



# Handbook

## 2012

Welcome to **Dance Theatre Network**.

In this handbook, you will find information on everything you could possibly want to know about our studio. From term dates, to uniform requirements, to fees, to compulsory events - it's all in here.

This handbook is quite extensive, but we go into a lot of detail so that you know everything there is to know, before choosing to be a part of **Dance Theatre Network**.

**We trust that you will find our handbook informative and helpful and we look forward to seeing you on your enrolment day.**

Sincerely,

**Jenny Kay & Rebecca Kay**  
Principals

***These are just some comments that we received about our classes and concert for 2011. Thank you to all of the parents who wrote lovely messages to us over the holidays, we would love to be able to print them all here, but we just can't fit them in!***

- *The one thing that gets me after every DTN concert is how much love & support everyone has for each other. It is such a welcoming, rewarding dance school, full of support, encouragement & friendship, and this also seems to grow as the school grows! It's no wonder the school just gets bigger & better - it's like an extended family for the students & the main reason why I will continue to drive (my daughter) 30 minutes each way any number of days of the week to dance at DTN. All the staff & students deserve a huge pat on the back for this, as well as their super concert efforts! :-)*
- *Thank you teachers for putting such a great concert I had a great time :))) I loved every moment of it !!! Can't wait for next year Xxxxx*
- *What a great show, to Jenny, Bec and all the wonderful teachers of DTN a big congratulations on another successful year and a big thank you for developing my children's love for dancing.*
- *Just wanted to say how much I enjoyed the concert on Sunday. It was another spectacular event that gets better every year! What a fantastic team of awesome teachers who make it all possible.*
- *Thank you to all the very talented teachers for bringing the best dancer out of (my daughter). She had worked soooo hard to keep up and loves u all so much.. I look forward to seeing her grow even more next year.. The concert was so entertaining and very professional... Loved It!!!!*
- *WOW. Our first concert weekend, and what a blast!! Last night I was just so in awe of all the talent on stage, 3 hours has never passed by so fast! Thanks to every one of the teachers and everyone at DTN for a great first year for us, (my daughter) has never loved anything as much as her dancing so from my perspective it's priceless.*
- *WOW! This past weekend and whole year has been amazing! thank you to miss Bec and Jenny and all the DTN staff for making this all happen and encouraging and believing in us to be the best that we can! We couldn't have done it without you!! Such organisation and hard work had been put into the concert and it has definitely paid off! I could not be happier and proud to be a part of DTN!! I cannot wait to start again next year!! GO DTN :)*
- *To all the staff at DTN a very big thank you for teaching (my daughter) this year. She absolutely loves coming to her classes. All the teachers and students really make DTN the place to dance. Bec and Jenny thank you for getting all you can out of (my daughter) I have really noticed a big change in her dedication to dancing and that's proven when she wants to come to dancing even though she hasn't got classes!! Yesterday's concert was fantastic the energy and happiness that was seen from the audience really shows how much the student's enjoy what they are doing. Looking forward to 2012!*

