

BACKSTREET DANCE

STUDIO HANDBOOK CAIRNS 2018

Preparing you for a **POSITIVE EXPERIENCE**
at Bubbly Backstreet!

Includes:

- Term Fees
- Costumes
- Show Tickets
- Productions

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Studio: 170-182 Mayers Street, Manunda
Postal: PO BOX 275, Bungalow QLD 4870
Email: cairns@backstreetdance.com.au

Mobile: 0407-995 182
Studio: (07) 4032 1384
(during studio hrs only)

Backstreet Dance
Directors: Deborah & Jeffrey Storer
ABN: 64 075 206 274

www.backstreetdance.com.au

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NOTE: Backstreet Dance has the right to change/add/amend any information in this Handbook at any given time. We review it regularly, along with any laws or regulations, to ensure that we are up to date and operating an efficient, effective, professional studio that benefits everyone involved. Therefore, we ask that you take responsibility in keeping up to date each term. You can collect a copy from the studio.



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OUR VISION, MISSION & PHILOSOPHY

BACKSTREET DANCE STUDIO is a fun, funky, professional and certainly upbeat dance studio with a core focus on:

1. *Fun!*
2. *Confidence!*
3. *Positive attitude!*
4. *Passion!*
5. *Professionalism!*



OUR Vision

The Vision of Backstreet Dance is to sustain a positive, vibrant, passionate dance studio with loyal students who will continually grow in ability, confidence and their positivity towards dance and life. The Vision is to make a difference!

OUR Mission

The Mission of Backstreet Dance is to offer high energy, professional classes in a vibrant positive environment with inspiring passionate teachers. We also value a high level of customer service. Our thriving goal is to encourage our students to express themselves freely through dance with confidence and utmost enjoyment!

OUR Philosophy

The Philosophy of Backstreet Dance is to:

1. Offer classes to all ages, sizes, abilities and experiences in a safe, positive environment.
2. Provide students the opportunity to perform on stage at the end of every term to boost confidence.
3. Have FUN!!!

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OUR VIBRANT STUDIO

Studio Features

You will definitely enjoy your experience at Backstreet because we provide:

- ✓ **2 professionally fit out dance studios** – air conditioned & mirrored.
- ✓ **2 comfortable waiting areas** – funky air conditioned rooms with complimentary tea and coffee and inspiring reading material.
- ✓ **Large viewing windows** - so you can see into the dance room and monitor your child's progress. Many parents find this beneficial.
- ✓ **Professional reception area** – someone to greet you warmly.
- ✓ **Notice board and regular e-newsletters** - to keep you up to date with upcoming events. It is IMPORTANT you read them. Communication = Success for everyone!
- ✓ **Dance retail store** – dancewear and shoes.
- ✓ **Clean and convenient amenities.**
- ✓ **Designated car parking** – we have allocated Backstreet Dance car parks within the complex. (Please do not park anywhere else within the complex as they are for the other business owners). Parking is also available on the street. Please be vigilant when reversing, especially when children are entering and exiting.
- ✓ **Situated close to shops** – there is a hair salon, supermarket, a chemist and Supercheap Auto conveniently located close to the Backstreet Dance Studio. Edge Hill is also located within a 5-minute drive from the studio where the botanical gardens, cafes, boutiques and the red and blue arrow walks are located.



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FUNKY CLASSES

Dress Code

The safety and comfort of the students is very important. It is essential that the appropriate clothing is worn to ensure that the student is comfortable and able to move their body in the desired way. The Teacher cannot guide the student if their body is not dressed appropriately. Therefore, these guidelines have been put in place:

CLOTHING - Wear appropriate exercise gear of your choice - **school uniforms or jeans/denim shorts are NOT allowed**. We encourage students to express themselves through their clothing (as well as in their dancing). Here are some suggestions of what to wear:

- Jazz/Funk/Contemporary Classes: Tight/fitted clothing such as tights, bike pants, leotard, crop top, fitted singlet, fitted pants.
- Hip Hop: Loose clothing such as baggy trackies/pants, singlet, shirt. Preferably pants past the knees. Dress as funky as you want!
- If younger students wear a skirt, please ensure tights/shorts are worn underneath so underwear is not exposed.
- Girls/ladies: No exposing underwear, cleavage, bra straps (if straps exposing – wear the same colour as your top to blend in with your outfit).

