



## POLICIES AND PROCEDURES 2024.

35 ETTY STREET, CASTLEMAINE.

Here at Movement Zone (MZ), each and every dancer is an important and valued member of our studio. We believe dancers should be taught in a safe, nurturing, and non-judgemental environment. Most of all its FUN! Students & families of Movement Zone are part of a vibrant & electric community of hip-hoppers who have a high regard for each other. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values of the studio. In all of our learning we aim to ignite the love & passion of dance. We show respect to the parents, students & staff of MZ & all of the wider dance community. Dance provides a way for a person to achieve a balance of health from the physical to the emotional, from the inside to the outside.

### OTHER STUDIO RULES:

- **NO** snacking during class time (especially chewy!) and **please keep foyer tidy.**
- **NO** food or drink in the dance room, besides water. **ALL** Students to bring their own labelled water bottle to class
- Students **MUST** arrive dressed and ready for class or rehearsal (if possible). Shoes or appropriate dance footwear must be always worn, hair tied back neatly + knee pads.
- School bags if possible, to go home with parents after School
- Please note that no siblings, parents, or caregivers are permitted to attend the classes as observers, unless approved.
- **KEEP** hands off the mirrors & PA System & respect the studios space.
- Mobile phones are not to be used during class and should be turned off or on mute.
- **SWEARING**, unsportsmanlike conduct, & or gossip will not be tolerated. Students will not speak negatively about one another or the teachers.
- **RESPECT** each-others personal space, students who get in other students faces or personal space will be asked to sit out of the class or if continued other action will be taken.
- We support & celebrate diversity.
- **BRING** a positive attitude to class. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at MZ. Students need to remember they are role models for other participants & show leadership by setting a dedicated example.
- There is to be no running within the studio, unless directed by a teacher
- Arrive 5 minutes before your class begins so you can begin stretching & warming up.
- Students are responsible for their own property. We will not be responsible for lost or stolen items. Ensure all dance clothing & shoes are labelled. Bags & coats are to be hung on the provided hooks.



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- All students must remain inside the studio ground until they are collected by parents or a responsible adult. This is for the safety of all students.
- Students must line up outside and allow the previous class to exit before entering the studio
- **NOTE:** There will be **NO REFUNDS** for term fees. Please make sure you or your child are committed to attending classes and being a part of the MZ community.
- **NO** student or parent is permitted to record or take photographs at our studio without permission from the teacher.
- Stay updated at: **Facebook** @movementzone **Instagram** @movementzone / **YouTube:** Movement Zone Dance /
- **TikTok & Vimeo:** @movementzone **WEB:**[www.movementzonedance.com](http://www.movementzonedance.com)
- Please check your emails regularly for updates & information.
- Private lessons are offered during the term & School holidays, plus holiday programs, showcases, flash mobs & events
- Discrediting Movement Zone & casting a negative image of the studio is not acceptable.
- Embrace the MZ family rules 😊

### UNIFORM REQUIREMENTS.

**Hip hop, Breakin, Jazz & Musical Theatre** being a more relaxed style of dance/class means you can bring your own style to what you wear. But wear something you feel comfortable in that is loose fitting. Track pants, leggings, loose shorts, baggy tops & singlets are all appropriate. You can wear street sneakers for hip-hop too; good ones are basketball style sneakers, Converse style, Volleys or flat-soled runners.

**Contemporary:** All students must wear leggings/bike pants, singlet or t-shirt, hair tied back and sock undezz (these can be purchased via our shop)

**Classical Ballet:** At MZ, we require different ballet uniforms for each level to show progression in the ballet program and ensure a clear distinction between levels and degrees. All students can wear the uniform for their level or a gender-neutral option. If you have any questions, concerns, or uniform preferences, please discuss them with the MZ team. All uniforms can be purchased at <https://www.minodance.com.au/>

*Remember to please have **hair tied back**; bring kneepads (these can be left at the studio in a zip locked bag, named), **NO** loose-fitting **jewellery**.*