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<b>OFFICE HOURS</b>	Monday – Thursday: 3:30pm – 8:00pm Saturday: 9:00am – 3:00pm The office is closed on Friday and Sunday.															
<b>PHONE NUMBERS</b>	Studio: (02) 9758 9255 Mobile: 0405 838 900															
<b>ADDRESS</b>	<b>2/96 Rogers St. Roselands. 2196</b> Nearest cross street is Chapel St. Our driveway is directly opposite Burimul St.															
<b>EMAIL ADDRESS</b>	<b>Info/Bec Kay:</b> <a href="mailto:info@dancetheatrenetwork.com">info@dancetheatrenetwork.com</a> <b>Accounts/Jenny Kay:</b> <a href="mailto:accounts@dancetheatrenetwork.com">accounts@dancetheatrenetwork.com</a>															
<b>WEBSITE</b>	<a href="http://www.dancetheatrenetwork.com">www.dancetheatrenetwork.com</a>															
<b>TERM DATES</b>	<table border="1"> <thead> <tr> <th></th> <th>Term Start and End Dates</th> <th>Weeks</th> </tr> </thead> <tbody> <tr> <td><b>Term 1</b></td> <td>Saturday 4<sup>th</sup> February – Thursday 5<sup>th</sup> April</td> <td>9 weeks</td> </tr> <tr> <td><b>Term 2</b></td> <td>Saturday 14<sup>th</sup> April – Thursday 28<sup>th</sup> June</td> <td>11 weeks</td> </tr> <tr> <td><b>Term 3</b></td> <td>Saturday 14<sup>th</sup> July – Thursday 20<sup>th</sup> September</td> <td>10 weeks</td> </tr> <tr> <td><b>Term 4</b></td> <td>Saturday 6<sup>th</sup> October – Thursday 13<sup>th</sup> December</td> <td>10 weeks</td> </tr> </tbody> </table>		Term Start and End Dates	Weeks	<b>Term 1</b>	Saturday 4 <sup>th</sup> February – Thursday 5 <sup>th</sup> April	9 weeks	<b>Term 2</b>	Saturday 14 <sup>th</sup> April – Thursday 28 <sup>th</sup> June	11 weeks	<b>Term 3</b>	Saturday 14 <sup>th</sup> July – Thursday 20 <sup>th</sup> September	10 weeks	<b>Term 4</b>	Saturday 6 <sup>th</sup> October – Thursday 13 <sup>th</sup> December	10 weeks
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<b>STUDIO HOLIDAYS</b>	Dance Theatre Network holidays DO NOT correspond exactly with the public school term dates. We only issue these term dates once a year, so please make note of them now. Refunds or discounts will not be given for classes missed at the start or end of a term. Overhead costs of running the studio remain the same regardless of how many students attend the weekly class. Once a student is enrolled in a class, there are no refunds of class fees for classes missed or for cancellations.															
<b>PUBLIC HOLIDAYS</b>	Good Friday, Easter Saturday, Easter Monday all fall during our studio holidays; therefore, there will be no classes on these days.  Anzac Day, Labour Day and all other Public holidays fall during our terms therefore, classes <b>will be</b> running.															
<b>COMPULSORY EVENTS</b>	<p>These activities involve ALL <b>Dance Theatre Network</b> students and ALL are expected to take part. If you choose for your child to be a student at <b>Dance Theatre Network</b>, then you should be willing to let them participate in these performances. Planned absence from the concert requires written notice to be received at the office by the start of AUGUST, otherwise it will be assumed that your child is participating. Students who are not available to rehearse their item at the dress rehearsal will not be permitted to perform in either of the concerts. Students who do not attend BOTH concerts (excluding those with legitimate unexpected illness) will not be permitted to enrol at Dance Theatre Network in 2013. To avoid confusion and disappointment please mark these dates in your diary now.</p> <table border="1"> <tbody> <tr> <td><b>Presentation Day</b></td> <td>Saturday 30<sup>th</sup> June and/or Sunday 1st July <i>Exact date for your class will be confirmed, please mark both of these dates in your diary now. Details to follow later in year.</i></td> </tr> <tr> <td><b>Dress Rehearsal</b></td> <td>Sunday 25<sup>TH</sup> November 9am – 6pm</td> </tr> <tr> <td><b>Concerts</b></td> <td>Friday 14<sup>th</sup> December at 7:00pm &amp; Sunday 16<sup>TH</sup> December at 2pm</td> </tr> </tbody> </table>	<b>Presentation Day</b>	Saturday 30 <sup>th</sup> June and/or Sunday 1st July <i>Exact date for your class will be confirmed, please mark both of these dates in your diary now. Details to follow later in year.</i>	<b>Dress Rehearsal</b>	Sunday 25 <sup>TH</sup> November 9am – 6pm	<b>Concerts</b>	Friday 14 <sup>th</sup> December at 7:00pm & Sunday 16 <sup>TH</sup> December at 2pm									
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<p><b>WHAT YOU CAN EXPECT FROM DTN</b></p>	<p><b>Dance Theatre Network</b> is a professional and well managed dance studio. We pride ourselves on our personal yet professional relationship with all of the families we work with. Our aim is to provide a place where children and teenagers can study performing arts in an environment where everyone feels valued. We believe that every student is as important as the next student, and every person enrolled in every class deserves the same respect and attention from their teachers. We aim to give every child a positive memory of their year/s the studio while at the same time, teaching them life lessons in good time management, respect and discipline. For those students who are interested in a career in the performing arts, we can direct and guide them into avenues that will aide them in finding an agent and gaining work in the entertainment industry.</p>
<p><b>WHAT IS EXPECTED OF DTN PARENTS?</b></p>	<p>It is very important that we have families who work with us to create a positive learning environment for children, and a friendly, organised place for parents. We trust that parents who choose to enrol their children at DTN will respect the policies of the studio, and encourage their children to do the same. If parents have concerns about anything to with their child’s placement, progress or any other aspect of their involvement at DTN, we encourage you to contact the office and arrange a meeting to discuss it. DTN values feedback from parents and encourages discussions as long as they are held at an appropriate time. We require parents to stay up to date on payment of fees, so that we can continue to run a successful studio and provide a great service to you.</p>
<p><b>WHAT IS EXPECTED OF DTN STUDENTS?</b></p>	<p>It is expected that students will respect their teachers and their peers at all times, both inside the dance studio and while in the waiting room. Students should take pride in the way they look at all times by dressing in the appropriate clothing for each class and by having their hair in a neat style that does not ‘fall out’. Students should always make sure that they are prepared for their lessons by ensuring that they have all of the correct shoes and equipment as required by their teacher and by revising the work covered in each week’s class before the next lesson. If a student accidentally finds that they are late, have incorrect clothes or shoes, is absent from a class, or any other type of mismanagement - it is considered good manners to apologise to their teacher.</p>
<p><b>NEWSLETTERS</b></p>	<p>All newsletters will be emailed. On enrolment, you will be asked to provide us with a current email address. If you cannot provide us with an email address, it is your responsibility to check the noticeboard in the studio to read the newsletters. <i>We can send newsletters to multiple addresses for one family, so if you would like to add another email address to our mailing list, you may register it upon enrolment. All senior students and Teen/Open Company students should register their email address so they can stay up to date on events and schedules.</i></p>
<p><b>DISCIPLINE</b></p>	<p>At <b>Dance Theatre Network</b> we expect students to value and respect their peers and teachers. Bad behaviour will not be tolerated by any teacher or member of staff.</p>
<p><b>GROOMING</b></p>	<p>Watches and bulky jewellery are prohibited in all classes as injuries can occur with these items. Neat grooming and correct attire is vital so that the student can have unrestricted movement, and so that the teacher can see the student’s body to correct their line. Hairstyles should always be neat and off the face.</p> <p>Time spent on grooming before class helps the student feel more composed in class, and therefore they are able to concentrate on the work instead of being distracted by their clothing or hair.</p>
<p><b>UNIFORMS</b></p>	<p>Uniforms are not compulsory for classes however they are a good way to solve fashion dramas. Even though uniforms are NOT compulsory for classes, <b>Dance Theatre Network</b> has very strict guidelines as to what students may wear. Please see “2012 Uniform Requirements” which will be posted on the noticeboard, for information on each class.</p> <p>As all students have the similar clothing, please make sure that your child’s name is clearly written on every garment and on the inside of their dance shoes, so items can be returned.</p>

