Port Macquarie Performing Arts Student & Parent Handbook

Vision

Empowering the next generation of young people to be confident, courageous contributors to their community.

Mission

Nurturing a love of the arts for students of all ages and abilities.

Values

Empower
- Building Confidence
- Building good people
- Mentoring our dancers
- Building young leaders

Professional
- Clear Communication
- Quality Teaching
- Teaching Strong Technique
- Respect for our staff
- Honesty with dance parents
- Transparency of information

Loyalty
- To your teachers
- To your peers
- To your team and
- To the Art form

Nurturing
- Creating a Safe Place
- Love of Dance
- Care for our dancers
- Nurturing Growth
- Individual attention

Equality
- Dance for everyone, all ages and abilities incl. special needs
- We are a family
- We include everyone
- We celebrate uniqueness
- Variety of classes
- Variety of opportunities for our dancers

At PMPA we teach more than just dance steps, we cultivate a love for dance and a passion for the arts. We bring the magic of make believe from the studio to the stage. We empower the next generation of young people, we are building up young leaders ready to make a mark on their community and the world. Thanks for joining us on this journey...

A Guide for Students and Parents

As a condition of enrolment at PMPA, students and their parents or guardians agree to abide by all the policies set forth by PMPA, its principal and staff in this document and by written or verbal instruction during your time with us. PMPA reserves the right to terminate any student's enrolment at any time for misconduct or inappropriate actions by either the student or his or her parent(s). Once you have read and agreed to the terms and conditions of this document, please agree to the terms and conditions of enrolment on Dance studio Pro, our CRM. Students will not be permitted to participate in PMPA classes until this document has been agreed to.

Welcome to Port Macquarie Performing Arts!

This handbook will serve as your guide to PMPA and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

PMPA is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance and the performing arts with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all PMPA staff members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

➢ Dates and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates, 'like' us on Facebook for the most current updates.

Key contact information for PMPA:

Principal: Stacey Morgan
Port Macquarie Indoor Stadium
1A Cnr Hastings River Drv & Hibbard Drive, Port Macquarie NSW 2444
02 65833753

Office Hours
Mornings: Monday - Thursday 9:00am - 11:00am, Saturday 9:00am - 12:00pm.
Afternoons: Monday - Thursday 3:30pm - 6:00pm.
All invoice and event information eg. Dates and times please contact
admin@pmperformingarts.com
See our Yearly Planner on our website for key event dates for PMPA

FOR OUR STUDENTS

(Parents please take the time to read this section to your dancer)

The first step to becoming a successful dancer and student is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honour, it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: WE'RE IN THIS TOGETHER

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our classes rely on a positive atmosphere and educational experience for our staff and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the staff— makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes & rehearsals is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process. When they miss classes students feel left behind, which can affect the way they perform in class.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our staff and our students' parents provides the children with the ultimate care and education.

CLASSES WE OFFER

Port Macquarie Performing Arts offers students a wide range of classes.

ATOD Classical Ballet, Contemporary, Tap, Jazz, Musical Theatre, Acro and Drama.

Class costs include GST and increase by 6% each year.

Classes for under 5's

CLASS	DEFINITION	AGE GROUP	PERFORMANCE OPPORTUNITIES	DURATION
Wiggles and Giggles	Creative Movement class for parent and child	For students from walking age to 2 years with parent,grandparent or helper accompaniment	There are no performance opportunities for this age group	30 minutes
Kindy Gym	Skills based Creative Movement class for parent and child	For students 2 years to 5 years with parent/grandparent/ helper accompaniment	There are no performance opportunities for this age group	30 minutes
Twinkle Toes	Creative Movement for girls as an introduction to dance	For girls aged 3 to 5 years	2 performances per year	45minutes
Mini Men	Creative Movement for boys as an introduction to dance	For boys aged 3 and 5 years	2 performances per year	30 minutes
Twinkles Jazz	Perfect for little dancers who love to jump, twist and twirl. Jazz is enjoyable for any dancer who loves to get moving	For girls aged 3 to 5 years	Performance is included in the twinkle toes class	30 minutes
Twinkles Tap	Twinkles Tap is all about rhythm, fun and high energy. Little feet learning to shuffle, stomp and shine.	For girls aged 3 to 5 years	Performance is included in the twinkle toes class	30 minutes
Mini Acro	Mini Acro is all about learning, strength flexibility and building exciting new skills	For girls and boys aged 3 to 5 years	There are no performance opportunities for this age group	30 minutes

Classes for 5 to 7 year olds

CLASS	DEFINITION	AGE GROUP	PERFORMANCE OPPORTUNITIES	DURATION
Kindy Combo Class	Combination class where students learn Jazz, Ballet and Tap	For girls & boys going into Kindergarten at school or who have previously studied two years of Twinkle Toes	2 performances per year	1 hour
Junior Combo Class	Combination class where students learn Jazz, Ballet and Tap	For girls & boys going into Grade 1 at school or who have completed a year of Kindy Combo Class	2 performances per year	1.25 hours
Petite Performers	Performance class for Junior students	For girls & boys aged 4 - 6 years looking for additional performance opportunities	2 performances per year	30 minutes
Level 1 Acro	A skills based class focusing on strength, conditioning and trick technique building	For girls and boys aged 5 and 6 years	There are no performance opportunities for this age group	30 minutes

