



TEMPO RED ACADEMY OF PERFORMING ARTS

2018 STUDENT HANDBOOK

QUICK REFERENCE STUDIO INFORMATION

Director: Diana Sakaris

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Office Phone Number: 9907 4223

Director's Mobile Number: 0438 273 571

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Website: <https://www.tempored.com.au/>

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Table of Contents

1 - Introduction

2 - Studio Manifesto

3 - Registration

4 - Communication

5 - Important Dates

6 - Code of Conduct

7 - Age Groups

8 - Safety

9 - Privacy

10 - Exams

11 - Timetable

12 - Uniform

13 - Fee Structure

14 - Attendance

15 - Social Media

16 - Teachers / Faculty

1. Introduction

It is our absolute pleasure to warmly welcome you into our dance family at **Tempo Red Academy of Performing Arts**. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Our friendly Director and staff are always here to help too and will happily answer any queries you may have. Nothing is too big or too small, we promise! 😊

2. Vision and Values

It is important to us at **Tempo Red Academy of Performing Arts** that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This vision is shared and demonstrated by the director, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Our vision reflects our belief that our dance environment is unique and positive, where students are surrounded by good values, discipline and a large focus on empowering each individual child to be the best they can be! We encourage **hard work, integrity and diversity, and a safe place for healthy self-expression**. We achieve this through providing the most dedicated and experienced teachers that nurture each student's unique talent and creativity, and build confidence and a love of the performing arts.

Our teaching techniques and programs encourage our students to **reach their fullest potential** and support them as they grow artistically and holistically, into well-rounded individuals with a strong foundation in Performing Arts. At Tempo Red, we pride ourselves on developing the "complete" performer. **We invest time into each individual student** of the "Tempo Tribe" and help develop their skills as well as educate them for life.

We have a **strong ethos on treating oneself and others with respect** and a zero tolerance of bullying or any nastiness from students, parents or staff. This creates a supportive and family vibe which results in a loving, happy, and positive energy flowing through the studios.

Our school strongly believes that success is not measured by a trophy. We work together to achieve our goals. We encourage students to not compare themselves to others, but to challenge their own individual abilities. We create an environment that is purely empowered by **passion and where students can DARE TO BE DIFFERENT.**

3. Registration

Before lacing up those jazz shoes, it's important that all parents – whether returning or new – register in the classes that their children will be continuing or starting.

Continuing students: all parents will receive communication by e-mail towards the end of each term asking for confirmation of their child continuing all enrolled classes, and if they would like to add or change any class.

If you will not be changing anything for the following term, you do not need to do anything – the enrolments will automatically roll over and you will receive your invoice shortly.

If you would like to change any of your child(ren)'s enrolment(s), all you need to do is reply with the desired changes and we will take care of everything else.

**** We ask all parents please inform us of any changes in contact details to enable this process**

New students: please refer to methods of registration below –

1. Call or e-mail the studios directly with your enquiry [refer to contact details above]
2. Pop into the studios in our opening hours –
(Monday-Friday 3:30pm-8:00pm, Saturday 9:00am-3:00pm)

TRIAL BEFORE REGISTRATION

We encourage all our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for new and existing students who are wanting to try something a bit different, and find the perfect fit. Please contact us if you would like to try a new class and we will happily arrange this.

New students can trial as many classes as they would like for 7 days (the 7 day class pass)

→ New students will then be required to fill out a registration form, and will receive an invoice shortly thereafter.

Continuing students are able to trial any new class they like in the FIRST WEEK of term

→ If students wish to register in any of these trial classes, kindly send an e-mail through to our office (or let us know in person) and we will add the child to the class.

Take advantage of the early bird special at Tempo Red Academy of Performing Arts, where we offer DISCOUNTED prices for 2 or more classes if fees are PAID by the FIRST WEEK.

All registered classes must be paid for before students attend their first class.

PAYMENT OPTIONS

You may pay via EFTPOS, Credit Card, Internet Bank Transfer, Cash or Cheque.

Please note that failure to pay your registration fees promptly may result in the student losing their place in the class.

