due to children moving up a grade

Class Viewing Week

Classes are normally closed to spectators, however all classes are open for viewing by parents and friends on OPEN DAYS during the last week of terms 1, 2, 3 & 4.

Parking

Please note there is limited car spaces so please drop and go to allow Traffic flow

Concert

Our end of year concert will be held at the concourse theatre Chatswood .Students will be required to purchase and wear the chosen costume for their class. Costumes are made for the students (occasionally trimmings need to be added) and are yours to keep. Costume prices do fluctuate but usually range from \$55 - \$100. Parents are responsible for providing their child's clothing sizes before the costumes are ordered. Industry Performing Arts will do its best to accommodate all students but we cannot guarantee a perfect fit on costumes. Children come in all shapes and sizes and therefore alterations may be necessary.

The Concert is not compulsory. The performance is an exhibition of student progress throughout the year. Extra rehearsals in term 4 are necessary for the concert and will be at an extra charge.

Tickets will go on sale through the Theatre Box office. Industry Performing Arts will notify you when they will go on sale

Personal Property

NO responsibility will be taken for personal property. Lost property will be temporarily held at IPA studios .All belongings must be clearly labelled with student's full name. Unclaimed lost property will be donated to charity.

Second Hand Items

IPA does not take responsibility for 2nd hand items. If you have 2nd hand items for sale please list them in the 2nd Hand item box for potential buyers to view. Please do not leave any for sale items at the studio.

Photograph and DVD Release

By enrolling at Industry Performing Arts you accept that any photographs or video recordings taken in the course of classes or performances may be used for publicity purposes including Industry Performing Arts Website.