Performance Programs 7 years to 15+ years

8 YEARS PROGRAM	CLASSES	PERFORMANCE OPPORTUNITIES	DEFINITION	DURATION
For girls and boys aged 7 & 8 years approximately	Ballet classes x 2 (As part of the performance program students are required to do two ballet class)	Examination and Scholarship classes only	Ballet Syllabus classes preparing students for examinations	45 minutes
	Jazz Technique Class		Fine tuning jazz skills, like kicks, turns and leaps	30 minutes
	Jazz Performance		Focusing on Group performance	30 minutes
	Contemporary		Focusing on fluidity, control and strength while exploring movement	30 minutes
	Tap	Examination and Scholarship classes only	Glenn Wood Tap syllabus class preparing students for Tap exams	30 minutes
	Musical Theatre		A fun class combining singing, dancing and acting covering repertoire from various stage and screen musicals	30 minutes
	Performance Program	Required to do Mid year concert, End of year concert and eisteddfods	Preparing group routines for concerts and Eisteddfods	45 minutes

10 YEARS PROGRAM	CLASSES	PERFORMANCE OPPORTUNITIES	DEFINITION	DURATION
For girls and boys aged 9 to 10 years approximately	Ballet classes x 2 (As part of the performance program students are required to do two ballet class)	Examination and Scholarship classes only	Ballet Syllabus classes preparing students for examinations	45 minutes
	Jazz Technique Class		Fine tuning jazz skills, like kicks, turns and leaps	30 minutes
	Jazz Performance		Focusing on Group performance	30 minutes
	Contemporary		Focusing on fluidity, control and strength while exploring movement	30 minutes
	Tap	Examination and Scholarship classes only	Glenn Wood Tap syllabus class preparing students for Tap exams	30 minutes

10 YEARS PROGRAM	CLASSES	PERFORMANCE OPPORTUNITIES	DEFINITION	DURATION
	Musical Theatre		A fun class combining singing, dancing and acting covering repertoire from various stage and screen musicals	30 minutes
	Performance Program	Required to do Mid year concert, End of year concert and eisteddfods	Preparing group routines for concerts and Eisteddfods	45 minutes

JPP (JUNIOR PERFORMANCE PROGRAM)	CLASSES	PERFORMANCE OPPORTUNITIES	DEFINITION	DURATION
For girls and boys aged 11 to 12 years approximately	Ballet classes x 2 (As part of the performance program students are required to do two ballet class)	Examination and Scholarship classes only	Ballet Syllabus classes preparing students for examinations	45 minutes
	Jazz Technique Class		Fine tuning jazz skills, like kicks, turns and leaps	30 minutes
	Jazz Performance		Focusing on Group performance	30 minutes
	Contemporary		Focusing on fluidity, control and strength while exploring movement	30 minutes
	Tap	Examination and Scholarship classes only	Glenn Wood Tap syllabus class preparing students for Tap exams	30 minutes
	Musical Theatre		A fun class combining singing, dancing and acting covering repertoire from various stage and screen musicals	30 minutes
	Performance Program	Required to do Mid year concert, End of year concert and eisteddfods	Preparing group routines for concerts and Eisteddfods	45 minutes

Performance Programs 7 years to 15+ years

IPP (INTENSIVE PERFORMANCE PROGRAM	CLASSES	PERFORMANCE OPPORTUNITIES	DEFINITION	DURATION
For girls and boys aged 13 years & 8 years approximately	Ballet classes x 2 (As part of the performance program students are required to do two ballet class)	Examination and Scholarship classes only	Ballet Syllabus classes preparing students for examinations	45 minutes
	Jazz Technique Class		Fine tuning jazz skills, like kicks, turns and leaps	30 minutes
	Jazz Performance		Focusing on Group performance	30 minutes
	Contemporary		Focusing on fluidity, control and strength while exploring movement	30 minutes
	Tap	Examination and Scholarship classes only	Glenn Wood Tap syllabus class preparing students for Tap exams	30 minutes
	Musical Theatre		A fun class combining singing, dancing and acting covering repertoire from various stage and screen musicals	30 minutes
	Performance Program	Required to do Mid year concert, End of year concert and eisteddfods	Preparing group routines for concerts and Eisteddfods	45 minutes

Acro

CLASS	DEFINITION	AGE GROUP	PERFORMANCE OPPORTUNITIES	DURATION
Acro Level 1	Acro Level 1 is an introductory class where students learn the foundations of acrobatics, including basic balances, flexibility, strength and simple tumbling skills.	Acro is based on Skill level not age	Acro has no performance opportunities	30 minutes
Acro Level 2/3	This combined Acro Levels 2 & 3 class develops strength, flexibility and control while progressing students through intermediate acrobatic skills and tumbling.			30 minutes
Acro Level 4	Acro Level 4 focuses on advanced strength, flexibility and control while developing higher-level tumbling, balances and acrobatic skills.			45 minutes

