RULES AND REGULATIONS

Welcome to LJR Dance Academy. We are so excited to have you and your dancer join us. This handbook outlines the rules and expectations that apply at LJR Dance Academy. Please read each section carefully. These rules are designed to support a safe, respectful, professional and positive environment for all students, families and staff.

These Rules and Regulations should be read together with LJR Dance Academy's Conditions of Enrolment and any program-specific handbooks provided to your family. By enrolling at LJR Dance Academy, students and parents/guardians are expected to comply with these rules.

- LJR CURRICULUM ONLY -

THE COMMITMENT

- Students must enrol in and attend the full LJR Curriculum applicable to their age group.
- The LJR Curriculum requires a significant commitment to regular training, rehearsals, examinations, competitions, concerts and other scheduled activities. Families are expected to consider these commitments before enrolling.
- Consistent attendance is important to the progress of the individual student and their team. Repeated or unexplained absences may affect a student's participation in choreography, routines, examinations, competitions or performances.

EXAM CLASS & TROUPE CLASS

- Students enrolled in the LJR Curriculum are enrolled in the applicable Ballet, Tap and/or Jazz exam classes. Enrolment in an exam class does not guarantee that a student will be entered for or sit an examination. Exam entry is determined by the relevant teacher and LJR Dance Academy management based on readiness, attendance, technical standard and applicable examination requirements.

More information regarding examinations can be found in the LJR Examination Handbook.

- Students enrolled in the LJR Curriculum are also enrolled in Troupe class and are expected to meet the attendance, rehearsal, competition and performance commitments associated with their troupe.

More information regarding Troupe can be found in the LJR Troupe Handbook.

COMPETITIONS, PERFORMANCES & COSTUMES

- Competition entries, routines, casting, choreography and participation are determined by LJR Dance Academy management and may be changed where reasonably necessary.
- Competition registration fees are non-refundable once charged. Payment of a competition registration fee does not guarantee participation in every competition or routine.
- Once a costume, accessory, headpiece, tights, shoes or other routine-specific item has been ordered, purchased, commissioned or completed specifically for a student, the parent/guardian remains responsible for the full cost, including where the student later withdraws or their enrolment is terminated.

SOLOS

- Parents of students enrolled in the LJR Curriculum may express interest in their dancer undertaking competitive solos. Solo opportunities and selections are at the discretion of LJR Dance Academy management.

Students selected for competitive solos must comply with the LJR Solo Handbook.

- PERFORMANCE PROGRAM ONLY -

DETAILS

- Costumes, concert tickets and concert fees are not included in the termly class price unless expressly stated otherwise.
- Performance Program concerts are not compulsory. Families will receive information regarding each upcoming concert and will be given the opportunity to accept or decline participation by the stated deadline.
- Once participation has been accepted and costs have been incurred on a student's behalf, families remain responsible for those committed costs in accordance with the Conditions of Enrolment.

- ALL CLASSES -

AGE CLASSIFICATION

- Students must enrol in the age bracket applicable to the class description and remain in that age bracket for the duration of the year.
- Participation in a higher or lower age bracket or class is subject to teacher and management approval and may be reviewed at any time.

ATTENDANCE & PUNCTUALITY

- Students are expected to attend classes consistently and arrive on time, ready to participate.
- Parents/guardians or students must notify LJR Dance Academy if a student will be absent.
- Older students are responsible for catching up on missed work. During concert or competition preparation, a student may be required to step out of choreography they have missed if the teacher considers this necessary for safety or the routine.
- Students who arrive late may be required to complete an appropriate warm-up before joining the class.

PRIVATE LESSONS & SOLOS

- Students must be enrolled in the LJR Curriculum to be eligible for private lessons for competitive solos.
- Students enrolled in General Classes may undertake private lessons for technique only and are not eligible for competitive solos through LJR Dance Academy.

DROP-OFF, PICK-UP & SUPERVISION

- Parents/guardians are responsible for arranging safe and timely drop-off and collection of their dancer. Students should not be left at LJR substantially before their first scheduled class or after their final scheduled class.
- LJR Dance Academy is not a childminding service and does not provide supervision outside a student's scheduled class times, including before class, after class and during scheduled breaks.
- Parents/guardians must ensure LJR has current contact and emergency contact details and should notify LJR of any relevant change to collection arrangements for younger students.
- Parents/guardians consent to LJR teachers and administration staff walking students between the 99 and 109 Melbourne Street studios where their timetable requires classes at both locations.

FOOD PARK AND OTHER STORES

- Students are not permitted to leave the premises to visit Food Park or any other store during class time or between consecutive classes.
- Students with a genuine scheduled break remain the responsibility of their parent/guardian outside their scheduled class times. Parents/guardians are responsible for deciding whether their child is permitted to leave the premises during such a break. LJR does not supervise students while they are off-site.

FOOD & DRINK

- Food must be consumed in designated waiting areas and is not permitted inside the dance studios. Only water may be taken into the studios.
- LJR Dance Academy is a nut-aware environment due to students with severe allergies. Families must not bring food containing nuts or traces of nuts onto the premises.

STUDENT BEHAVIOUR

- Bullying, harassment, intimidation, deliberate exclusion, bad-mouthing, defamation, discriminatory behaviour, foul language, aggression or disrespect toward students, staff or families is not accepted at LJR Dance Academy.
- Depending on the seriousness and circumstances, consequences may include a verbal or written warning, parent meeting, removal from a class, routine, competition or performance, suspension, or termination of enrolment at the discretion of LJR Dance Academy management.
- Students are expected to demonstrate teamwork, sportsmanship, respect and appropriate behaviour at classes, rehearsals, competitions, performances and other LJR-sanctioned activities.