<p><b>UNIFORM SHOP</b></p>	<p>Uniform will only be available when the shop is open.</p> <table border="1" data-bbox="705 264 1211 759"> <thead> <tr> <th></th> <th>Opening Times</th> </tr> </thead> <tbody> <tr> <td>Friday 27<sup>th</sup> Jan</td> <td>4-9pm</td> </tr> <tr> <td>Tuesday 31<sup>st</sup> January</td> <td>6-9pm</td> </tr> <tr> <td>February</td> <td>Saturday 9:30-12:30pm Tuesdays 6-7:30pm Thursday 4:30-6:30pm</td> </tr> <tr> <td>March, April, May.</td> <td>1<sup>st</sup> and 3<sup>rd</sup> Thursday and Saturday of each month</td> </tr> <tr> <td>June</td> <td>Saturday 9:30-12:30pm Tuesdays 6-7:30pm Thursday 4:30-6:30pm</td> </tr> <tr> <td>2<sup>nd</sup> half of the year</td> <td>Please check notice board for shop opening hours.</td> </tr> </tbody> </table> <p>Purchases in the uniform shop can only be made using cash or cheque.</p>		Opening Times	Friday 27 <sup>th</sup> Jan	4-9pm	Tuesday 31 <sup>st</sup> January	6-9pm	February	Saturday 9:30-12:30pm Tuesdays 6-7:30pm Thursday 4:30-6:30pm	March, April, May.	1 <sup>st</sup> and 3 <sup>rd</sup> Thursday and Saturday of each month	June	Saturday 9:30-12:30pm Tuesdays 6-7:30pm Thursday 4:30-6:30pm	2 <sup>nd</sup> half of the year	Please check notice board for shop opening hours.
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<p><b>DANCE SHOES</b></p>	<p>DO NOT buy any shoes with more than 6 months growing room as your child will not be able to dance properly. If you go to a small local store, please be careful because they sometimes tend to sell you the shoes they have in stock and not the shoes that properly fit your child.</p> <p><b>If you are buying new shoes:</b> All tap shoes should be the style with the lowest heels available. Pre Teen and Older girls may wear boys shoes. All jazz shoes should be jazz bootie style (no laces).</p> <p>Pre schoolers with tiny feet should try to purchase “Capezio” brand booties, because they are the best manufacturer of small booties, all other students can wear any brand of booties.</p> <p>Students who are starting on Pointe this year MUST purchase their shoes from the Bloch dancewear shop in the city, girls in Intermediate Foundation will be advised when to purchase their shoes..</p>														
<p><b>2<sup>ND</sup> HAND SHOES</b></p>	<p>The 2<sup>nd</sup> hand shoes will be sold through the uniform shop in 2012.</p> <p><b>TO BUY SHOES:</b> You will need to go to the uniform shop during its hours of operation. The shop manager will help you with buying the correct pair of shoes.</p> <p><b>TO SELL SHOES:</b> Please bring the “pre loved” shoes into the uniform shop, no bag is needed. Register the shoes and how much you would like to sell them for with the shop manager. Once the shoes are sold, we will contact you to collect your money. To cover the running costs of managing the second hand shoe pool, a fee of \$2 will be deducted from your sale before the money is handed over, please allow for this fee when putting a price on your shoes.</p>														
<p><b>DROP OFF, PICK UP AND PARKING</b></p>	<p><b>Dance Theatre Network</b> cannot take responsibility for students before or after their scheduled classes. It is up to the parents and guardians to make sure the students arrive and leave safely. Children should not be asked to go out to the car park alone at any time.</p> <p>The car park area in front of the studios is for DTN staff. Parents are not to park in this area. Parking in front of any of the glass entry doors or roller doors of our neighbours is strictly prohibited. Offenders will find their cars towed by the individual businesses and all expenses will be charged back to you. Remember: There is always the street parking! Please be very quiet when you leave the studio, so that you don’t disturb our residential neighbours.</p>														