Acro Level 4/5	This combined Acro 4 & 5 class develops advanced strength, flexibility and technique while progressing students through higher-level ac			45 minutes
Acro Level 5/6	A combined Acro 5 & 6 class for advanced students, building strength, flexibility and technique while progressing higher-level acrobatic skills.			45 minutes
Acro Level 6	An advanced acro class where students refine technique while progressing through challenging tumbling, balances and acrobatic skills.			45 minutes
Acro Level 7/8	Acro Levels 7 & 8 is a high-level combined class preparing students for Pro Acro, focusing on advanced strength, flexibility, control and complex tumbling skills.			45 minutes
Acro Level Pre Pro	Pre Pro Acro prepares advanced students for elite acrobatics, focusing on high-level strength, flexibility, control and complex tumbling skills			30 minutes

Recreation Classes

CLASS	DEFINITION	AGE GROUP	PERFORMANCE OPPORTUNITIES (optional)	DURATION
6-8 years Musical Theatre	A fun and energetic class introducing young dancers to singing, acting, and dancing through musical theatre performance.	For students 6 to 8 years	2 performances per year	30 minutes
6-8 years Jazz/Contemporary	Jazz/Contemporary develops technique, musicality, and creativity through a mix of fluid contemporary and energetic jazz dance styles.	For students 6 to 8 years	2 performances per year	60 minutes
9-10 years Jazz/Contemporary	A lively class blending jazz and contemporary dance to develop technique, strength, and musical expression.	For Students 9 to 10 years	2 performances per year	60 minutes
9-10 years+ Musical Theatre	A lively class for young performers to develop singing, dancing, and acting skills through musical theatre.	For Students 9 to 10 year	2 performances per year	45 minutes
11 years + Jazz/Contemporary	A dynamic class for dancers 11+ combining jazz and contemporary techniques to develop strength, flexibility, musicality, and expressive performance.	For students 11 plus years	2 performances per year	60 minutes

Classes for Adults (When available)

CLASS	DEFINITION	AGE GROUP	PERFORMANCE OPPORTUNITIES	DURATION
Adult Ballet	Open Ballet Class for adults who wish to dance without performance opportunities	Open Age	Nil This class is for technique only	60 minutes

Class Definitions

What are Combo Classes? Kindy Combo and Junior Combo classes

We offer 1 hour Kindy Combo classes to students who are going into Kindergarten at school. This class will also be offered to students who have completed two years of Twinkle Toes and wish to take on the extra challenge, however these students will need to remain in Kindy Combo until they are enrolled in Grade 1 at school where they will move up to Junior Combo. Junior Combo will be a 1hour and 15mins combo class, in these lessons students will prepare ballet and tap work from the ATOD and Glenn Wood Tap syllabus along with fun jazz technique as well as basic Acro skills. This class will also feature 'taster' sessions of Contemporary, Musical Theatre, Bollywood and Acro. Junior Combo will be for students in Grade 1 at school. When they graduate from Junior Combo and go to Grade 2 at school they move into our 8 years performance program classes of Test 3 Ballet, Jazz, Tap, Contemporary and Musical Theatre or our recreational classes in Jazz/Contemporary and Musical Theatre

What are Petite Performers?

Petite Performers is a performance class especially for students from Twinkle Toes, Kindy Combo and Junior Combo. Students enrolled in this performance team will get to perform their own routine in the Showcase and End of Year Concert as well as competing in the Taree, Kempsey and Port Macquarie Eisteddfods. This is a great opportunity to build confidence in your little one by giving them more performance opportunities but still in a group setting with the added bonus of working in this special team.

What is a Performance class?

The 8 & 10 years Performance Program is for students who wish to compete in eisteddfod groups. In each age group there is a Performance class in which Classical Ballet, Performance class, Jazz, Tap, Musical Theatre and Contemporary class. Students must attend TWO syllabus ballet classes per week. These classes will compete in Eisteddfods, plus Mid Year Showcase and End of year Concerts.

In the styles of Jazz, Contemporary, and Musical Theatre, each group has a "Performance" and "Recreation" class to choose from. In order to be eligible for a Performance Jazz, Contemporary or Musical Theatre class students must attend TWO ballet syllabus classes per week, this is to ensure students are receiving the best technical training for competition. "Recreation Jazz, Contemporary and Musical Theatre" classes will not compete in Eisteddfods but will have two performance opportunities per year at The Mid Year Showcase and End Of Year Concert.

What is the Intensive Performance Program?

Introduced in 2014, PMPA Students 13 years and over or in Intermediate Foundation and above have the chance to be part of the Intensive Performance Program. If enrolled, these students will receive two hours of free performance tuition each week and the opportunity to take part in special events throughout the year including group eisteddfods. Students enrolled in this program pay a one off fee per week which entitles them to unlimited classes (Extension Classes & Acro extra) at PMPA.