SHOES - We require students to wear proper dance shoes for safe and effective dancing:

- All Jazz and Jazz/Funk Classes: Plain black jazz shoes or jazz/dance sneakers (Exception: Character shoes are optional for Teen Broadway Jazz Advanced and only when the Teacher announces which term to use them for). Ask Reception for advice on shoes.
- Jazz Shoes for sale: For your convenience, we sell slip on jazz shoes for \$65. We have found these are the most common jazz/funk shoe choice. These can be purchased during studio hours only. Payment to be made at Reception. Tip: arrive 15-30 mins early to class to try on shoes.
- Hip Hop Classes: Any soft covered sneaker/sandshoe or high tops are acceptable for Hip Hop classes only. Any colour is acceptable for class, however shoes have to be 100% white for the Productions! (This also applies for Tiny Tot Hip Hop classes.)
- Contemporary: Contemporary Shoes or tan jazz shoes or tan foot thongs/foot mittens. Tan knee pads are also compulsory. We sell contemporary shoes & knee pads at our studio.



HAIR - Hair tied back with no messy fringes please, including fringes that sweep over the eyes – we want to see your beautiful face. It's also for safety especially when doing turns.

ACCESSORIES – Strictly no jewellery or loose accessories are to be worn. This can be distracting for the class and the student learning and, more urgently, is a safety hazard.

Class Conduct

At Backstreet, we value respect for self, others and property. Therefore these rules have been put in place to ensure Backstreet runs professionally and positively:

- ✓ Turn up early – lateness disrupts the class (especially Teeny & Tiny Tots) and affects the confidence of the student. If late – please inform reception so they can make the teacher aware before class, and enter quietly when you arrive. If late on a consistent basis, the parent will be contacted to rectify this. If it continues, re-enrolment may be declined.
- ✓ Attend all classes throughout the term – if you miss 2 classes in a row, a Private Lesson will be required in order to catch up on choreography. In this case, Private lessons are \$33 for 30mins and paid in advance. If you miss more than 3 classes, you will not be permitted to perform unless you pay for a Private Lesson (as classes are based on a progressive format, students fall too far behind in choreography if they miss classes and it can affect their confidence greatly).
- ✓ Go to the toilet before class.
- ✓ Enter the class room when the previous class has finished or when permitted (3yo – 9yo are guided in by an Assistant Dance Teacher).
- ✓ Walk into the class room (once entered – do not leave the room unless permitted).
- ✓ Bring a drink bottle to class to keep hydrated (we also sell water bottles at the studio if needed). The only tap available is in the toilets.
- ✓ No chewing gum, swearing or screaming. No physical or verbal abuse of any kind.
- ✓ Mobile phones/iPods must be switched off during class.
- ✓ Listen to the Teacher at all times - if talking is excessive see: *Disciplinary Approach* pg. 10 in this Handbook. Note: The Teacher welcomes questions – however only at appropriate times.



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Class Observation

- There is a viewing window in the waiting areas for you to view your child. This is a highlight of our studio. We encourage Parents to witness their child's progress and development. We also have cameras installed in each studio so you can watch your child on the TV monitors in the waiting area. Photography and Filming is **not** permitted.
- It is also important that parents of 3-4yo, do not leave the venue altogether while their child is in the class – in case of the unexpected i.e. In case you are needed e.g. Taking your child to the toilet. We suggest Parents stay for the first 2 – 3 weeks of the term for 5-9yo until they settle.

Be persistent when learning something new – your attitude in class makes a huge difference. Commit to walking out of your dance lesson a better dancer than when you walked in. Commit to making the most of your dance class each week.



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Disciplinary Approach in the Class Room for Students

We have a process to which we follow if a student misbehaves in class. These rules have been put in place so that the Teacher and fellow class mates are respected, therefore providing an enjoyable class for everyone:

1. If a student disobeys the class rules/conduct, they will be asked to rectify the behaviour immediately. We approach this in a calm yet assertive way. We explain what is expected.
2. If the behaviour continues, the Teacher communicates to the Parent (if available in the waiting area at the time), if not and the student is distracting the class, 2 things may occur:
 - a. The student will be asked to sit in the REFOCUS CORNER of the class room (corner of room) to focus on a more positive attitude/behavior. (Older students from 10yo and above are asked to leave the room to regain their focus.) After some time, if they are refocused they are asked to return to dancing.
 - b. If the Parent is not present in the studio, the student is taken out of the class room and instructed to sit in the waiting area (whilst being supervised). Reception then calls the Parent to inform them that their child has been sent out of class. The Teacher or Director will call the Parent at a more appropriate time to discuss their child's behavior, and as a team, work towards solutions to create more positive outcomes.

All misbehaviour is recorded in the Backstreet Behaviour Diary.

3. If the behaviour does not improve after several discussions with the Parent, the student will be issued with a warning as per the Warning System below. Note: If behaviour is not rectified after 3 warnings, enrolment will be cancelled without refund.