When signing a registration form to join the studios, you agree to the following conditions:

Parent Release Form for Photography and Videography

I, the undersigned, give permission for **Tempo Red Academy of Performing Arts** to use video footage and / or photographs of my child(ren). This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (eg - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by **Tempo Red Academy of Performing Arts** for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Health Information and Medical Release/Waiver Form

I acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in **Tempo Red Academy** activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release **Tempo Red Academy** and its employees of all liability which may arise because of my child's participation in activities at **Tempo Red Academy**.

4. Communication

By now you have probably noticed that we are BIG on communication here at **Tempo Red Academy of Performing Arts**. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly director, Diana Sakaris, can be contacted on **0438 273 571**. Alternatively, please feel free to contact us at the studios on **9907 4223** between the hours of 3:30pm –8:00pm on Monday-Friday; or 9:00am –3:00pm on Saturday.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address info@tempored.com.au to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with many people at once, so we encourage all families to "like" our **Tempo Red Dance Academy** Facebook group. This group can be found at: <https://www.facebook.com/temporedacademy/>

We are also proud to provide you information round-the-clock via our very own Tempo Red Academy of Performing Arts **Instagram account**. You can follow us at: <https://www.instagram.com/temporedacademy/?hl=en>

Or just search "temporedacademy" on the app

These pages will be monitored regularly to ensure all content is appropriate and relevant.

We also display important information, dates and studio details at our front desk at reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to contact us to chat with one of our helpful team members.

5. Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via **email** as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let the office know at your earliest convenience.

| TERM DATES 2018 | |
|-------------------------------------|---------------|
| Date | Event |
| Monday 5 th February | Term 1 starts |
| Saturday 14 th April | Term 1 ends |
| Monday 30 th April | Term 2 starts |
| Saturday 7 th July | Term 2 ends |
| Monday 23 rd July | Term 3 starts |
| Saturday 29 th September | Term 3 ends |
| Monday 15 th October | Term 4 starts |
| Saturday 15 th December | Term 4 ends |

| Date | Event | Description | Who it involves |
|--|--|---|---|
| Friday 30 th March | Good Friday | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Saturday 31 st March | Easter Saturday | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Sunday 1 st April | Easter Sunday | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Monday 2 nd April | Easter Monday | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Wednesday 25 th April | ANZAC Day | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Monday 11 th June | Queen's Birthday | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Monday 1 st October | Labour Day | PUBLIC HOLIDAY – NO CLASSES | Everyone |
| Sunday 10 th September | Photo Day | The schedule and requirements for the day will be emailed closer to the date. | Everyone |
| | | | |
| Wednesday 14 th November | End of Year Concert at Glen St Theatre | | All students can participate: Tempo Red Concert – 2018 (7 years+) Babyballet Concert Date – TBA (18 months – 6 years) |

6. Code of Conduct

To ensure the smooth, safe running of **Tempo Red Academy** and an enjoyable experience by all, below you will find our code of conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a **Tempo Red Academy** staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any general questions or issues must go through the director or office staff. However, parents and students are permitted to contact **Tempo Red Academy** teachers directly via phone, in person, or via email / social networking if these arrangements have been previously organised – such as to communicate about private lessons/eisteddfod performances etc.

In the rare case of a parent or student showing disrespect to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Tempo Red Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible. Please also ensure all items are labelled and communicate with your child the importance of keeping track of these and collecting all possessions at the end of classes.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of the director, teacher and choreographer.

Tempo Red Academy management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of **Tempo Red Academy** and may not be reproduced or sold by any students, parents or staff without permission of the principal.

7. Age groups and classes

Preschool Classes

Babyballet is an introduction to ballet for little ones, using creative and fun songs, dances and props. This class may involve (but is not limited to) learning basics of ballet such as plies and feet/arm positions, skipping, using bears and other props, progressions across the room and turns, all while developing balance skills, motor skills, and hand-eye coordination, learning discipline and making friends. This class is suitable for both boys and girls who are having so much fun that they don't even realise that they are learning the fundamentals of ballet technique along the way.

Tinies is a great class for our 18 months to 3-year olds and teaches the very basics, with parents encouraged to transition their children into the new environment.