All dancers are expected to attend IPP night without exception, in addition to all rehearsals and performances. No more than two class days per term may be missed. Any team member with poor attendance will be dismissed from the program.

All IPP Dancers are expected to participate in technique classes for Jazz, Musical Theatre, Conditioning and Contemporary. Along with this all students need to participate in two ballet syllabus classes per week. It is not compulsory that students participate in examinations or scholarships for ballet but two classes must be taken in ballet each week. This can be a combination of ATOD and RAD classes, they must be the same two classes for the entire term. All IPP students must participate in either a Glenn Wood Tap class each week OR a senior beginner tap dancer called 'Tap for fun' which is exactly that. In addition to these classes, students will also be offered Classical Ballet Open classes, Repertoire classes, Bollywood, Lifts, and Pas De Deux as part of the IPP. Acro will be a class available to Senior students at an additional cost.

All dancers must show respect for their teachers and fellow dancers at all times. Inappropriate behaviour could result in dismissal from the program. IPP is not a program you can join mid-term, mid-year or drop out of once rehearsals have commenced, you must see through the commitment you make at the beginning of the year. This avoids extra rehearsals and much confusion for other IPP students and their teachers who must re-choreograph routines to adjust to formation changes.

What is the Junior Performance Program?

Junior Performance Program (JPP) is a feeder program into our successful Intensive Performance Program (IPP) for students 9 years – 12 years. Conditions for entering the program are the same as above, for IPP. This program curriculum has been written to give students who wish to be challenged the chance to attend classes structured around building strength, performance quality and technique in our junior students. Students enrolled in this program pay a one off fee per week which entitles them to unlimited classes (Extension Classes & Acro extra) at PMPA.

What are Performance Teams?

Petite Performers

8 Years performance Program

10 Years performance Program

Junior Performance Program (10 -13 yrs)

Intensive Performance Program (14-18 yrs)

PERFORMANCE OPPORTUNITIES

We have 3 Glasshouse performances each year. The Mid Year Showcase, The End of Year Concert and one of the following: annual Ballet, Contemporary or Musical Theatre performance. These selections are at the discretion of the PMPA staff. All students will need to make themselves available for rehearsals and performances as outlined on the PMPA Yearly Planner. Additional rehearsals may be scheduled for students ages 10 and older at the discretion of the teacher. Parents and students will be notified of additional rehearsals at least two weeks in advance.

Please note that all students must participate in the rehearsal in order to perform in the Showcase and End of Year Concert. There are no exceptions to this policy. The cost of these events are included in your weekly Program fee to cover rehearsals, APRA, venue staffing.

The showcase offers our students a professionally directed performance that allows them to present to their families and friends the result of hard work, dedication, and progress. All students perform one time in each of the styles of dance they are enrolled in.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong university and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

FOR ALL PARENTS AND STUDENTS

Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our staff is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

Class Placement

Our dedicated staff meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. If at any time you have questions about your child's class placement please contact the office to book a time with your child's teacher.

Medical Information

Parents must notify the principal and/or teachers regarding children who use an inhaler, have allergies or who may require medications during their time at PMPA. It is also important to inform the principal and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are keen to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Dos and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behaviour in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behaviour with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behaviour patterns through their example. Our Studio staff takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education, please discuss them with The Principal. Talking only to other parents can lead to misinformation and confusion. Please contact the Studio office to set up an appointment; do not approach your child's teacher or the principal between, after or during classes.

If you do request a meeting, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and in the studio to offer expertise in the field of dance education.

STAYING INFORMED

We work hard to make the dance experience organised and fun. Keeping you informed is one of our primary goals. Please read all newsletters and all Studio information.

Newsletters and important updates are emailed to you and the PMPA Dance Students & Parents Facebook group weekly.

If you have any questions regarding the information distributed we answer email during office hours, except on weekends or during holidays. Feel free to email questions to the office: admin@pmperformingarts.com

Website: www.pmperformingarts.com

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

Please join our Facebook pages to receive daily updates on events. Please invite your family and friends to the PMPA Facebook page. Pages for the parents to join are

PMPA DANCE PARENTS & STUDENTS
PMPA BUY, SWAP & SELL FOR OUR DANCE FAMILY
PMPA ATTENDANCE

Please do not post questions on our Facebook page. Instead, email us directly at admin@pmperformingarts.com to ensure your requests are responded to in a timely manner.

Please do not approach any PMPA staff members on their personal Facebook pages.

Special Information for Parents of Twinkle Toe & Mini Men Students

Our purpose is to provide the highest-quality junior dance education in a secure, nurturing, and stimulating environment. PMPA serves the physical, emotional, and intellectual needs of the junior dance students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and games in an environment of creativity. Some Twinkle Toes & Mini Men students will incorporate simple tap-dance movement at ages 4 and 5.

Dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

Twinkle Toes & Mini Men students perform one dance routine in their own Twinkle Toes Concert, both Mid and End of Year the fees for the events and costume are covered in your weekly class fee. Their allotted costume will be given to you the week prior to the concert and is yours to keep after the concert.

