

# GARDEN CITY DANCE ACADEMY

## 2024 PROSPECTUS



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## WELCOME TO THE GARDEN CITY DANCE ACADEMY 2024

Thank you for choosing GCDA to begin or further your child's passion for dance. Our school has been offering classes in ballet, jazz, contemporary and creative dance in the Papanui area for over 10 years. Classes are available for both children and adults. All classes are year long courses and students progress to the next level on an annual basis. Classes are syllabus based but include extensive open work in order to broaden the range of teaching and to ensure that classes are as relevant and engaging as possible.

Whether students are training to be professionals or dancing for their personal enjoyment, at GCDA all students are valued and treated equally so that they can advance at their own pace. Our classes are very inclusive and the key emphasis has always been on enjoyment. Classes sizes are kept small and our small team of 4 teachers ensures we maintain the 'personal family feel' to ensure the very best experience for our pupils. Students and parents love our safe, positive and friendly atmosphere.

GCDA's mission is to ensure that learning dance, developing skills and technique, and creating is both fun and beneficial and students create lifelong friendships and memories through dance. We believe that the life skills and benefits of their dance education will last a lifetime as trained dancers possess so many transferrable skills to help them in all areas of life.

The Garden City Dance Academy studios are located upstairs at 520 Cranford Street (next door to Papanui Primary School). Parking is available in front of the building on Cranford St and also along Fraser St.

This prospectus contains information regarding the Garden City Dance Academy 2024 course. You will find the following information:

- Term Dates
- Performances/Examinations
- Timetable 2024
- Dress code and Etiquette
- Fees
- Terms and Conditions
- Health and Safety
- COVID-19 Plan
- Enrolment Form

## Term Dates 2024

TERM	START DATE	END DATE	PUBLIC HOLIDAYS (School closed)
<b>Term 1:</b>	Friday 2nd February	Saturday 13th April	Waitangi Day - Tues 6 February Easter: Good Friday 29 March, Easter Monday 1 April, Easter Tuesday 2 April
<b>Term 2:</b>	Monday 29th April	Saturday 6th July	King's Birthday - Mon 3 June Matariki – Friday 28 June
<b>Term 3:</b>	Monday 22nd July	Saturday 27th September	
<b>Term 4:</b>	Monday 14th October	Saturday 14th December	Labour Day – Mon 28 October Show day- Friday 15 November

## Performances and Examinations:

### PERFORMANCES:

At GCDA we believe that performing is an essential aspect of dance as a performing art form. For this reason we hold 2 performances per year. We hold our big production in the middle of the year in order to avoid the Christmas rush. This performance is usually based on a story or a popular ballet and we strive to give the students as much stage time as possible. The production is fully costumed and held in the Aurora Centre Theatre. A production fee is charged at the beginning of the year in order to cover some of the costs involved in this event.

We also hold a much smaller end of year showcase. This usually involves some student choreography and is a fun way to wrap up the year.

### **Yearly production**

Aurora Centre - 22nd June 2024

Production Fee \$60 (students who participate in one dance genre) or \$75 (those who take Multiple genres and for families with multiple children)

### **End of year showcase**

Papa Hou (YMCA) - December

### EXAMINATIONS:

GCDA classes incorporate the International Dance Teachers' Association (IDTA) and New Zealand Association of Modern Dance (NZAMD) syllabi. Examinations in these syllabi are available at the end of the year.

Ballet IDTA (Term 4)

Jazz NZAMD (Term 4)

Contemporary NZAMD (Term 4)

## Caregiver Observation Weeks:

Caregivers are welcome to observe the last class of every term.

We ask that siblings do not attend if possible but if this is unavoidable then they should not disrupt the students.