Movers is for our older pre-schoolers (3 - 4-year olds) and expands on the techniques learnt in Tinies.

Groovers is for 4 - 6-year olds, and your child will be learning not only ballet, but also some jazz movements, and basic tap skills in a fun and imaginative way.

Primary/middle-school/high-school classes

We offer jazz, ballet, contemporary, lyrical, musical theatre, drama/on camera, conditioning, performing theatrics, tap, hip-hop, singing, and acrobatics classes. Please refer to our website www.tempored.com.au for a full description of each class.

TEMPO RED YOUTH COMPANY

This is for the more serious student wanting to take their dancing or singing to the next level. Students must audition to be part of the Youth Company.

More information can be found on our website below [click here](#)

<https://www.tempored.com.au/wp-content/uploads/2017/11/Youth-Company-Important-Information.pdf>

8. Safety

With the safety of our families a number one priority, **Tempo Red Academy** is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our office staff or director who will happily assist you.

We have a number of viewing windows within the studio rehearsal space which can be utilised by parents and family members from the comfort of our waiting area. All our teachers and staff members have undergone official checks allowing them to work with children. While we encourage parents to use these windows to view their children's classes whenever they like; we do emphasise that this can be distracting, and to please keep it to a minimum where possible.

The directors and staff at **Tempo Red Academy** are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

As outlined earlier in this document, **Tempo Red Academy** takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible; and to label all items.

9. Privacy

When you engage in our services at **Tempo Red Academy**, the information we may collect from you and/or your child includes name, address, telephone numbers, email addresses and perhaps medical information. Our registration form includes details of the services we provide to you as well as information about our terms and conditions, enrolment policies and privacy statements, and term fee/payment policies. We only collect information directly from our students or their parent/guardians primarily for providing services to you and to administer and manage invoicing and fee collection.

We may occasionally use your information to promote and market to your information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper and electronic form and is accessible only by authorised **Tempo Red Academy** staff.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on **9907 4223 or 0438273571**

10. Exams

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in Ballet as a part of the RAD (Royal Academy of Dancing) program. Exact dates will be confirmed at a later date via e-mail. We encourage all students who attend 2 ballet classes per week (required at Tempo Red) to attempt their exams.

While exams are not compulsory, our syllabus/program for RAD is the most highly recognised ballet syllabus worldwide. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your RAD exams annually and Ballet becomes a prerequisite for other genres of dance.

On a side note, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

As part of the exam preparation, exam dancers may need to attend additional lessons and/or an assessment day to deduce their readiness for the exam.

The cost of the exams will be announced when released by RAD.

What happens in a ballet exam?

Students take their exams at the Royal Academy of Dance in Darlington.

Information on hair and correct grade attire will be instructed by student's ballet teacher(s).

We will run a mock exam closer to their set exam time, and will cover the following:

Exam students will learn their examiner's name prior to the exam so they can greet them by name. For example: "Good Morning Mr. Hartley."

*Over the course of **90 minutes**, they will perform their entire syllabus for the teacher, both as a group and individually.*

*There **is not** a theoretical/written exam involved.*

*It usually takes about **6 weeks** for all exam data to be compiled, but once the **examining body** has completed the marking process your child will be presented with their exam grade, percentage, an exam certificate, as well as comments and areas for improvement on their performance.*

Your child's exam results and certificate will be awarded in class once they are ready at the studio.

11. Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. You will find our full timetable for 2018 for both regular Tempo Red Academy classes, Youth Company classes and babyballet classes on our website www.tempored.com.au under **ABOUT**

Please contact us if you have any questions at all.

12. Uniform

At **Tempo Red Academy** we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased year-round from the studio front desk. Please ask our friendly staff about prices, and any questions you may have about sizing or uniform requirements.

Please ensure all parts of your child's uniform are clearly labelled - individual shoes, socks, tops ...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform and footwear requirements are as follows:

Ballet- For class, ballet students must have pink ballet shoes, with elastic. However, for concerts and exams, satin ballet shoes with ribbons are required. You will also need pink ballet stockings. Grade 5 students must wear a navy-blue leotard and intermediate grade wears a black leotard.