MZ Knee Pads, Sock Undezz, Jackets-Shirts & Bucket Hats are available for purchase & required for **EVERY** student. Purchase at: [www.movementzonedance.com/shop](http://www.movementzonedance.com/shop)



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### ENROLMENT AND CANCELATION POLICY

- To enrol at MZ a parent/guardian & student must read & agree to our policies and procedures. An enrolment form must then be completed online via <https://www.movementzonedance.com/registration>
- Enrolment continues from time of enrolment (payment of annual enrolment fee) for the full calendar year. You do **not** need to re-enrol each term. If you wish to cancel your enrolment you must do so in writing. Students who do not return to classes in a subsequent term & have not advised MZ prior to the end of the previous term will be required to pay the full-term fees. **NO REFUNDS.**
- The studio must be contacted within 24 hours if a student will be absent from class for any reason.
- Enrolment information & changes by families must be updated via email or text message. This includes any medical issues.
- Class cancellations are sometimes necessary. If class cancellation occurs & make up classes are not available, a refund will be offered for the pro-rata cost of the cancelled class. We will use our best endeavours to accommodate the needs of families but cannot guarantee the rescheduled classes will suit all.

### FEES POLICY

- Payment for term fees must be made two weeks prior to classes commencing. **NO** Casual fees.
- Payments can be made by Electronic Transfer, within a National Australia Bank Branch, via credit card or via cash (Please quote invoice number). Bank details can be found at the bottom of your invoice.
- Students will **not** be able to attend class if payments are overdue by 2 weeks.
- If parents would like to request a payment plan, please email Sas: [sarah@movementzone.com](mailto:sarah@movementzone.com) or call 0402087949
- A **LATE** fee of **\$20** will be applied for any invoices not paid after 2 weeks from due date.
- There are **NO REFUNDS** for missed classes. If a student is unable to attend a class due to illness, injury or compassionate grounds, a makeup class can be taken before the end of each term



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### **PRICE LIST PER TERM (inclusive of GST):**

Mini Feet + Silver Tops: \$220

MZ Advanced: \$350

All other classes (Including Dance Movement Therapy): \$245

Two per week or two in a family class: \$400

*20% discount applies for 3rd class or student in a family. 25% discount applies for 4th class or student in a family.*

Private lessons: \$88

### **REHEARSAL FEE FOR ANY PERFORMANCES OR CONCERTS:**

- A fee of \$20 + GST per student is payable for any rehearsals outside of the normal class.

### **CONCERT:**

Each year we organise an ALL-School concert at the Phee Broadway Theatre. Students who wish to participate in the concert will be required to pay an additional cost ranging between \$25 and \$60 for costumes, film, and photography. Please note that participation in the concert is optional, but we strongly encourage every student to be a part of our shows.

**ANNUAL FEE:** \$60 pp or \$80 + GST per family will be charged beginning of each year or upon enrolment. This will cover insurance, music licences, equipment, administration costs etc. \*This is not refundable.

### **QUERY & COMPLAINTS.**

If you have a complaint to make about an MZ member of staff, you should contact the director Sarah Cook at [sarah@movementzone.com](mailto:sarah@movementzone.com). Formal complaints should be made in writing. All complaints will be acknowledged and where appropriate, the complainant will be notified of the outcome in writing. We appreciate sometimes parents or carers need to talk to teachers about their children, but this may not be during class time. Please make a time outside class time when they are free. Or please email director Sarah Cook: [sarah@movementzone.com](mailto:sarah@movementzone.com). We will endeavour to get back to you promptly.



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### PHOTOS & VIDEOS.

Every now and then we like to post some photos of our classes, performances, and general "studio life." These photos/videos are used for advertising, Facebook, Instagram and YouTube. Please let us know if you do not grant permission for your child/self to be photographed or filmed. Thank you for your time to read over this, I encourage all parents of junior students, to go through the Studio Rules with their child/children so they understand & I am open to any other suggestions that may be helpful to the MZ family of dancers!

Sarah (Sas) Cook.

Founder & Director, **Movement Zone Studio**

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IG <https://www.instagram.com/movementzone/>

<https://www.instagram.com/iamsascook/>