Parents: If you would like to discuss your child's progress or behaviour with the Teacher, during class is not a great time. Therefore, please leave a message with Reception for the Teacher/Director to call you at a more appropriate time. We would love to chat with you so your child enjoys their time here at Backstreet. *Thank you for your co-operation.*

Student Warning System:

- **Unofficial Warning** – Parents will not be contacted.
- **Official Warning No. 1** – you will receive this if the behaviour does not improve after an unofficial warning. Your parents will then be contacted.
- **Official Warning No. 2** – you will receive this if the behaviour has not improved after receiving your first official warning.
- **Official Warning No. 3** – if you receive this, you will be suspended from Backstreet for a time period to be discussed between the parent and the Director.

Absences

- Attendance is taken at each class. Good attendance is imperative as absences and tardiness can restrict an entire class. The whole class can be affected by one student so PLEASE make every effort to be at every class.
- A courteous call/email/text to the studio for the absence is appreciated.
Communication = Understanding.
- Attendance at full dress rehearsals is compulsory.
- If a student misses more than 3 classes in a term, or 2 classes in a row, the student will not be permitted to perform in the end of term production unless a private lesson is paid for in advance (\$33 for 30min). This is up to the Teacher's discretion, as it depends on the students learning and the timing in the term. Please discuss with the Director about what is best for child.
- If the student misses the first two (2) lessons of the term, they may not be eligible to continue in the class for that term (unless a private lesson is organised and paid for)
- There are no refunds given for missed classes. If a class is missed, normally students can catch up in the next class they attend.
- If you/your child is ill, especially if it is infectious, it is advised not to attend the studio so as not to affect other student's/parent's health and wellbeing.
- If a student is injured they are able to sit in the class to observe any new routines (for a limited time only), but, permission to do this needs to be gained from the Teacher before the class commences. A child sitting in the class room can actually demotivate active students in the classroom – therefore this is only permitted under special circumstances.

Cancelled Classes

- All classes will be cancelled on all public holidays. Every effort will be made to make these up – which may include other extended rehearsals or a class on another day of the week. (Refer to the regular e-newsletters and noticeboard for updates on extra classes).
- Backstreet Dance reserves the right to cancel classes due to natural disasters. If in doubt, call the studio for a recorded message or see to a note on the front door of the studio, especially if phone lines or internet is down. If classes are cancelled, the lost time may/may not be made up at another time – pending studio availability and time left over in the dance term. View your newsletter or our website for details.
- Backstreet Dance reserves the right, if required, to change teachers, cancel classes or change times at any given time.
- If a class is changed on the timetable before the term starts, you will be notified via email/phone.

Photography & Filming Inside Studio

Photography and Filming of any kind inside the studio, ESPECIALLY in the class rooms and through the viewing windows, are STRICTLY PROHIBITED. If however, your child misses a class of dancing or wishes to practice at home, you can film the Teacher, and only your Teacher, doing the dance. To do this you must gain prior permission from the Teacher and arrange a suitable time (that does not impede on class time i.e outside of class time). Please note, that other students cannot appear in the footage whilst filming. Also note that footage can only be used for private use (practicing at home) and **NOT** put on any special media/website.

Anyone found not complying with these rules will be seen to delete whatever imagery or video was captured. If found to repeat, consequences will go as far as expulsion from Backstreet Dance and a police report will be filed against you.

Drug and Alcohol Policy

Backstreet Dance strictly prohibits the use of illicit drugs or alcohol at the studio and in the car park. Any student found under the influence of any form of drug or alcohol inside the studio/in your dance class will be asked to leave the studio followed by a meeting to discuss expulsion. Any monies paid will not be refunded.



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FEES & PAYMENTS

NEW STUDENTS

- Full term payment must be made AT RECEPTION BEFORE your second class. If you complete 2 classes, you are required to pay fees in full (even if you pull out after the 2nd class). If you have already paid fees and pull out after 2 classes, fees are non-refundable, non-transferrable and no credits given.
- A late fee of \$20 will be charged if you don't pay your fees on time (discretion of Managers).
- By signing your Enrolment Form, you agree to the above conditions (and any other conditions written on the form).
- Upon payment, you will receive a Backstreet Membership Card that has a barcode. You must use the last 4 digits of your barcode as a reference on forms and also with the student's surname when making direct deposit for term fees in future terms (must be paid in full).

New students are not permitted to pay fees online until their second term.

- **Term Fees cover for dance tuition at the studio only. It does not cover for rehearsals or anything else.**

CURRENT STUDENTS

- By submitting a Re-Enrolment Form, you are committed to the classes you have chosen as we have secured your spot. Therefore, full fees will be charged and are due BEFORE your 1st class of the term, unless you have either:

- 1) Cancelled your re-enrolment BEFORE the term has commenced (via email only).
- 3) Provided the Directors a Medical Certificate stating that you are unable to continue dancing.

