

# DALE'S BALLROOM



## **Studio Agreement**

*January 2025*



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# Dale's Ballroom Dancing **Studio Statement**

Dale's Ballroom Dancing is both a school for those who wish to learn the art of Ballroom Dancing (regardless of whether it is socially or competitively) and a community. It is our great pleasure to provide a place where all walks of life who want to dance are welcome, and it is our expectation that all members and guests of our community are treated with respect and kindness by everyone. We understand that there will be people who you will never be best friends or see eye to eye with. It is just life that you will not be friends with everyone.

This is not a reason to be unkind or disrespectful.

Anyone who displays unacceptable behaviour to anyone in our community may be asked to leave and may not be invited back. It is our aim to provide a place for everyone who wishes to dance (including parents, partner, friends, etc) as long as we are able to accommodate their needs and they do not cause harm to others.

# Dale's Ballroom Dancing **Studio Agreement**

By enrolling either yourself (student 18yrs & over) or your child (student under 18yrs) in classes at Dale's Ballroom Dancing you acknowledge that you have read, agree to abide by, and consent to, all the terms, conditions, codes and policies outlined in this Agreement and on our website together with any Membership form, Student Information form, and Waiver. Failure to abide by these may result in dismissal, termination of enrolment without refund and/or refusal of future entry. We may change the terms, conditions, codes and policies outlined in this Agreement at any time. Your participation in the activities provided by Dale's Ballroom Dancing following an update represents an agreement by you to be bound by the Terms and Conditions as amended. Any questions or concerns regarding this agreement should be directed to the contacts stated in the Contact Information Section.

# Contact Information

## **Dale**

*Director/ Principal*

## **Brooke**

*Comp Team Coordinator/ First Aid*

**Phone:** 0407 066 110 (10am – 10pm)

**Email:** dale\_harris@bigpond.com

**Email:** brookiester@outlook.com

**Mail:** PO Box 59 Erindale Centre,  
Wanniassa Australian  
Capital Territory 2903

# Studio Addresses

## **Crystal Ballroom Canberra**

6/38 Reed St Nth, Greenway,  
Tuggeranong ACT 2900

## **Dale's Home Studio**

94 Longmore Cres, Wanniassa ACT  
2903

# Studio General Rules

## Students must show Respect to ALL Members and Guests of the Dale's Ballroom Dancing Community

- This includes teachers, official studio representatives, other students, parents, guests, etc.
- Unacceptable behaviour may result in immediate dismissal from either class or Dale's Ballroom Dancing entirely.

## Dale's Ballroom Dancing is a place for Dancing

- If your child is attending a social dance, class, etc., the expectation is that they are at the studio to dance.
- Students and guest must not loiter, distract classes or use their mobile phones while in the studio.

***In the event of an emergency please call Dale 0407 066 110.***

- Children must not run around the studio or climb on furniture.  
***Any damages will be charged to the parent /or guardian.***
- Students may arrive 15 – 30min early for their class to warm up or if they have been **asked** to assist with an earlier class as an official representative of our studio.

## No Mobile Phones, Computers, Tablets, etc. to be used at the studio

- All mobile phones must be kept on silent and in bags during class times regardless of your age or whether it is your class.  
*If you are in the studio you are either dancing or warming up.*
- The **only** exception is if Dale Ballroom Dancing management has given the student permission for educational purposes (recording routines, Medal Test, music for practising/ or warm up, etc).

***In the event of an emergency please call Dale 0407 066 110.***

***Any person who does not follow this rule will be asked to leave and if they are under 18yrs their parent/ or guardian will be called if they are not present.***

## **No Mobile Phones, Computers, Tablets, etc. at competitions or events for anyone Under 18yrs**

- Mobile phones must be always kept on silent and in bags.
- This includes events, competitions, and external classes where a student is representing the studio.
- The **only** exception is if Dale or Brooke has given the student permission for educational purposes.
- If a student under 18yrs is attending an event, competition or external lesson without their parent/ or guardian, it is the responsibility of that student's parent/ or guardian to establish an **adult contact** at the event, competition or external lesson to contact during this time.