For all other classes - Students may wear any combination of shirts, shorts or tights from our uniform shop.

Footwear –

- Contemporary – foot thongs or bare feet
- Tap – tap shoes
- Hip-hop – students wear sandshoes, and may wear streetwear, instead of Tempo Red uniform
- Acrobatics – no footwear
- Lyrical – half-ballet shoe
- All other classes – jazz shoes

** Please note our policy that all students are to have hair tied up at all times, and ballet students are required to wear a neat bun to all ballet classes.

13. Fee Structure

Please find below the fee structure for 2018. Feel free to contact our office staff if you have any fee-related queries.

We offer great discounted rates for students doing 2 or more classes at Tempo Red Academy. Please note these discounts are only available when fees are paid in the first week of term.

Any NEW class enrolments added throughout the term after the discounted fees have been paid will be charged at the normal rate per element (\$195).

Discounted Fee Structure

| Number of classes per week/type | Term price – 10 classes |
|--|--|
| 1 | \$195 |
| 2 | \$370 |
| 3 | \$500 |
| 4 | \$590 |
| 5 | \$660 |
| 6+ | \$710 |
| Unlimited Classes 7+ | \$750 |
| Adult Classes | \$200 |
| Casual class rate | \$20 |
| Private lessons – have to be paid in cash on the day | \$70/hour (1 student), \$40/half hour (1 student) \$100/hour – (2 students) |
| Babyballet “Tinies” (35 minute classes) | \$140 |
| Babyballet “Movers” (35 minute classes) | \$140 |
| Babyballet “Groovers” (45 minute classes) | \$160 |

Upfront Payment—you will receive your **term** invoice prior to the commencement of **the term** and have until **your child's first class for the term** to pay these fees in full. Payment options include **cash, EFTPOS, credit card or Internet Bank Transfer.**

Tempo Red Academy – Commonwealth Bank
BSB: 052 251
Account Number: 1013 6360

Overdue fees will accrue a late fee of **\$20**, and then added \$20 each week that late fees continue. If fees remain unpaid in **week 4** of classes students will not be permitted to participate in their lessons.

Please note: All students are invoiced based on a **10-week term**, so your invoice will be the same each term unless you change classes. Fees are non-refundable for change of mind and full-term fees apply even if classes are missed.

In term 2 we ask parents and students to confirm classes before term 3 and term 4 due to our end of year concert and the purchasing of costumes for all dance routines. If you fail to confirm or change your mind after this email and due date in confirming any changes then you will be invoiced for the outstanding term fees and costuming.

For serious injuries, a doctor's certificate must be supplied to be considered.

Refunds will not be issued for missed classes due to cancellation or public holiday – however we do offer the chance for students to do make-up classes in another style (regular students) or the same class in another time slot (babyballet students).

Costuming:

At the end of term 2, an e-mail will be sent out requesting all parents to confirm their children's classes.

This is so we know which students will be continuing with us in term 3 and 4 for the concert and so we can begin to purchase costumes.

Please note that if parents do not reply to this e-mail within the stated due date we will assume your child is continuing their classes for the concert, and purchase costumes for them and be billed accordingly.

After this, if your child then decides to no longer participate in any style for the concert, parents will still be required to pay the costume hire fee(s) and term fees in full.

14. Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the routines we create, it also impacts the social and confidence-building principles we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

15. Social Media

Tempo Red Academy's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with **Tempo Red Academy's** code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards **Tempo Red Academy** staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio employee or studio patron, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in **Tempo Red Academy** uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- We have an open door policy and encourage all communication, complaints and feedback about **Tempo Red Academy** to be communicated to the principal directly, and not over social media sites.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Photos or Videos taken from performances or rehearsals may NOT be posted online, unless express permission is given from the studios.
- You may not post photographs / videos that feature **Tempo Red Academy** dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

16. Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for 2018! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mould this generation of skilled, confident, genuine and unique performers.

Please follow the below link to view information about all our teachers, including dance styles and personal stories.

<https://www.tempored.com.au/tempo-red-dance-academy-instructors/>