If you have not paid before the commencement of the Term – your spot will not be guaranteed which means that any new students who pay will have preference over your enrolment. This is due to the large number of re-enrolments we receive where the students pull out after week 2 and we are therefore not able to backfill the position.

- If you change your mind AFTER the term has commenced, you will still be charged for the full term, which will be followed up. If you have paid fees – they are non-refundable, non-transferrable and no credits given.
- Part payment of fees are not acceptable. Term Fees must be paid in full.
- At Reception we take payment by cash, cheque, credit card (Visa & MasterCard) and EFT transactions (add a 1.45% fee for Credit Card transactions).
- All fees are non-refundable and non-transferrable, NO EXCEPTIONS.
- Backstreet Dance reserves the right to expel a student if fees are not paid by the 3rd week of the term. Backstreet Dance also reserves the right to take payment for fees from a credit card (if supplied). If any payment is outstanding, a Debt Collection Agency will be called upon and their fees will be added to the bill.
- A late fee of \$20 will be charged to you if term fees are not paid on time. This fee will increase by \$10 weekly until paid.
- It is the responsibility of the parent/student (if over 18yo) provided on the Enrolment form to pay fees and other payments on time.
- Communication is important. If you are experiencing financial strain, please discuss options with Reception or call the Directors during School Holidays.

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Teeny & Tiny Tot Policy (for new students only)

We understand that sometimes it takes more than 1-2 classes to determine if a student of a very young age (i.e. 3-4yo) is suitable for a dance class. If the Teacher finds the student unsuitable for class after term fees have been paid, a refund will be released (only for 3-4yo) minus \$12 per class already attended. The membership fee of \$20 is non-refundable. If a student changes his/her mind, this is not reason to gain a refund.

Backstreet Bank Details – **Term Fee payments only!**

Receipts are given out to students in their next class.

BANK: QCCU
BSB: 704640
ACC: 22047964
NAME: Backstreet Dance
REF: Student surname, last 4 digits on your membership card



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PARENTS CODE OF BEHAVIOUR

- Our philosophy is to have fun – students are here because they WANT to be.
- If children are interested, encourage them to dance. However, if children are not willing to dance, do not force them. (It's important to decipher the difference between 'giving up' because it's too hard, or 'giving up' because there is no interest in dance.) Share with your child how rewarding it is to be persistent when it becomes difficult. Support your child to step out of their comfort zone. If you need tips on doing this – please approach Deborah/Dance Teacher at an appropriate time, call the mobile during school hours, or email us. Backstreet Dance is not just about dance – its teaching life skills like working through your challenges, fears, self-acceptance, etc.
- Encourage dance students to watch dance shows on television/dance movies, YouTube clips, live dance shows as often as possible - it inspires them.
- Focus upon the child's efforts and persistence rather than the overall outcome of the performance. This assists children in setting realistic goals for themselves. Backstreet isn't about being perfect – it's about learning, growing and being the best you can be!
- Teach children that an honest effort is as important as a victory so that the results of each performance are accepted without undue disappointment.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake. There is no such thing as mistakes, only learning experiences.
- Remember, children are involved in dance for their enjoyment, not yours.
- Remember, children learn best from example. Be a positive person yourself.
- If you disagree with a Teacher, raise the issue through the appropriate channels rather than questioning his/her judgment in public. Support all efforts to remove verbal and physical abuse from dance activities.
- Speak and act in a positive way at all times in the vicinity of Backstreet and related events. Your behaviour influences others. Be a positive role model. You CAN make a difference.



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WAITING AREA

Waiting Area Rules (listed up on the wall inside the studio – please read them!)

We have put love into and respect our property so have therefore put rules in place to ensure everyone enjoys the Backstreet experience - especially those waiting/relaxing in the reception area, they are as follows:

1. Positive calm communication in the waiting area at all times.
2. No running. No feet on couches. No jumping on couches. No dancing in the waiting area.
3. Tidy up after yourself - including food scraps (bins have been provided). Please note: THERE IS NO FOOD IN UPSTAIRS WAITING AREA.
4. Quiet in the Reception area, toilet, corridors and stair case AT ALL TIMES – noise does travel into the class room and can be distracting. Parents with children must ensure that they are kept quiet at ALL times for the comfort of others. Also – no toys to be left on the floor due to safety. Keep video game noises to a minimum, respect those around you.
5. Common courtesy and respect is expected from all who enter the studio. The motto is: Think of others – think of those who wish to relax in the waiting area; the safety of your children; the students focusing in the class room; the next group of parents and students coming in after you who would like to have a pleasant experience. We hope YOU enjoy your time at Backstreet!

NOTE: Staff have been instructed to enforce these rules if needed. Note that in the past we have asked people to leave simply because they did not follow the rules.