Separation From the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of Twinkle Toes & Mini Men children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasise what the child is doing at the dance class rather than what you do while he/she is in class.
  - Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
  - Avoid prolonged good-byes.
  - Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

It May Not Be the Right Time

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with junior dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

PMPA Discipline & Dress Code Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff are trained to use constructive techniques of discipline to maintain class control and handle individual misbehaviour.

- Children who exhibit unacceptable behaviour or attitudes are told what is wrong and directed to a positive alternative approach or behaviour.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.

- Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time before rejoining the class.
- If a child's misbehaviour continues to disrupt the class, the parent or guardian will be called to pick up the child.

PMPA maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewellery, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face in a neat bun.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.
- Dancewear should always be covered up on arrival and departure of the studios.

UNIFORM REQUIREMENTS

Twinkle Toes Ballet - Pink leotards with optional matching skirts are worn with pink classical tights and soft leather ballet shoes. At this level it is also acceptable for children to wear clothes that are comfortable and loose fitting instead of uniform, however ballet shoes must always be worn.

Mini Movers, Mini Men and Confident Kids classes – Comfortable clothing and sneakers should be worn for these classes.

For all dancers aged 7 - 12 years in ballet classes - the PMPA uniform consisting of PMPA Dance leotard, PMPA Shorts, PMPA Skirt must be worn in class with pink ballet tights and soft leather ballet shoes.

Senior Classical Ballet Classes - PMPA Leotard or Black leotard, pink classical tights and soft leather ballet shoes.

Musical Theatre, Jazz and Tap classes – the PMPA uniform consisting of PMPA Dance leotard or Plain Black Leotard, Optional PMPA Shorts, PMPA Skirt, Tan jazz tights or ballet tights for class, tan jazz shoes, black tap shoes. Pre-senior and Senior Musical Theatre dancers will require black t-bar chorus shoes.

Contemporary classes – the PMPA uniform consisting of PMPA Dance leotard or Plain Black Leotard, Optional PMPA Shorts, PMPA Skirt must be worn in class with tan stirrup tights or convertible ballet tights, barefeet and black knee pads.

Dance Acro - the PMPA uniform consisting of PMPA Dance leotard or Plain Black Leotard, PMPA Shorts, PMPA Skirt must be worn in class with tan stirrup tights or convertible ballet tights, barefeet. No midriff two piece outfits to be worn in class.

Item	Child	Adult
Convertible Tights Jazz , Ballet, Stirrup	$15	$15
PMPA Combo Dress	$65	
PMPA Skirts OR PMPA Shorts	$39	$41
PMPA Leotard	$39	$41
Senior Black Leotard		$40
PMPA Singlet	$30	$30
Boys Uniform	Singlet $35	Shorts $37
PMPA Crossover	$39	$41
PMPA Logo Jackets	$85	$85
PMPA Logo Oodie	$60	$65

Leotard, PMPA Shorts, PMPA Skirt must be worn in class with tan tights and jazz shoes.

PMPA offers Dancewear and uniforms for individual purchase at any time during the year. Order as soon as possible as orders take up to six weeks to arrive.

Tuition and Expense Policy

All dancers enrolled in PMPA must be signed up for Autopay on the Parent Portal, regardless of whether they intend on using this service.

Membership Fee

An annual Membership fee of 1st child $75, 2nd child $50, 3rd child $30 and $30 for each additional child. This covers the cost of handbooks, insurance, APRA and AMCOS. Membership fees are not refundable. Students who start attending PMPA in Term 3 of the year will have a reduced charge of 1st child $60, 2nd child $40, 3rd child $20 and $20 for each additional child.

Your account will be invoiced monthly with your all-inclusive price of classes. Your monthly bill will be spread over 2 payments. (Note Eisteddfods and Production will be invoiced separately on the dates shown below. Exam fees, Acro grading and appraisal fees for combo will be billed if your child is participating)

Your account will be paid via AutoPay with the dates given at time of registration. Autopay gives you the ability to spread your payments over the month. As a bonus, you don't need to think about it. Enter your details once, then your payments are processed for you on the below dates. We give you the dates ahead of time, so you can budget for your fees. You can check your balance or pay extra at any time on the portal. All customers will need to be signed up to Autopay. This sign-up is available in your dance portal under payment method.

If you wish not to attend all of the lessons in the term and instead pay for only the lessons, lessons can be paid for at the casual rate.

Class	Casual Rate for class if you wish change your invoice to pay per for individual lessons rather than standard term fee - Casual rate payers cannot participate in performances.
Twinkle Toes & Mini Men	$20 per class
Kindy Combo	$32 per class
Junior Combo	$38 per class
Private Lessons	$38 per 15 mins

These prices do not include the registration fee, dancewear, shoes, costumes, showcase tickets, or special events. It is expected that classes are paid for on a term by term basis with the exception of Wiggles & Giggles, Kindy Gym and Adult classes. If students are missing for several weeks during the term due to holidays, sickness or school camps, classes can be paid for casually at the rates outlined above. Please advise the office if you wish the 'casual' rate to be added to your invoice. Medical certificates for long periods absent class can be produced for refund of classes missed.