MATTERS OCCURRING OUTSIDE LJR

LJR Dance Academy is not responsible for investigating, mediating or resolving incidents or disagreements that occur outside of LJR Dance Academy classes, rehearsals, competitions, performances or other LJR-sanctioned activities. This includes, but is not limited to, incidents occurring through social media, text messages, private messages, online platforms or group chats, as well as incidents occurring at private or unrelated events such as birthday parties, social gatherings, sleepovers or other activities not organised or supervised by LJR Dance Academy. Any concerns arising from these circumstances are the responsibility of the relevant parents/guardians to address directly and appropriately. Parents/guardians are asked not to involve LJR Dance Academy, its management or staff in the investigation or resolution of private disputes or incidents occurring outside of LJR-related activities.

PARENT/GUARDIAN BEHAVIOUR

- Parents/guardians must communicate respectfully with students, staff and other families. Abusive, threatening, intimidating, harassing, defamatory or persistently disrespectful conduct will not be accepted.
- Parents/guardians must not directly reprimand, discipline or confront another child. Concerns relating to conduct that occurs during an LJR class or LJR-sanctioned activity should be raised privately with LJR management.
- Parents/guardians must not speak negatively about or directly to another dancer in a manner that is harmful, intimidating or inappropriate.
- Serious or repeated inappropriate parent/guardian conduct may result in restrictions on that person attending LJR premises or activities and, where necessary, termination of the student's enrolment.
- Except where specifically permitted for preschool classes or by a teacher, parents/guardians are not permitted inside the dance studio during classes.
- Parents, guardians and siblings may wait in designated waiting areas provided they remain quiet and do not disrupt classes, staff or other patrons.

PHONES, SMART DEVICES, PHOTOGRAPHY & RECORDING

- Mobile phones, smart watches and other personal devices must remain put away during classes, rehearsals and meetings unless a teacher gives permission for their use.
- Teachers or management may require students to place devices in a designated location for the duration of a class or rehearsal.
- Students and parents/guardians must not photograph, film or audio-record other students, staff, classes, rehearsals or choreography without permission from LJR Dance Academy and, where applicable, the people being recorded.

SOCIAL MEDIA & ONLINE COMMUNICATION

- Students and parents/guardians are expected to use social media responsibly and must respect privacy, confidentiality, intellectual property and choreography belonging to LJR Dance Academy and others.
- LJR staff are not responsible for monitoring private student group chats, text messages, social media accounts or online interactions outside LJR activities. Parents/guardians are responsible for supervising and addressing their child's private online activity.

MEDICAL INFORMATION & EMERGENCIES

- Parents/guardians are responsible for providing accurate and current information regarding medical conditions, injuries, allergies or other matters that may affect a student's safe participation.
- Where reasonably necessary, LJR staff may provide basic first aid, contact a parent/guardian or emergency contact, and/or contact emergency services. Parents/guardians remain responsible for any costs associated with external medical or ambulance services.
- Students must participate within their own capabilities and tell their teacher if they are injured, unwell or unable to safely complete an activity.

CLASS, TEACHER & TIMETABLE CHANGES

- Scheduled teachers may change and substitute teachers may be engaged at the discretion of management.
- Where reasonably necessary due to teacher illness, venue issues, emergencies, extreme weather, government directions or other circumstances outside LJR's reasonable control, classes may be cancelled, rescheduled, relocated or otherwise adjusted. Any applicable make-up, credit or refund arrangements will be determined in accordance with the Conditions of Enrolment and communicated to affected families.

TRAINING AT OTHER STUDIOS / PROGRAMS

Training at other dance studios or programs is not encouraged for students committed to the LJR Curriculum, except for credible external programs recommended or approved by LJR Dance Academy. Students who undertake additional dance training elsewhere must inform LJR Dance Academy, as differing training methods and overall workload may create conflicting technique, fatigue, increased injury risk or reduced progress. Families seeking additional training are encouraged to speak with LJR Dance Academy so that suitable programs can be recommended.

LJR may offer a transition period to new students who are completing existing commitments with a previous studio while commencing at LJR. Any transition period must be approved by management and is intended for students who plan to move their ongoing dance training to LJR following the agreed transition period.

Students enrolled in the LJR Curriculum are not permitted to undertake a full-time or part-time daytime dance training course while enrolled in the LJR program. This requirement is intended to manage training load, fatigue, burnout, injury risk and the student's ability to meet their LJR commitments.

DAMAGE & PERSONAL BELONGINGS

- Parents/guardians are financially responsible for deliberate or negligent damage caused by themselves or their student to LJR Dance Academy property or fittings.
- Students and families are responsible for their own personal belongings. LJR Dance Academy does not accept responsibility for items that are lost, stolen or damaged on the premises or at LJR activities, except to the extent required by law.

COMPLIANCE WITH THESE RULES

LJR Dance Academy management may address breaches of these Rules and Regulations having regard to the nature, seriousness and circumstances of the conduct. LJR reserves the right to take reasonable action to protect the safety, wellbeing and operation of the Academy, including warnings, meetings, participation restrictions, suspension or termination of enrolment where appropriate.

These Rules and Regulations may be updated from time to time. Continued enrolment is subject to the current Conditions of Enrolment and applicable LJR Dance Academy policies and handbooks.