***In the event of an emergency please call Dale 0407 066 110.***

**Any person under 18yrs who does not follow this rule will be asked to leave and their parent/ or guardian will be called if they are not present.**

## **Students Under 18yrs must be dropped off and picked up by a parent/ or guardian.**

- The expectation is that if they are left in our care, they will advise Dale before exiting the building and will not leave the building unless escorted by an adult.

*We do not take any responsibility for children who leave the building without our permission.*

**PLEASE NOTE:** *A Student should only be left at the studio unattended if they are either dancing or have been **asked** to assist with a class.*

## **All images, including photographs and videos of students, are the sole property of the studio and may be used for advertising or promotional purposes at the studio's discretion**

- Unless a special request has been made and approved in writing.



## **Only water is allowed in the studio during classes**

- No food, drinks of any kind, or chewing gum.

**PLEASE NOTE:** *This does not apply during parties or other events.*

## **Advise us of any absences**

- If the student is going to be absent for any reason (illness, injury, holidays, school camp etc.) please advise us.

*The Parent/ or guardian will be informed if a student is absent from class as a duty of care.*

**PLEASE NOTE:** *Emails are only checked in the evening (after class), so it is best to send an SMS or Call for absences with less than 24hrs notice.*

## **Belongings and Valuables should not be left unattended**

- Dale's Ballroom Dancing takes no responsibility for items left unattended in the studio.

## **Advise of Potential Hazards**

- If you see anything that could be a hazard, please advise Dale or a official studio representative immediately so that the hazard can be safely dealt with before an injury occurs.

## **Students are to advise us of any injury or accident in the studio immediately**

- We cannot help you if we are unaware of an incident.

## **No smoking and/or vaping**

- There is no smoking and/or vaping allowed on the premises.

## **No alcohol**

- No alcohol may be consumed on the premises unless it is a function with approval.

# Dress Code & Grooming

## General Rules

- Stomachs and bottoms must be covered  
*Skirts and shorts should not be higher than mid-thigh.*
- No hats inside  
*Unless this is a part of a costume.*
- No thongs or unsecured footwear
- Wear shoes you can at least walk in
- Observe body & breath odour  
*If a teacher advises you of an issue please use deodorant or take breath mints.*
- No chunky or large jewellery  
*This has the potential to cause injury to either yourself or those around you.*
- Dancewear should be kept in good repair and laundered on a regular basis
- Dance shoes should never be worn outside  
*This can damage the shoes.*

## Kids Classes & Private Lessons

***(excluding wedding lessons or other specified lessons where a different dress code is agreed upon)***

- Long hair must be secured and styled away from the face  
*We recommend a bun, braid or high ponytail.*
- No denim or non-stretch fabrics should be worn in class
- Ballroom Standard or Latin dance shoes are to be worn if owned
- Girls in the Silver/Gold Class onwards & all Private Lessons are required to wear Practice Skirts  
*These should not be any shorter than mid-thigh.*
- Boys in the Silver/ Gold Class onwards & all Private Lessons are required to wear Practice Pants
- Boys are not to wear singlet tops

- Students should carry their dancewear, shoes, shoe brush, and other belongings in a dance bag

### **Medal Test**

- Long hair must be secured and styled away from the face  
*We recommend a bun, braid or high ponytail.*
- Girls/ Ladies must adhere to the following:
  - *The cut of the dress should be of a style & cut not to offend.*
  - *Bottoms should be covered.*
  - *When standing the skirt should cover the underwear completely.*  
*It is preferable that the underwear shows as little as possible.*
  - *Stomachs may be shown in costumes.*
  - *Skirts must not go below mid-calf.*
- Boys/ Men must adhere to the following:
  - *Trousers must be worn*
  - *Shirt or Tops must be worn. **No singlets allowed.***
  - *Tie or Bow Tie may be worn.*
  - *Vest, Suit Jacket, or Tails Jacket (as is appropriate for the Level)*

### **Competitions**

All competitors competing in a competition must adhere to that competitions dress code. If you are unsure of what that dress code is please contact Brooke or Dale.