<b>AGE GROUPS</b>	<p>The classes on the timetable are listed in age groups based on the student's year at school. You can use the colour coded boxes to find out what classes are available for your child. The age groups are as follows:</p> <p><b>PS TT PJ J PT T A</b></p> <table border="1" data-bbox="411 394 1501 631"> <tr> <td>PS</td> <td><b>Pre School</b></td> <td>Children older than 3 who have not yet started Kindergarten.</td> </tr> <tr> <td>TT</td> <td><b>Tiny Tots</b></td> <td>Kindergarten and Year 1.</td> </tr> <tr> <td>PJ</td> <td><b>Pre Junior</b></td> <td>Year 2 and Year 3.</td> </tr> <tr> <td>J</td> <td><b>Junior</b></td> <td>Year 4 and Year 5.</td> </tr> <tr> <td>PT</td> <td><b>Pre Teen</b></td> <td>Year 6 and Year 7.</td> </tr> <tr> <td>T</td> <td><b>Teen</b></td> <td>Year 8 and Year 9.</td> </tr> <tr> <td>A</td> <td><b>Advanced</b></td> <td>Year 10 and higher.</td> </tr> </table> <p>Some existing <b>Dance Theatre Network</b> students MAY fall into a different category to what is listed above. All <u>new</u> students must go into their correct age group block. For more info on specific classes, please see the document "Class Info".</p>	PS	<b>Pre School</b>	Children older than 3 who have not yet started Kindergarten.	TT	<b>Tiny Tots</b>	Kindergarten and Year 1.	PJ	<b>Pre Junior</b>	Year 2 and Year 3.	J	<b>Junior</b>	Year 4 and Year 5.	PT	<b>Pre Teen</b>	Year 6 and Year 7.	T	<b>Teen</b>	Year 8 and Year 9.	A	<b>Advanced</b>	Year 10 and higher.																																	
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<b>FEES</b>	<p>DTN always aims to keep prices of classes as low as possible so that students can enjoy multiple classes each week and so more children can enjoy participating in the performing arts. We provide outstanding service and facilities for our students while still maintaining competitive prices with other dance studios in the area.</p> <table border="1" data-bbox="411 990 1501 1375"> <thead> <tr> <th>Class/Week</th> <th>Class Fee</th> <th>Fee Per Week</th> <th>9 Week Term</th> <th>10 Week Term</th> <th>11 Week Term</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$12.00</td> <td><b>\$12.00</b></td> <td>\$108.00</td> <td>\$120.00</td> <td>\$132.00</td> </tr> <tr> <td>2</td> <td>\$11.00</td> <td><b>\$22.00</b></td> <td>\$198.00</td> <td>\$220.00</td> <td>\$242.00</td> </tr> <tr> <td>3</td> <td>\$10.00</td> <td><b>\$30.00</b></td> <td>\$270.00</td> <td>\$300.00</td> <td>\$330.00</td> </tr> <tr> <td>4</td> <td>\$9.00</td> <td><b>\$36.00</b></td> <td>\$324.00</td> <td>\$360.00</td> <td>\$396.00</td> </tr> <tr> <td>5</td> <td>\$8.50</td> <td><b>\$42.50</b></td> <td>\$382.50</td> <td>\$425.00</td> <td>\$467.50</td> </tr> <tr> <td>6</td> <td>\$8.00</td> <td><b>\$48.00</b></td> <td>\$432.00</td> <td>\$480.00</td> <td>\$528.00</td> </tr> <tr> <td>7</td> <td>\$7.50</td> <td><b>\$52.50</b></td> <td>\$472.50</td> <td>\$525.00</td> <td>\$577.50</td> </tr> <tr> <td>Star Package</td> <td>\$6.75</td> <td><b>\$54.00</b></td> <td>\$486.00</td> <td>\$540.00</td> <td>\$594.00</td> </tr> </tbody> </table> <p><b>ALL PRICES INCLUDE G.S.T.</b></p>	Class/Week	Class Fee	Fee Per Week	9 Week Term	10 Week Term	11 Week Term	1	\$12.00	<b>\$12.00</b>	\$108.00	\$120.00	\$132.00	2	\$11.00	<b>\$22.00</b>	\$198.00	\$220.00	\$242.00	3	\$10.00	<b>\$30.00</b>	\$270.00	\$300.00	\$330.00	4	\$9.00	<b>\$36.00</b>	\$324.00	\$360.00	\$396.00	5	\$8.50	<b>\$42.50</b>	\$382.50	\$425.00	\$467.50	6	\$8.00	<b>\$48.00</b>	\$432.00	\$480.00	\$528.00	7	\$7.50	<b>\$52.50</b>	\$472.50	\$525.00	\$577.50	Star Package	\$6.75	<b>\$54.00</b>	\$486.00	\$540.00	\$594.00
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<b>COMPULSORY COSTUME LEVIES</b>	<p>For each class that will perform in the concert in December, a costume levy must be paid. This is a lay-by system for their costume so that you are not hit with additional costs in November. If your child will not be participating in the concert and you notify the office of this BEFORE the costume has been ordered, you will be entitled to a refund of all levies paid. Costume levies, must be paid at the same time as class fees each term.</p> <table border="1" data-bbox="459 1733 1453 2013"> <thead> <tr> <th>Class:</th> <th>Costume Levy</th> </tr> </thead> <tbody> <tr> <td>Pre School, Tiny Tots, Pre Junior, Junior and Acrobatics</td> <td>\$22.50 per term</td> </tr> <tr> <td>Pre Teen, Teen, Senior and Open Age Classes</td> <td>\$25 per term.</td> </tr> <tr> <td>All Hip Hop classes (this levy includes Hip Hop shoes for concert)</td> <td>\$30 per term.</td> </tr> <tr> <td>Crew Classes</td> <td>\$60 per term.</td> </tr> <tr> <td>Stretch and Strength, Pointe, Singing, Pre Junior and Junior Open Ballet, Turns n' Leaps.</td> <td>NONE</td> </tr> </tbody> </table> <p><b>ALL PRICES INCLUDE G.S.T.</b></p>	Class:	Costume Levy	Pre School, Tiny Tots, Pre Junior, Junior and Acrobatics	\$22.50 per term	Pre Teen, Teen, Senior and Open Age Classes	\$25 per term.	All Hip Hop classes (this levy includes Hip Hop shoes for concert)	\$30 per term.	Crew Classes	\$60 per term.	Stretch and Strength, Pointe, Singing, Pre Junior and Junior Open Ballet, Turns n' Leaps.	NONE																																										