Adult classes are available in Tap, this may differ from term to term due to timetabling. There is no performance aspect to Adult classes, just weekly fitness and fun for those who wish to be involved. Adult classes can be booked and paid for on our website https://pmperformingarts.com/shop

Charges relating to Production, Eisteddfods, will be automatically added to accounts for students who attend classes which are involved in these events. If you do not wish your child to be involved, you must advise the office in writing by the end of Week 2 of Semester 1 or 2 in which the event is held as this is when costumes are arranged, eisteddfod entries completed and theatre hire is paid, failure to do so in writing and the fee must be paid. No late drop outs accepted.

PMPA Enrolment Cancellation & Withdrawal Policy

Students wishing to discontinue their enrolment must provide **two weeks' written notice via email** to admin@pmperformingarts.com. Verbal notice to teachers or staff is not accepted.

Fees remain payable during the two-week notice period, whether or not the student attends.

The enrolment will remain active until the end of the notice period, after which it will be cancelled once **all outstanding fees have been paid**.

Students wishing to return to PMPA in the future may re-enrol, subject to class availability.

PMPA Absence & Enrolment Hold Policy

Students who are absent for 1 -3 weeks will remain enrolled and normal fees will continue to apply. No refunds, credits or fee reductions are provided for missed classes. Where possible, PMPA may offer a make-up lesson, subject to availability and class type.

Students who are away for 4–12 weeks may place their enrolment (fees)on hold. A $10 per week administration & hold fee applies, which reserves the student's place in their class.

Holds of less than 3 weeks are not available.

If a student does not wish to continue their enrolment, the PMPA Enrolment Cancellation & Withdrawal Policy applies, including two weeks' written notice.

Refunds

Refund & Credit Policy for all events and lessons at PMPA

Please note that we do not offer refunds for cancellations, missed classes, withdrawals, or changes due to personal circumstances, including medical reasons. In approved circumstances, PMPA credit may be issued at management’s discretion. Any credits issued onto your customer account are non-transferable.

By enrolling with our studio, you acknowledge and agree to these terms and conditions.

All lessons are to be paid for including ones in which the student is absent. Or instead if you wish, classes can be paid for at a casual rate. If you wish to be refunded, please notify in writing to the admin email for us to discuss, as refunds cannot be approved by the office without consultation with The Principal. Notice of refund must be in writing, to admin 2 weeks prior to the stated leave date. Private lessons must be cancelled in writing, email or text with 48 hours notice otherwise the full fee must be paid. If in a rare case a teacher cancels a private lesson due to illness this lesson will be re-scheduled by the teacher in question.

Your complete co-operation and clear communication with payments would be greatly appreciated and will ensure no embarrassing situations develop for all concerned.

If you have a credit on your account that has not been claimed within the 12 month period of leaving PMPA. This money will be claimed as an account holding fee.

Late Payment Fee

We are bringing back the LATE PAYMENT FEE from the beginning of the new financial year July 2026.

A late payment administration fee of $25 will be applied to accounts with overdue balances that remain unpaid 5 days after the payment due date. This fee is charged to cover the additional administration, processing, follow-up communication, and account management associated with late payments.

We understand that unexpected circumstances can arise, and we encourage families experiencing financial difficulty or requiring additional time to contact us prior to the due date to discuss alternative arrangements. In these situations, the late payment fee may be reviewed at management's discretion.

Termination of Enrolment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the Principal to terminate a student's enrolment. Every effort will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include the following:

- Disruptive or dangerous behaviour by students or their parents
- Abuse of other children, staff, or property
- Inability of PMPA to meet the child's needs
- Students or Parents not complying with code of conduct. Eg; gossiping, putting down other students, creating unnecessary drama, speaking poorly of other families or studios.

Natural Disaster or matters outside our control

In the case that classes have to be cancelled due to matters outside of our control eg. Building closure, natural disaster: dance families will be contacted via the PMPA Dance Parents and Students Facebook group. Refunds will not be given for missed classes that do not occur because of reasons outside of our control. Make up classes may be put on to replace missed classes, however this cannot be guaranteed.

EXTRA OPPORTUNITIES

There are many extra opportunities throughout the year that our students are encouraged to participate in.

Eisteddfods

Each year students are given the opportunity to compete in eisteddfod competitions, in order to work on their performance skills. The three main eisteddfods are the Taree and District Eisteddfod,

Valley to Coast Eisteddfod and the Port Macquarie Eisteddfod. Syllabus and entrant forms are available four months prior to the event and are expected to be submitted to the committee before the due date by parents, though we are happy to provide assistance with their completion if required, please let us know well in advance if you would like some help. Eisteddfod groups and solos require a lot of dedication from the students and can be very rewarding for those students who work hard and are fully committed to their solo work.