Adult Students

We are excited to have you dancing at Backstreet – it's a great time to step away from life commitments and let yourself go and have some fun. Dancing is healthy not only physically but also emotionally, mentally and in most cases, socially.

In order to make your experience at Backstreet a rewarding one, we ask that you follow the conditions below:

1. Make any payments at Reception before your class begins. Reception hours close, at most times, after the last class commences – which are the Adult classes in most cases
2. For security purposes, we ask all adult students not to bring children, friends or family to the studio whilst class is on. *Sorry, we do not offer child minding services.*
 - a. Even if your child is old enough to look after his/her self, we also do not welcome this. Why? Our Receptionist closes the entire reception area during the last class and is not available to ensure each person's safety.
 - b. It is also for reasons of insurance and security that we cannot permit anyone to stay in Reception unattended. Therefore, we do not permit anyone to be left in the Waiting Area for the last class of the day.

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Children's safety

- No young children are to be left unattended in the waiting area at any time. (Remember we do not provide child minding services).
- We advise that parents of 3-5 yr old students remain in the Reception waiting area whilst their child is in class.
- Please do not be late picking up your child after class. This is for safety reasons. If you are going to be late, please inform Reception by a call or text so we can relay the message to the Teacher who will inform them to wait inside the studio until you arrive. NOTE: Our Receptionist may not have time to relay this message in time before the class finishes, therefore it is the Parents responsibility to communicate to their child to stay inside the studio after class.
- Little ones are required to have their parents with them when going to the toilet and walking up and down the stairs.
- Parents are required to meet their child INSIDE THE STUDIO IN THE WAITING AREA when picking them up. Please do not encourage children to leave the studio unless accompanied by an adult.
- Please accompany your child when walking in the car park – be vigilant of all traffic.

Lost Property

We have a lost property bin under the stairs in the downstairs viewing area. If anything has been left behind, it will be put in this bin at the end of the day. Please check it regularly. Backstreet Dance takes no responsibility for lost property.

PASSIONATE DANCE PRODUCTIONS

Full Dress Rehearsals

The Rehearsal Schedule is released prior to the term starting.

Refer to your newsletters, E-News updates, the noticeboard in the studio and on the website regarding dates, venues, etc.

They are compulsory to attend if you have chosen to perform. Each class is allocated a 30-45 min timeslot to rehearse at the venue and practice in their costume and with their class mates. If late/sick, a phone call/text is expected.

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End of Term Productions

Why perform?

It is our philosophy to provide students with the opportunity to dance on stage not just once a year, but every single term. It has been proven that short term goals improve confidence, keep enthusiasm at a continual high and provide a regular sense of achievement.

Where are the Productions held?

We hold all our productions at private venues, such as school halls that provide staging, aircon, lighting, comfortable seating, convenient amenities, etc. The most common hall is Edge Hill State School Performing Arts Complex.

Who can perform?

ALL students are strongly encouraged to perform as it greatly benefits their confidence, however, there is no pressure to do so.

Is it compulsory?

Absolutely not. However, because the performances are so beneficial to self-esteem and having fun – 99% of students decide to perform every term. Students need something to look forward to – performances give you motivation to attend dance classes with enthusiasm. Everyone needs a reason to do something – performances are a perfect reason to practice dance.

What if I choose not to perform?

If you choose NOT to participate in the end of term production for whatever reason, students will still be included in all classroom activities and given a “pretend” stage position. However you MUST inform Reception by the 3rd week of the term due to choreographing and costuming purposes, otherwise we assume your decision is a ‘no’. Pulling out at the last minute is not acceptable – it can affect the confidence of the rest of the class. Therefore please check your diary to determine your availability for the compulsory full dress rehearsals and the production date. If a student misses 3 classes or more within a term – the student will not be permitted to perform (refer to ABSENCES section). *Note: If you choose NOT to perform – you are not expected to hire a costume and not permitted to attend rehearsals (due to its potential affect on others and their stage positions on stage.) Non-performers receive their Certificate of Achievement/Trophy during the last week of classes at the Studio.*

When are they held?

Read the monthly newsletters and the website for all Rehearsal and Production details. Also note that the dance term dates and Production dates for the whole year is listed on the website (notice board page).



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Show Tickets:

- Ticket prices are \$11 per person per show (all ages) BEFORE Production day and \$15 ON Production Day (cash only on Production Day). Ticket details and costs are listed in the e-newsletters and on the Order of Show for these productions.
- Tickets are to cover the hire of the hall, music copyright licenses, insurances, equipment hire, hall hire cleaning, staff wages & staff insurances and other associated costs outside the studio.
- Only performing students will receive a wristband stapled to their costume newsletter which gains them FREE entry to all shows. The wristband MUST be worn on the day to gain the free entry.
 - o If it is not worn on the day, another wristband will be issued to you upon you signing a register agreeing that a \$30 charge will be placed on your account UNLESS you return the 2 wristbands back to Reception during costume returns:
 - The wristband you left at home (unused)
 - The replacement wristband given to you at the Production
- Note: We hold between 3 and 4, approximately 1 hour, shows in one day due to limited seating.