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<b>STAR PACKAGE</b>	For those students who just can't get enough of performing or for those who are training for a career in the performing arts, with the star package unlimited classes are available for a significantly discounted rate. DTN star package entitles our dedicated and motivated students the opportunity to take UNLIMITED classes each week. Star Package does not include Private Lessons but does include any group classes listed on the timetable!										
<b>DISCOUNTS</b>	<p>A 10% discount on class fees will be displayed on the first invoice you receive each term. In order to be eligible for the discounted rate the account must be settled within the first 3 weeks. This discount is a generous bonus that DTN offers to those families who pay their fees upfront. It is for this reason that the due dates will be strictly adhered to.</p> <p>If payment is not received by the due date, the accounting system will void the discount and a new invoice will be re-issued displaying full term fees. The last day that the discount is available in each term is as follows:</p> <table border="1" data-bbox="705 687 1211 925"> <thead> <tr> <th></th> <th>Discount Expires on:</th> </tr> </thead> <tbody> <tr> <td>Term 1</td> <td>Saturday 25<sup>th</sup> February</td> </tr> <tr> <td>Term 2</td> <td>Saturday 5<sup>th</sup> May</td> </tr> <tr> <td>Term 3</td> <td>Saturday 4<sup>th</sup> August</td> </tr> <tr> <td>Term 4</td> <td>Saturday 27<sup>th</sup> October</td> </tr> </tbody> </table>		Discount Expires on:	Term 1	Saturday 25 <sup>th</sup> February	Term 2	Saturday 5 <sup>th</sup> May	Term 3	Saturday 4 <sup>th</sup> August	Term 4	Saturday 27 <sup>th</sup> October
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<b>LATE FEES</b>	<p>If full term fees are not received by week 7 of each term (the deadline date), late fees of 10% of the total account will be added. In order to avoid paying late fees on your account, the last day that you can pay full term fees in each term is as follows:</p> <table border="1" data-bbox="705 1153 1211 1391"> <thead> <tr> <th></th> <th>Full term fees must be paid by:</th> </tr> </thead> <tbody> <tr> <td>Term 1</td> <td>Saturday 24<sup>th</sup> March</td> </tr> <tr> <td>Term 2</td> <td>Saturday 2<sup>nd</sup> June</td> </tr> <tr> <td>Term 3</td> <td>Saturday 1<sup>st</sup> September</td> </tr> <tr> <td>Term 4</td> <td>Saturday 17<sup>th</sup> November*</td> </tr> </tbody> </table> <p>If there are fees outstanding at the end of each term, a \$30 late payment administration fee will be added to your account.</p> <p>*The term 4 fees deadline date is week 6 due to preparations for the concert.</p>		Full term fees must be paid by:	Term 1	Saturday 24 <sup>th</sup> March	Term 2	Saturday 2 <sup>nd</sup> June	Term 3	Saturday 1 <sup>st</sup> September	Term 4	Saturday 17 <sup>th</sup> November*
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<b>HOW TO PAY FEES</b>	You can pay fees by INTERNET TRANSFER, CHEQUE OR CASH.										
<b>PAYING BY CASH OR CHEQUE</b>	If you are paying by cheque or cash you MUST present the fees by the due date by placing them in a DTN payment envelope and lodging the envelope in the box at the office. If you would like acknowledgement of your payment, you should bring a copy of the invoice with you to the office and have it stamped and signed as paid. There are no other forms of receipts available.										
<b>PAYING BY INTERNET TRANSFER</b>	<p>If you are paying by internet transfer, you MUST ensure that you reference your payment online by using the <u>invoice number and surname</u> as the description. If you do not reference your payment as requested, your fees will not be able to be applied to your account. <i>This may mean that you could miss the deadline for early payment or be charged late fee, so please make sure that your referencing is correct.</i></p> <p>There is no need to put an envelope in the black box when paying by internet transfer.</p>										