# Communication

## Staying Informed

All Official Information will be communicated by either Dale or Brooke. Their contact Information can be found in the Contact Information section.

We do our best to keep everyone informed to ensure that everything is as organised and stress-free as possible.

To ensure that you do not miss any emails from us please make sure you approve both email addresses as a 'safe sender' so that these don't go to your junk mail.

It is your responsibility to inform us of any updates to your contact information. This should be done in writing either in person or by emailing Dale or Brooke.

Any queries relating to your child and the studio should also be directed to Dale on [0407 066 110](tel:0407066110) or [dale\\_harris@bigpond.com](mailto:dale_harris@bigpond.com).

***In the case of an emergency please call Dale 0407 066 110.***

## Interacting with Dale's Ballroom Dancing Team

Parents and/or Guardians are not to approach teachers as they are moving students in and out of classes and/or conducting a lesson.

- *We have a responsibility to both keep as close to our schedule as possible at all times, and give the class or lesson our full attention.*

Students and parents are restricted from contacting teachers personally outside of class

- *This includes by phone, email, etc.*
- *All communication with teachers must go through Dale or Brooke or be in official social media groups.*

Please only speak positively about teachers, official studio representatives, students, or parents from Dale's Ballroom Dancing or other schools.

- *Negative talk or concerns should be brought to the attention of Dale or Brooke immediately.*

While teaching, a teacher or a Dale's Ballroom Dancing studio representative may make physical contact with the Student, in the following circumstances:

*(a) In order to provide instruction to the Student when demonstrating steps, techniques, etc.*

*(b) Where in the reasonable opinion of the Studio, a Student requires any treatment for an injury e.g. bandage or ice pack.*

*(c) When partnering a student for practice, Medal Test, etc.*

# Attendance

Every class at Dale's Ballroom Dancing is important to a student's learning. Missing a class may cause a student to fall behind, as many lessons focus on learning choreography, timing, technique, presentation, shape, synchronisation, etc.

## **Kids Semester Classes**

It is important for the student to feel confident in their routine and partnership. Missing multiple lessons may result in frustration for both the student and the class and may result in the student not being able to complete the semester to a reasonable standard.

- Classes missed due to illness, holidays or other commitments are non-refundable and non-transferable. Once you have enrolled in a class for the semester, fees on this class are payable for the entire semester.
- In some situations if a student is absent for 5 or more consecutive weeks due to illness or extenuating circumstances, a credit may be applied to the semester fees at the discretion of Dale. *Medical certificates and other supporting documentation will be required.*

## **Adult 7 Week Course Classes**

It is the responsibility of the student to ensure that they will be able to attend each class of the course. Classes missed due to illness, holidays or other commitments are non-refundable and non-transferable. Once you have enrolled in a 7 Week Course, fees on the classes are payable for the entire 7 Week Course. Dale's Ballroom Dancing will not organise makeup classes if the student is unable to attend a class.

## **Private Lessons**

Lessons are organised between the student and the teacher for a time that will suit both parties. Should you wish to cancel or reschedule your lesson, you are required to notify Dale 24 hours before the lesson with a valid reason for cancellation.

Failure to advise Dale before this time will result in a fee of the full amount of the lesson.

## **Medal Test**

Medal Test is optional and highly recommended for all participants in the Kids Semester Classes and most Private Lessons.

Participation in medal tests supports personal growth and development.

Medal Test's provides students with the opportunity to demonstrate what they have learnt and improve their confidence and performance presentation. This helps build self-esteem and confidence, which can result in better in-school presentations, and improved social skills.

## **Competitions**

Competitions are optional and highly recommended for all students who wish to take their dancing to the next level.

Competitions provide students with the opportunity perform, see and meet dancers from other studios, and be seen by potential sponsors.

# Termination of Enrolment

If it is in the best interest of one or more students, it may be necessary for Dale and Brooke to terminate a student's enrolment. Every effort will be made to correct a problematic situation before the decision to terminate an enrolment is made.