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(during studio hrs only)

Backstreet Dance
Directors: Deborah & Jeffrey Storer
ABN: 64 075 206 274

Costumes

- Costumes are required when there is a Production. Due to the regularity of productions, we aim to keep costs as low as professionally possible. Costume hire fee is \$25 per term (includes cleaning fee) and a \$30 security bond. Students will be sized during class time early in the term by the Teacher.
- Costume requirements and deadlines are outlined on the website, in the e-newsletters, on the studio notice boards and on your costume newsletter. We also have the original costume drawing for every class in a folder in the Reception waiting area.
- FEMALE/MALE COSTUMES: Students do not have a choice in the type of costume they wear for their performances. The only case is if a student has changed its sex (eg. female to male) and wants to wear the other sex's costume (eg a female wanting to wear a male costume). Note that this will only take place when a Medical Certificate or other proof of identity shows that the student has changed its sex or is in the process of changing his/her sexual identity. If this is an area that applies to you, please see the Director.

HIRE CONDITIONS

- ✓ HIRE FEE & SECURITY BOND MUST BE PAID by Week 3 of the Term (See Term Calendar for the specific date or Website) *Please note: A \$10 Late Fee will be charged if payment for costume is not made on time. This fee will increase \$10 weekly until paid.*
- ✓ DO NOT IRON or WASH any part of your costume, at anytime (we do this ourselves)
- ✓ DO NOT CUT THE LABEL OUT! If irritating, cover with a bandaid.
- ✓ COSTUMES/ ACCESSORIES ARE NOT TO BE ALTERED in any way. *Note: Costumes are not tailor made, however we have chosen the closest costume size most suitable for the student. You are welcome to use safety pins to temporarily adjust the costume for your performance.*
- ✓ CANCELLATION FEE of \$10 will be charged (i.e. taken out of your security bond) if you decide to pull out of the production/costume hire after the 3rd week of the dance term and you have NOT worn it for rehearsals. \$10 is for debugging and restocking.
- ✓ DO NOT wear your costume to any other events other than the Backstreet Dance Full Dress Rehearsals and the Production.
- ✓ No costumes can be handed out at Full Dress Rehearsals – therefore, ensure your costume has been collected at the studio during the Backstreet Dance opening hours.
- ✓ Other costume items may be required to be purchased outside of Backstreet (eg.shimmer stockings) – these will be outlined on the costume newsletter. These items are included but not limited to hosiery and other intimates that Backstreet cannot supply due to sanitary safety, shoes specific to your style and other crop tops or bummies.
- ✓ ALL COATHANGERS MUST BE RETURNED with your costume and costume bag. Penalty fees will apply upon failure to do so. A charge of \$3



per hanger will be charged if it is not returned in the first week of term.

✓ Non-attendance at the Studio for 6 months or more, without communication, will result in an automatic forfeit of your Bond.

TIPS

- ✓ CHECK ALL YOUR ITEMS upon collection. If you find something damaged or missing, Backstreet Dance must be informed immediately.
- ✓ HANG IT UP, OUT OF DIRECT SUNLIGHT.
- ✓ TAKE CARE WITH COSTUME CHANGES, USE A SCARF OR TOWEL OVER YOUR HEAD FOR ALL WHITE TOPS to prevent lipstick stains and foundation smudges on the costume.
- ✓ NO FOOD CONSUMPTION WHILE WEARING COSTUME.
- ✓ Underwear MUST be worn underneath leotards.

RETURN OF COSTUME

Costume returned BEFORE deadline:

- ✓ Please return costume during the costume return dates/time – listed on the website, studio noticeboard, in e-newsletters and on your costume newsletter.
- ✓ Your security bond will be refunded only if costumes and their coat hangers and accessories hired are returned by the agreed date, in the condition as at the time of hire. Remember DO NOT wash your costume. You have the option of rolling over your security bond into the next term so long as the hire conditions are followed correctly.
- ✓ If you choose to leave our studio and have not collected your security bond within two dance terms, your security bond will be forfeited.

Costume returned AFTER deadline:

Option 1: Your security bond will be forfeited if the costume is returned after the deadline and UNCLEANED. Note: it must be returned in week one of the following term in order to avoid further penalties.