Students who wish to compete in solos must be committed to at home practice and private lessons. If at any time your teachers feel you are not committing to your solos they may choose to withdraw you from competition, which may cause you to forfeit your entry fee and any other associated costs. If you would like to start solos please contact the office so that an appropriate extension lesson time can be found.

What to expect when doing solos At PMPA, each solo routine is a choreographic work created by the teacher and the studio, and the rights to the choreography remain with us. When a dancer is learning a solo, we encourage their development, but when they leave the school, any continued use of the solo is subject to conditions.

A dancer may continue performing the solo outside the studio if one of the following applies:

1. The dancer relocates beyond a 50-kilometer radius from the studio.
2. The dancer learned the solo within the last three months prior to their departure. In this case, they have a three-month window from the date they learned the solo to perform it. After these three months, they may no longer use the routine.

In all other circumstances, the choreography rights remain with the studio and the teacher. Therefore, we do not authorize the solo's use beyond these conditions.

We thank you for respecting the creative work and the efforts of both the teacher and the studio.

Examinations and Scholarships

Exams for work rehearsed during the year take place each year in Ballet and Tap (subject to examiners availability). Exams are not compulsory. Scholarship classes for all styles are a few weeks before dance exams and are open to all students regardless of whether they are sitting their exams or not. Independent adjudicators are brought in to judge the students on their potential in their areas. For each class places are awarded and special awards are also selected by the adjudicator. These results remain confidential until the annual awards presentation evening.

Extension Lessons

One on one tuition is available for all students, book in at the office so an available time can be found for you in our timetable, this is done on a first in best dressed basis. Private lesson times usually are on a day separate to your other classes. Lessons can be 15mins / 30mins / 45 mins or 1 hour, although we try to keep change overs tight, you can expect the first 2-5mins of each lesson to be spent in warm up, discussion with the student about their progress and positive reinforcement etc.

EXTRA COSTS

At times there will be extra costs involved with attendance at the PMPA. These will often be for extra activities that not all students will be involved with. It is ultimately your decision as a parent as to whether your child participates in extra activities. Some of these extras include –

Costume Hire

All costumes worn in solo performances are to be purchased by the family of the student. Group performance costumes will be bought or made by the school and hired to your child, we spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Costumes Hire is $15 per costume per performance (eg. Eisteddfods please note the Mid Year Showcase and End of Year Concert costumes hire is covered in your weekly class fee), community/charity fundraising events are not included, we do not charge for these. Costumes include all accessories (hats, gloves, tights, etc.), but do not include shoes.

Performance Fees

If your child wishes to participate in Eisteddfod groups a fee of $35 per performance is charged to cover rehearsals, entry fee and insurance. This will be invoiced on the month the Eisteddfod is being held.

Eisteddfod entry Solos

Solo entries must be paid by the family of the student competing and submitted by the family before the due date. Entry forms can be found up to 4 months in advance on the Eisteddfod websites. Teachers are happy to assist in the completion of these forms but the submission remains the responsibility of the family.

Examination entry

Individual fees set by the ATOD and Glenn Wood Tap are required to be paid for examination sittings. These costs vary in price from grade to grade and you will be notified as soon as these costs are available each year. Fees are always due at the end of Term 2.

Charges relating to Eisteddfods, Showcase, Team Singlets and Concerts will be automatically added to accounts for students who attend classes which are involved in these events. If you do not wish your child to be involved, you must advise the office in writing by the end of Week 2 of the term in which the event is held as this is when costumes are arranged, eisteddfod entries completed and theatre hire is paid, failure to do so in writing and the fee must be paid.

Scholarships entry

Each child is expected to pay $45 per scholarship class to cover the cost of bringing in an independent adjudicator for the weekend. This will be collected on the day of the scholarship.

Arrival and Departure

We encourage students to arrive 15 minutes before class starts. For their safety, children under age

10 should be picked up immediately after class by parents coming to the door. Students ages 10 and older must be picked up no more than 30 minutes after their class is completed. Children under the age of 8 years old must be supervised by the parent at all times when not participating in class.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. Each week choreography for the Eisteddfod will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

Be on Time

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety. No refund will be issued in this case.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as “Bring a Friend Week” and in-school performances and open week.

Makeup Classes

Students who miss a class may have the opportunity to make it up with another similar class if one is available. Please check with the office to determine if there is a suitable makeup class for your child. Makeup lessons are not guaranteed.

Lost and Found

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

Training

We believe in training the whole dancer not just the body, this in turn means that at times teachers may find it is important to include dance theory, dance history, performance study and conversation in students classes, teachers at all times would be happy to discuss these choices with students and parents, please book an appointment with the office if you require a meeting to discuss this.

