



POLICIES & PROCEDURES 2026.

35 Etty Street, Castlemaine.

MOVEMENT ZONE DANCE STUDIO

Studio Policies, Rules & Information

At **Movement Zone (MZ)**, every dancer is an important and valued member of our studio. We believe dancers should be taught in a **safe, nurturing, non-judgemental environment**—and most of all, it should be **FUN!**

Students and families of Movement Zone are part of a **vibrant, electric community** of performers who demonstrate respect, accountability, and a passion for dance. We aim to ignite a lifelong love of movement while supporting physical, emotional, and personal wellbeing.

All members are expected to uphold the values of the studio and show respect to students, parents, staff, and the wider dance community.

STUDIO RULES

- **No snacking during class time** (especially chewy foods)
- **No food or drink** in the dance room, except water
- **Hands off mirrors and PA system** – respect studio property
- **Mobile phones** must be switched off or on silent and not used during class
- **Swearing, gossip, bullying, or unsportsmanlike behaviour** will not be tolerated
- Students must not speak negatively about peers or teachers
- **Respect personal space** – students entering others' space may be asked to sit out
- We **support and celebrate diversity**
- Bring a **positive attitude** – disrespectful, aggressive, or uncooperative behaviour does not belong at MZ
- Students are role models and are expected to show leadership
- **No running** inside the studio
- Arrive **5 minutes early** to warm up and stretch
- Students are responsible for their own belongings – label all items
- Students must remain in the foyer until collected by a parent or responsible adult



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- **No photography or recording** without teacher permission
- Discrediting or speaking negatively about Movement Zone is not acceptable
- Embrace the **MZ Family Rules**

Parents/carers are welcome to wait in the foyer during classes.

UNIFORM REQUIREMENTS

General Requirements

- Hair must be tied back
- No long earrings or necklaces
- No watches for Break Beats or Acrobatics
- No loose-fitting jewellery
- Knee pads are required

👉 www.movementzonedance.com/shop

Hip Hop, Break Beats, Mini Feet, Soul Funk, Commercial & Performing Arts

- Comfortable, loose-fitting clothing
 - Track pants, leggings, shorts, baggy tops or singlets
 - Sneakers
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Contemporary & Bollywood

- Leggings or bike pants
 - Singlet or t-shirt
 - Hair tied back
 - Bare feet, socks, or Sock Undezz
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Classical Ballet

- Black leotard
- Black ballet skirt
- Pink tights
- Ballet shoes
- Hair in a bun

Uniforms available at:

👉 <https://www.lubovdance.com.au/search?q=ballet> (Golden Square)

MZ Apparel

MZ Knee Pads, Sock Undezz, jackets, t-shirts & bucket hats are **required for all students** and available for purchase:

👉 www.movementzonedance.com/shop

ENROLMENT & CANCELLATION POLICY

- Parents/guardians and students must read and agree to all policies
 - Enrolment form must be completed online:
👉 <https://www.movementzonedance.com/registration>
 - Enrolment continues for the **full calendar year**
 - Written notice is required to cancel enrolment
 - Failure to notify MZ before the end of a term will result in **full-term fees being charged**
 - **No refunds** for withdrawals
 - The studio must be notified within **24 hours** of any absence
 - Medical or personal changes must be updated via email or text
 - If a class is cancelled and no make-up is available, a **pro-rata refund** will be issued
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FINANCIAL POLICY

- Term fees must be paid **two weeks prior** to term commencement
- Casual fees available for Heel Classes & Funk Fridays
- Payment methods: EFT, credit card, EFTPOS (in studio), or cash
- **Late fee:** \$25 + GST applied after 2 weeks overdue
- No refunds for missed classes
- Make-up classes may be taken within the same term for illness or injury
- Students with fees overdue by 2 weeks may not attend class
- Payment plans available upon request

[✉ movementzonestudio@gmail.com](mailto:movementzonestudio@gmail.com)

PRICE LIST (Per Term – GST Included)

- Mini Feet, JJ1 & Silver Tops – \$240
- All other classes – \$255
- MZ Advanced – \$350
- Two classes per week or two family members – \$450
- \$50 discount for additional classes
- Private lessons – \$88

ANNUAL ENROLMENT FEE

- \$60 per student OR \$80 + GST per family
 - Charged at the beginning of the year or upon enrolment
 - **Non-refundable**
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CONCERT & COSTUME FEES

Our annual concert involves significant planning, administration, rehearsals, costume preparation and production costs. To make these costs clearer for families, they are separated into a **Concert Fee** and a **Costume Fee**.

Concert Fee

The Concert Fee covers the organisation, coordination and delivery of our annual concert, including rehearsals, photography and video.

- **First student:** \$65 including GST
- **Second student in the same family:** \$55 including GST
- **Third and subsequent students:** \$45 including GST

Costume Fee

Each class/routine requires a separate costume. The Costume Fee covers the sourcing, preparation, administration and distribution of each costume.

- **Per class/routine:** \$33 including GST
- **Pre-School:** No charge

Each student participating in more than one class will therefore incur a Costume Fee for each additional class/routine.

What's Included?

Concert Organisation & Rehearsals

- Concert planning and coordination
- Student and class administration
- Dress rehearsal attendance
- Additional concert rehearsals and extended class time
- Coordination with teachers, performers and concert personnel
- Professional concert photography by and video

Costumes

- Sourcing and organising a separate costume for each class



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- Costume administration and coordination
- Costume accessories and requirements as applicable
- Distribution and collection of costumes

Costumes remain the property of Movement Zone Studio.

Please note: Additional school holiday rehearsals are charged separately at \$15+GST per student

Professional Photography

- Professional concert photography
- Online access to your student's concert photographs
- Digital photographs available for families to download and keep

Professional Videography

- Professional concert video
- Online access to your student's concert performances
- Digital video available for families to enjoy, download and share with family and friends

Why is there a Concert & Costume Fee?

A considerable amount of work goes into creating and coordinating our annual concert. The fees contribute towards the costs of costumes, professional photography and videography, rehearsals, administration and the many hours involved in coordinating each class and student.

Our goal is to provide our dancers and families with a **professional, enjoyable concert experience and beautiful memories to keep**, while keeping the overall cost as reasonable as possible.

QUERIES & COMPLAINTS

Formal complaints should be made in writing to:

 **Sarah Cook – Director**
sarah@movementzone.com

Parents wishing to speak with teachers should arrange a time **outside of class hours**.



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PHOTOS & VIDEOS

Photos and videos may be used for promotional purposes on:

- Facebook
- Instagram
- YouTube

Please notify us in writing if you do **not** give consent.

Thank you for taking the time to read our policies. We encourage parents of junior students to review these rules with their children. Suggestions that support the MZ community are always welcome.

Sarah “Sas” Cook

Founder & Director – Movement Zone Studio

 sarah@movementzone.com

 Instagram: @movementzone | @iamsascook