Option 2: You may opt to have your costume professionally dry-cleaned and then return your entire costume along with the dry cleaning receipt (*evidence that you have had it professionally dry cleaned*) during the first week back of term, and you will not forfeit your security bond.

Costume NOT RETURNED at all:

- ✓ Costumes lost or not returned, will incur a fee of \$150 (on top of losing your security bond) and a police report will be filed for stolen property.
- ✓ Backstreet Dance will charge the customer any costs incurred to recover the \$150 fee (i.e. Debt Collection Agency fees).

Costumes returned in a DAMAGED condition:

- ✓ An extra charge will be made for cleaning, repair or replacement if costumes are returned in a damaged or excessively stained condition.
- ✓ Loss or damage to Backstreet Costume carry bags and coat-hangers will be charged at the replacement cost or repair of the bag.

Costumes returned with missing items:

- ✓ An amount will be taken out of your security bond (if under \$30) and/or an additional fee for replacement, plus a cover charge for postage as our suppliers are Australia wide and some suppliers are overseas.

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Production DVDs:

- We professionally film all productions held at private venues. They are available to purchase in advance for approx \$30 per show (or \$35 if purchased after the show). They're a great way to capture the experience and a lovely gift!

Photography and Filming at Rehearsals and Productions

Filming: You are not, under any circumstances, permitted to film at any time or on any device at Rehearsals or Productions due to Music Copyright Laws (refer to our AMCOS/ARIA License), Child Safety Laws and Backstreet Policy. If found with any kind of filming equipment or device (including a mobile phone), any footage captured will be seen that it is deleted, your camera can and will be confiscated, and a police report will be filed.

Photography: You have permission to take photographs at rehearsals; however, this is ONLY permitted of your child's class and ONLY at the time the Teacher specifies. You are not, under any circumstances, permitted to take photographs at the production.

Publicity and Permission for Photo and Video Release

Being a student of Backstreet Dance automatically gives consent to allow photography and/or video footage taken by Backstreet Dance (this includes footage taken inside the studio or outside the studio) for the purpose of promotion. Examples include but are not limited to use on: the Backstreet website, printed material, newspaper, media, shopping centre advertisements and social media. Please be aware that Backstreet Dance also has the right to sell/distribute film footage and photos of students. Original photographs/film footage taken by staff or representatives of Backstreet Dance are held securely by Backstreet Dance. Backstreet Dance has a license from APRA/AMCOS/ARIA to film with music. All staff and volunteers at Backstreet Dance have a Blue Card.

Please be aware that Backstreet Dance also takes photos at the rehearsals when the Teacher specifies. We use this for advertising purposes like what is listed above – spreading the passion and inspiring people to dance! Please inform your Teacher or the Director if you do not wish for your child to be included in these photos.



Please note that Backstreet Dance has no control over what other students or parents do, e.g. post on social media, with these photos of Rehearsals. Again, please inform your Teacher or the Director if you do not wish for your child to be included in photos.

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COMMUNICATION

Backstreet thrives on professionalism so we ensure that we are as organised as possible to keep you well informed. Communication is important so we are all on the same page!

Newsletters

Regular newsletters are made available. You **MUST** read them in detail as they contain IMPORTANT information, especially about upcoming rehearsals, events or change of class times. Therefore, we have provided a variety of ways for you to obtain the newsletter and keep updated:

- Overview handed out to students at the beginning of term. Extra copies in Reception.
- E-newsletters are emailed weekly.
- Important dates and events are listed on the website on the NOTICEBOARD page. Our website is updated regularly.

Questions and Feedback

Teachers would love to chat to parents, however, our time is precious and our focus is on teaching the students during class. If you have any questions relating to rehearsals, productions, costumes, fees, etc – you can direct this to Reception (however, note that many questions are answered in the newsletters and details listed on the website).

If you have any questions about your child's progress or behaviour, please leave a message at Reception or email Deborah so she can, (or the Teacher best equipped to answer your question) call/meet you at an appropriate time (Deborah checks her emails regularly).

We are also open to feedback, especially positive feedback – we pass this on to the whole team as they all deserve the credit for the extraordinary success of Backstreet. Therefore we appreciate the time if you do so. **Encouragement inspires us to keep doing our best.**

Update Your Details

If your contact details have changed since you have completed the enrolment form, please ensure to notify us (email is the best option to do this). This is important in case of emergency.



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AWARDS

Certificates

All students receive a Certificate of Achievement at the end of a completed term. This is presented at Rehearsals. Non-performers receive it at last week of Studio (Party Week).

Trophies

Upon the completion of every year (every 4 dance terms), students receive a trophy of completion. Students are very excited when they receive their Backstreet trophy. This is at no extra cost – it is our gift to you to recognize your commitment.