<b>PRIVATE LESSONS</b>	Private lessons are available with any member of the DTN staff. Private lessons can be used to work on technique, for additional assistance with class work or a facility for students to learn routines for solo competition when they are ready to do so. If you would like information about private lessons, please contact the office; do not contact the teacher directly. Miss Beck is now accepting private lesson students and also organising classes with other members of the DTN staff; please contact her on <a href="mailto:info@dancetheatrenetwork.com">info@dancetheatrenetwork.com</a> if you would like to book a lesson.														
<b>ENROLMENT DAYS</b>	<p>There are 3 enrolment days - two for existing DTN students and families from 2011, and one for new families for 2012.</p> <p><b>Friday 27<sup>th</sup> January (5-9pm)</b> = Registration for 2011 families.  <b>Saturday 28<sup>th</sup> January (9-11am)</b> = Registration for 2011 families.  <b>Tuesday 31<sup>st</sup> January (5-9pm)</b> = Enrolment for new students and families to DTN in 2012.</p> <p>2011 Families, who are returning in 2012, please see info below for PRE-REGISTRATION.</p>														
<b>ENROLMENT INFO</b>	<p>Classes fill up quickly, so it is important that you try to enrol as soon as registration has opened, to give yourself the best chance of finding a place in your favourite class.</p> <table border="1" data-bbox="411 884 1490 1624"> <tr> <td data-bbox="411 884 667 1003"><b>Enrolment Forms</b></td> <td data-bbox="670 884 1490 1003">You will find the Enrolment Forms for 2012 attached to the “Handbook” email. You should print and fill out the enrolment form at home, to save time during enrolment. If you cannot print the form, there will be some at the studio on enrolment day.</td> </tr> <tr> <td data-bbox="411 1008 667 1093"><b>Waiting Lists</b></td> <td data-bbox="670 1008 1490 1093">Once a class is full, you will be put onto the waiting list and will only be able to take that class if a position opens up. The maximum number in each class depends on the age of the students and the style of the class.</td> </tr> <tr> <td data-bbox="411 1097 667 1182"><b>Registration Fee</b></td> <td data-bbox="670 1097 1490 1182">All students are required to pay registration fee of \$10 per student to cover the cost of handling of invoices, newsletters, insurances and intellectual property fees for music. For families, the registration fee will be a maximum of \$25.</td> </tr> <tr> <td data-bbox="411 1187 667 1240"><b>Trial Classes</b></td> <td data-bbox="670 1187 1490 1240">If students wish to “trial” a class, they may do so, without enrolling in it. 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<b>WHAT SHOULD I DO IF I CAN'T MAKE THE ENROLMENT DAY?</b>	Print the enrolment form that was attached to the “DTN 2012” email, fill it out correctly and make sure that you sign it. You can then give the enrolment form to a friend or family member to lodge for you during the opening hours for your respective enrolment day or post to DTN @ 2/96 Rogers St. Roselands.														