Reasons for termination of enrolment may include but are not limited to the following:

- Disruptive or dangerous behaviour by students or their parents.
- Abuse of other children, staff, or property.
- Inability of Dale's Ballroom Dancing to meet the students needs.
- Failure to comply with any of the terms, conditions, codes or policies referred to in this document, any other Dale's Ballroom Dancing Document or on the Dale's Ballroom Dancing website.  
*In this situation any fees paid or payable will not be refunded.*



# Social Media Policy

Use of online social media like Facebook, Instagram, Snapchat, etc. is commonplace. This policy is intended to provide the Dale's Ballroom Dancing Community with guidelines to eliminate any confusion concerning the use of social media.

You do not have permission to reveal any information that compromises Dale's Ballroom Dancing. By that we mean:

- You are forbidden to share personal information about Dale, official studio representatives, other students or their families, or anything that is proprietary and/or confidential to them or Dale's Ballroom Dancing.
- Students and parents should neither claim nor imply that they are speaking on behalf of Dale's Ballroom Dancing.
- Never post anything that could compromise the self-esteem of students who attend Dale's Ballroom Dancing.
- Never disclose confidential or private correspondence sent to you.
- Do not post any videos of classes without permission from Dale or Brooke.
- Respect the law, including those laws governing defamation, discrimination, harassment, copyright and fair use. Parents and students should never post negative comments about other studios or teachers.
- Do not post negative comments about studio activities such as competitions, and performances or about the organisers of those events.
- Ensure that your social networking conduct is consistent with all the policies contained in this document or on our website.

# Medical Treatment & Learning Disabilities

- Parents and/or Guardians must disclose any Medical Conditions, Allergies, or Learning Disabilities and Requirements on the Student Information Form supplied at the first class.
- If you/ or your child have a Medical Plan or Specific Learning Requirements please ensure this information is given to us and kept up to date. Any changes should be emailed to Dale & Brooke as soon as possible. We do try our best to ensure these needs are met to provide a better and safer experience for all those involved.
- While due care is taken in selecting dance moves and the execution of steps, you acknowledge that there is always a risk of injury when participating in a physical activity. Dale's Ballroom Dancing is not liable for injuries sustained during classes, competitions, etc.
- In the event of an accident or emergency, you authorise yourself and/or your child(ren) to be transported to a hospital for medical treatment and hold Dale's Ballroom Dancing and its representatives harmless in the execution of such. Additionally, you agree to cover any medical expenses incurred due to injuries sustained while participating at or for Dale's Ballroom Dancing.
- In the case of you and/ or your child(ren) requiring medical treatment or in the event of a medical emergency, you consent to Dale's Ballroom Dancing providing first aid or treatment. You also authorise Dale's Ballroom Dancing to arrange for the injured to receive medical or surgical treatment if it is impractical to communicate with parents/guardians/next of kin. You agree to cover any costs incurred for medical treatment, ambulance transport, and medication.

# Emergency Procedures

## Emergency Evacuation

In the event of an Emergency Evacuation students, parents, guardians, guests, etc are to follow the directions of the present Senior Representative, and evacuate as calmly, quickly and quietly as possible to the far corner of carpark across the road, near *PetO & Lincraft*.

All students, parents, guardians, guests, etc must remain in the area while a roll call is conducted to ensure all parties made it safely out of the building.

All participants may only return to the building when an all-clear signal is given by the Senior Representative.

## Lock Down

If a lock-down is required for student and staff safety, an announcement will be made by the Senior Representative on site and staff will lock all external doors to the studio and any blinds will be closed. Police are called if required.

Access will not be permitted in or out of the studio until the 'threat' has been resolved or removed. The Senior Representative will check attendance.

All participants are to remain away from windows and stay hidden as best as possible in the studio. Once the threat has subsided, the Senior Representative on site will announce "all clear."

During a lockdown students should not use mobile phones or make any contact with people outside the premises.

**To view our other  
Policies please visit our  
website**



**[www.dalesballroomdancing.com.au](http://www.dalesballroomdancing.com.au)**

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