Illness

Covid, colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child’s health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

• Nasal discharge that is green or yellow OR Complaints of ear pain

- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Emergency evacuation routes are posted in all classrooms and in the lobby. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Parking Lot Safety

The Stadium is home to children of all ages. Please enter and exit our parking area with extreme caution. Never park your vehicle in any area that is not a designated stadium parking space. Please do not allow siblings to play in the parking area or in the gardens.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide PMPA students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises PMPA. By that we mean you are forbidden to share personal information about the staff, other students or their families, or anything that is proprietary and/or confidential to them or PMPA.
- Students and parents should neither claim nor imply that they are speaking on behalf of PMPA.
- Never post anything that could compromise the self-esteem of students who attend PMPA.
- If you post videos of class or rehearsals, don’t post any choreography in its entirety; PMPA owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the principals of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

General Policies

- Parents and students should not enter the office or storage space of the school.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby, garden, carpark or classroom areas.
- Please do not dispose of dirty nappies inside the school, instead placing them in the bin outside.
- No mobile phones or computers may be used by students during class time. (This means no emailing, Internet use, or text messaging.)
- Never speak negatively about teachers, students, or parents from other schools.
- Never recruit students from other schools.
- All students and parents must show respect for their teachers at all times. Inappropriate behaviour could result in dismissal from the school.
- Performances/Eisteddfods are not compulsory however we ask that you do staff courtesy of telling them about the students absence at least 4 weeks before the performance.

One month prior to the Showcase. Musical and End of year Concert we distribute a Handbook with all the information parents and students need to know to make the experience enjoyable for all.

Awards presentation

Each year the school likes to encourage all the students by holding a celebration of achievements at the Awards presentation. Class awards are selected by class teachers in the categories of Most Improved, Performance, Attitude & Application and Class Award. Special awards are given to students who have shown special attributes throughout the year. These awards are chosen from all students in all forms of the school. An example of these awards is 'The all rounder award', 'The most promising dancer Award' and the 'Good sportsmanship award.'

Show Tickets

Tickets for the PMPA performances will go on sale at The Glasshouse, dates are to be advised. Twinkle Toes tickets go on sale on our website. Please make sure you 'like' PMPA on Facebook for constant reminders. Tickets are for general admission and the performance is reserved seating.

No one is admitted to the show without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend. We have made a decision as a staff group to only do one performance of Showcase, therefore in order to get tickets you will need

to be organised and ready to purchase them on the day they go on sale. Each performance will sell out quickly and it would be terrible for families to miss out. We do our best to keep tickets as affordable as possible whilst covering our costs of hiring the venue. We hope you can understand that our Ticket prices are a direct reflection of the venue hire costs.

ADDITIONAL INFORMATION AND ACTIVITIES

Bring-a-Friend Week

Throughout the year we have "Bring-a-Friend Week." Students may bring a friend (similar in age) to the school to experience a fun class designed for them and their guests. Students' friends attend class free of charge during this week but must sign in at the office to register.

Summer Intensives

Each summer PMPA offers summer programs for both current and new students. Summer activities are for children ages 8 to 18. We suggest early registration as these programs do sell out.

Studio Rental

The studios are available for rental for meetings, rehearsals, and other activities. Tables, chairs, sound systems, and microphones are available. Whether you're planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

Antibulllying

When we move into our new space, we launch our official Anti-bullying policy. We take our values and mission seriously and ensuring that our dancers have a safe environment in which to dance is important to us. We have worked very hard on developing this policy, seeking advice from local schools, taking into consideration state and federal legislation and doing our best to ensure fair consequences for our dancers' actions. We encourage our dance families to read the policy with their dancers and to ask any questions they may have before agreeing to enrolment at PMPA .

Leaving the building

Parents are encouraged to take advantage of the many carparks available and come in to collect your child. Dancers will not be permitted to wait in the drop off and pickup zone. This new building will feature heavy thoroughfare for families participating in other sports. PMPA dancers are not permitted outside of our facility once they have been dropped off. Dancers must wear something over their leotard and tights when entering and exiting the building. Dancers must not be found in the walkways or at the basketball spaces in their dance gear. If they are found to be in these areas and/or inappropriately dressed, we will be calling parents and asking for them to go home for the night. We encourage parents to talk to their students about this and the consequences associated with inappropriate actions and to support us in this endeavour to keep our kids safe.

A FINAL NOTE

By enrolling at PMPA online or in person at our office you agree to the following terms and conditions and it your responsibility to ensure you understand all contents of this document:

I hereby waiver all claims of injury, damage or loss to my person, or any member attending workshops, classes, performances or rehearsals with me and all property during my participation in all Port Macquarie Performing Arts (PMPA) events and release the directors and staff, guest teachers of PMPA from any liability, damage or loss which may be caused by any act or omission of any of them.

I understand that whilst in the PMPA buildings, classes, competitions and performances PMPA may take photographs, video footage and record information, these remain the property of PMPA and may be used for any future publications and press.

In signing this form I commit to payment of fees for lessons in advance, I understand that once monthly fees are paid, if students do not attend classes that no refund from missed classes is available. I understand that if fees are not paid on time the money may be directly debited out of the account I have nominated.

As a condition of my enrolment I agree to provide PMPA accurate and up to date Direct debit information for my account so that in the event that my fees are not paid on time, the money can be debited from my account.

In the event that my fees are not paid and a collection agency is sort, the account holder will be responsible for the full payment including any fees from the collection agency.

Stacey Morgan

Principal