<p><b>PRE REGISTRATION</b></p>	<p><b>NEW IN 2012!!!!</b></p> <p>This year we are introducing an online registration system for existing 2011 students (and their siblings) who are returning in 2012. <b>From 9am on Monday 23<sup>rd</sup> January through to 9pm on Tuesday 24<sup>th</sup> January, all existing DTN families are invited to register their class preferences online.</b> The purpose of the online registration is to try and alleviate the long queues that form on enrolment day and to speed up the enrolment process for those who know what classes they want.</p> <p>This process is only a registration and it is only available for 2011 students who are re-enrolling in 2012. Your position in the classes will not be confirmed until a signed enrolment form has been lodged at the office. Enrolment forms can only be lodged on either of the registration days listed above. However, as long as the enrolment form is filled out correctly and signed by the parent, anyone can lodge your enrolment form on the registration days.</p> <p>If we do not have a signed enrolment form at the office by close of the 2<sup>nd</sup> registration day (11am on 28<sup>th</sup> January). Then your position in your pre-registered class will become available for any other student to take.</p> <p>To participate in pre-registration, you should log onto <a href="http://trybooking.com">trybooking.com</a> then click on 'buy tickets' and search for "DTN Registration". Once you go through the booking process, you will see a form that asks how many 'tickets' you want to buy. This just means how many <u>people</u> you would like to enrol in that class. If you are enrolling one child then you would type "1" against every class they want to register for. If you are registering 2 siblings for the same class you would type "2". The next page will ask you for the NAME of the student you are registering.</p> <p>If a class is full, you will find that you will not be able to register for it online, however; if you email the office <a href="mailto:info@dancetheatrenetwork.com">info@dancetheatrenetwork.com</a> with your preference for the class that is full, we will put you on a waiting list. You will then have preference for that class, if a spot becomes available.</p> <p>Using trybooking.com is the ONLY way to pre-register for classes; you cannot pre-register via email or phone. If you do not register online, you should wait to enrol on the enrolment day.</p> <p><b>There is no cost for pre-registration – it is completely FREE!</b></p>
<p><b>'THANK YOU' BONUS</b></p>	<p><b>NEW IN 2012!!!!</b></p> <p>This year we will be implementing a tell-a-friend incentive system to thank those people who give us positive word of mouth advertising. We often receive phone calls from new students who have friends who attend DTN and have spoken highly of the tuition we provide. Approximately 95% of our students come from positive word of mouth, so we have decided to start rewarding those who recommend people to our studio.</p> <p>For each new student in 2012, we will be asking them to nominate a DTN family who recommended them to DTN. For each of those students who stay enrolled over term 1 AND term 2, you will receive a reduction of your <u>Term 3</u> fees by \$50. SO, this means, that if you recommend a family with 3 children and when they sign up they tell us it was YOU who told them to come to us and if they stick with classes until Presentation Day, you will be rewarded with \$150 (\$50x3) off your term 3 fees.</p> <p>It will be up to the person enrolling to nominate WHO recommended them on their enrolment form. If they feel that they were recommended by 2 families equally, it will be up to them to nominate both families and those families will get \$25 thank you bonus each.</p> <p>So start spreading the word to all your friends!!</p>