A SURGE IN CONFIDENCE is not achieved by staying in the class room all the time – it is achieved by stepping out of the class room and onto the stage in front of family, friends and the public and showcasing what you have learnt. Dancing in front of an audience requires courage and it is this courage that builds confidence.



MISCELLANEOUS

INSURANCE

- No responsibility is taken for lost property.
- If a student damages any equipment in the studio, it must be replaced by that student/parent at his/her own cost.
- Backstreet Dance does not carry medical insurance for its students. It is REQUIRED that all dance students be covered by their own family insurance policies. If injury occurs, it is understood that the student's own policy is your ONLY source of reimbursement. Note that in some classes, breakdance moves are performed. Even though Teachers instruct moves with safety components – no claims can be made against Backstreet Dance or any individual employed or volunteering at Backstreet for any injury or accident through class, rehearsals, productions or other events at Backstreet. By signing the enrolment form, you give Backstreet staff/volunteers permission to provide first aid where needed (who are first aid qualified). No claims can be made against Backstreet Dance by providing first aid.
- Anyone entering Backstreet Dance studios or performance related venues, cannot hold Backstreet Dance or the Directors or staff members or volunteers of Backstreet Dance liable for any expense, loss, personal injury or accident and cannot bring any law suit or assert any claim, including Workers' Compensation, against Backstreet Dance or any employee of Backstreet Dance as a result of any action taken.

REFUSING ENROLMENT

Backstreet Dance has the right to reject an Application/Enrolment at any time (and not return the fees or any instalments), if either:

- the student's behaviour in class does not meet up to expectations as a Backstreet representative
- your medical status has changed and does not meet the physical health and fitness/mental health requirements to travel (If you are unable to travel due to this reason, your best point of call is to discuss this with your Insurance Company to see if you are able to make an insurance claim)
- you have received a criminal record
- if you pull out as a student of Backstreet Dance
- if you do not turn up for classes, compulsory rehearsals/trainings/meetings (especially if you have missed 2 or more rehearsals in one term and made no effort to catch up or communicate with the Director to make plans to catch up on choreography)
- if you defame the Backstreet Dance name and/or the staff in any way, means or form
- instalments/payment is not received on time by Backstreet Dance
 - o especially if Backstreet Dance have not received any communication from you

COPYRIGHT

All products of Backstreet Dance, including all choreography produced, is the legal property of Backstreet Dance. Practice CDs, Production DVDs and photos, cannot be sold, copied or distributed in any way. Backstreet has a licence to produce and sell CDs and DVDs. It is illegal for you to do the same. Students are not allowed to reproduce Backstreet choreography anywhere else unless prior permission has been gained by our Head Office (Directors of Backstreet Dance).

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SOCIAL MEDIA POLICY

Due to privacy, copyright and child protection laws, Backstreet Dance recommends to its staff NOT to mingle with students through personal social media. This is for the protection of everybody here at Backstreet. Such social media includes but is not limited to: Facebook, Instagram, Email, etc.

We kindly ask that you respect these boundaries out of best interests for our staff, your student's and the good of Backstreet Dance. We have a company Facebook and Instagram which you can follow to keep up-to-date with all the awesome happenings here!

Therefore, we ask all communication to Teachers/Staff to be directed to Backstreet's channels and not a staff members personal social media channel. Thank you.

Search: BACKSTREET DANCE CAIRNS

PARTY WEEK

- It is the last week at the Studio before Rehearsals
- It's an opportunity for students to build their confidence by dancing in front of a supportive audience
- We turn on the Disco (Party Lights) for an awesome atmosphere
- Teachers and Students have the opportunity to dress up in Party Gear.
- Showcase – the downstairs studio goes upstairs and students from both studios get to showcase their dances. This gets students used to dancing in front of an audience and they get the opportunity to support each other. Parents who are in the studio at the time, are invited to watch. For Showcase times – ask Reception.
- Non- performers receive their Certificate of Achievement/ Trophy.



KEEPING YOUR SPOT EACH TERM

In order to participate in Backstreet Dance classes each term, you must complete and submit an enrolment/re-enrolment form. This form is available at the studio, and also on our website. If you do not enroll, you will not have a spot in a class the next term, regardless of whether you were previously in that class.

We have strict maximum numbers for each class – several of them booking out before the term even starts and we cannot “hold spots”. Therefore it is advised to enroll sooner rather than later! We have calls regularly from new potential students throughout the term who are eager to join. We need to be fair to all, therefore abiding by this rule will ensure a secured spot for the upcoming term. We encourage current students to stay on – loyalty to Backstreet Dance is what creates a positive family-like environment. It has also been proven at Backstreet Dance that if a student sticks at something for more than just a few terms, confidence and dance ability increases massively! Don't give up! It's worth it!



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