## Fees - Terms and Conditions

Please read the following conditions carefully as these conditions will be strictly adhered to throughout the year. **Please ensure that you are fully aware of the conditions for paying fees at Dance Theatre Network, as listed below. Upon enrolment in 2012, you will be asked to acknowledge that you accept these conditions.**

### 1. Fee Packages

- 1.1. Fees are calculated on the total number of classes ONE CHILD takes each week. They are not calculated on the total number of classes the children from ONE FAMILY take in a week.
- 1.2. From the day a student enrolls in a class, all classes must be paid for until official cancellation has been made.
- 1.3. If a student ceases to attend classes but neglects to notify the office, fees will be charged until notification has been made as the position is being held in the class.

### 2. Compulsory Costume Levies

- 2.1. For every dance and acrobatic class the student takes in each term, a costume levy will be collected to pay for concert/performance costumes.
- 2.2. The costume levy is part of the term fees and must be paid every term.
- 2.3. If the costume levy is not paid, the fees will be deemed overdue and penalties will follow.
- 2.4. By the end of the year the costume levies collected will go towards paying for the concert costume.
- 2.5. If the costume goes over budget, you may be required to cover the difference.
- 2.6. Any excess will be refunded as a credit in your first invoice in 2013.

### 3. Cancellation of Classes

- 3.1. Once term payments have been made, class fees are non refundable.
- 3.2. While a student is enrolled in a class, payment must be made to hold their position.
- 3.3. Students will be charged for every class they are enrolled in until notification of the cancellation has been emailed to the office and acknowledged by DTN staff.
- 3.4. A refund will be given for all costume levies paid for that class, providing the costumes have not been ordered or purchased.
- 3.5. If a student wishes to discontinue a class in the following term, notification must be given by the end of the current term otherwise a \$10 fee will apply.
- 3.6. If you enrol in a class (any class) during the first 3 weeks of Term 1, it will be assumed by our administration that you will be participating in that class for the whole term. If you decide to discontinue the class, a class cancellation fee of \$30 will apply, for EVERY cancellation.

### 4. Early Payment Discounts

- 4.1. Early payment discounts are only available when a full term block is paid for in ONE payment on or before the early payment due date.
- 4.2. The early payment discount will be automatically displayed on your first invoice each term invoice.
- 4.3. Please look closely at the closing dates for the early payment discount as the discounted rate WILL expire immediately after those dates. NO EXCEPTIONS.
- 4.4. If you miss the early payment discount closing date, fees must be paid by the deadline date.

### 5. Students who enrol Mid-Term

- 5.1. 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 payments will have to be made up for each class.
- 5.2. Discounts do not apply to students who enrol after the first week of term (refer to 4.1).

### 6. Invoices, Payment Methods

- 6.1. All invoices will be emailed or posted by mail. If you do not receive your term invoice within the first 2 weeks of each term, it is up to you to contact the office. No excuses will be heard for payments missed, due to invoices that were not received.
- 6.2. The due dates for payments are listed clearly in the "Discounts" and "Late Fees" sections of the 2012 Handbook.
- 6.3. Payments can be made by cash, cheque or internet transfer. Should DTN choose to implement a Credit Card/EFTPOS system at any stage

of 2013, parents should be advised that payment in this method will incur additional processing charges.

- 6.4. If you are paying by cash and need change, you must hand the payment to either Jenny or Bec in the office. If you put your envelope in the black box without asking for change, you will not receive any change.
- 6.5. If you would like to keep a record of your payments, when you are paying your fees, bring your invoice to the office and see Jenny or Bec and have it signed and dated as paid. This is the only form of receipt available.
- 6.6. Dance Theatre Network strongly discourages payments made in instalments during the term for one account. If payments are made in more than 2 instalments during one term period, a further \$25 will be charged for the added administration required to handle the account.

### 7. Payments by Cheque or Cash

- 7.1. Please make cheques payable to "Dance Theatre Network".
- 7.2. Cheques will be presented to the bank at our convenience. Requests will not be met for cheques to be withheld for presentation at a later date.
- 7.3. Should a cheque be dishonoured, you will be required to reimburse Dance Theatre Network for any bank charges we may incur.
- 7.4. Cheques and cash must be placed in a DTN payment advice envelope. The face of the envelope must be filled out and placed in the black box at the DTN office by the due date.
- 7.5. In the case of siblings, payments can be made in one deposit but the payment advice envelope must be completely filled out for each child.
- 7.6. If the Dance Theatre Network envelope has not been placed in the black box by the due date, fees WILL be deemed late and adjusted accordingly.

### 8. Payments by Internet Transfer (Electronic Funds Transfer)

- 8.1. Internet Transfer (EFT) is our, preferred method of payment, details of our account information can be found on each invoice.
- 8.2. When making an internet transfer, please ensure that the child's surname & the invoice number is included in the description. (There is no need to include all the zero's before the number).
- 8.3. You do not need to post an envelope in the black box for this payment method.

### 9. Late Fees

- 9.1. If term fees have not been received by the deadline date, late fees will be charged.
- 9.2. The late fee is calculated at 10% of the total fees outstanding.
- 9.3. If all fees are not paid when the studio closes for each term holiday, an additional \$30 administration fee will be charged for each term thereafter, until the account is cleared.
- 9.4. If fees are overdue by more than one term, the student will not be permitted to participate in Classes, Presentation Day, Examinations, Eisteddfods or the Concert until the fees are paid.
- 9.5. Students with outstanding fees from 2011 will not be permitted to enrol in 2012 until overdue fees are cleared.

### 10. Additional Charges

- 10.1. All students are required to pay registration fee of \$10 per student to cover the cost of handling of invoices, newsletters, insurances and intellectual property fees for music. For families, the registration fee will be a maximum of \$25. The registration fee will be added to your first invoice for the year.
- 10.2. On enrolment day, you will be asked, to declare how you wish to be billed. If you choose by mail in the post, a \$5 handling and postage fee will be charged for each invoice sent during the year. If you choose by email, there are no extra charges.
- 10.3. For students who accept places in DTN Company, there will be a \$20.00 membership fee added to your Term 1 invoice.
- 10.4. For all students who are involved in the end of year Concert, there will be a Dress Rehearsal Levy of \$10.00 added to your Term 4 invoice.