## Class Timetable 2024

<b>GARDEN CITY DANCE ACADEMY - TIMETABLE 2024</b>							
	<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>	<b><u>Saturday</u></b>	<b><u>Sunday</u></b>
<b><u>520 Cranford St Studio 1</u></b>						9.00-9.50 Ballet Primary	Private lessons
						10.00-11.00 Ballet Grade 4	
						11.00-12.00 Ballet Inter Foundation	
	3.30-4.20 Ballet Preparatory	3.30-4.30 Ballet Grade 3	3.30-4.30 Ballet Grade 1	3.45-4.45 Ballet Grade 4	3.45-5.00 Ballet Intermediate	12.00-1.00 Level 4 Contemporary	
	4.30-5.30 Ballet Grade 3	4.30-6.00 Ballet Adv Found	4.30-5.30 Ballet Grade 5	4.45-5.45 Level 3 Contemporary	5.00-6.15 Ballet Adv Foundation		
	5.30-7.30 Ballet Senior open	6.00-7.00 Jazz Elementary	5.30-7.00 Ballet Advanced 1	5.45-7.15 Ballet Intermediate	6.15-7.15 Company		
	7.30-8.30 Contemporary Snr.	7.00-8.00 Adult Ballet 1	7.00-8.15 Adult Ballet 2	7.15-8.30 Ballet Advanced 2			
			8.20-8.40 Adult Ballet Pointe				
<b><u>520 Cranford St Studio 2</u></b>				3.45-4.45 Ballet Grade 2	3.45-5.00 Jazz Intermediate	10.00-10.50 Preparatory	
				4.45-5.45 Level 1 Contemporary	5.00-6.00 Jazz Grade 5	11.00-12.00 Jazz Grade SLS	
				5.45-6.45 Ballet Gr 5 & Int Found open			

## Dress Code and Etiquette

- All students are expected to follow the dress code and uniform requirements for each genre/level.
- No watches or jewellery are to be worn in class
- Hair should be up in a bun.
- All girls need a hair kit including bobby pins, bun pins, bun nets, hair spray, brush
- Attendance: Students are expected to attend all classes and any absence must be reported via via text or email before the class
- Please only contact teachers by phone or text messages in business hours between 9am and 6pm, unless the situation is urgent. If your enquiry is not urgent please Email.

<b><u>UNIFORM:</u></b>
<b>BALLET - Pre-Grades (Preparatory &amp; Primary)</b>
A Baby pink leotard with thick straps (Aimee style from PW Dance) A short baby pink chiffon skirt (above the knee) Flesh-Pink ballet tights A baby pink cross-over cardigan Flesh-Pink ballet shoes
<b>BALLET - Grades</b>
A black leotard with thick straps (Faith style from PW Dance) Flesh-Pink ballet tights A black cross-over cardigan Flesh-Pink ballet shoes
<b>BALLET BOYS</b>
A white t-shirt or white cap sleeved leotard Long black tights White socks and ballet shoes
<b>JAZZ GIRLS:</b>
A black leotard with thick straps (Faith style from PW Dance) Black 3/4 length leggings Black Jazz shoes
<b>JAZZ BOYS:</b>
A white t-shirt Black shorts Black Jazz shoes
<b>CONTEMPORARY GIRLS:</b>
A black leotard with thick straps (Faith style from PW Dance) Black 3/4 length leggings
<b>CONTEMPORARY BOYS:</b>
A white t-shirt Black shorts

## GCDA FEES 2024

<b>Classes</b>	<b>Fees per Term</b>
<b>1 Class per week</b>	
50 mins class	\$145
1 hour class	\$155
1.25 hour class	\$175
1.5 hour class	\$200
2 hour class	\$265
<b>Multiple classes per week</b>	
2 hours of classes	\$265
2.5 hours of classes	\$315
3 hours of classes	\$365
3.5 hours of classes	\$415
4 hours of classes	\$460
4 .5 hours of classes	\$510
5 hours of classes	\$550
5.5 hours of classes	\$600
6 hours of classes	\$640
6.5 hours of classes	\$680
7+ hours of classes	\$715
Company	\$85
Private Lesson (per hour)	\$70
<b>Adult Classes</b>	
1 hour class	\$165
1 hour class + Pointe	\$180
2 classes a week	\$270
2 classes a week + Pointe	\$280
Casual Class	\$20

## **GARDEN CITY DANCE ACADEMY TERMS AND CONDITIONS:**

### **Fees:**

Fees are strictly payable by the first day of each term.

Fees cover a school term with a minimum of eight lessons per term. Terms are usually 9 or 10 weeks long but the fee paid only guarantees eight lessons per term. This is to allow for public holidays and classes that need to be cancelled due to examinations, performances or teacher absences.

Fees are non-refundable when a child does not complete the full term.

Fees that are not paid before the commencement of the school term will incur a 10% late payment fee.

Failure to pay fees may result in students not being permitted to begin the new term.

Pro-rata discounts will be given to new students who join the school after the second week of the term.

A 10% family discount will be given to families with multiple students enrolled in the school.

### **Payment options:**

Invoices will be emailed 2 weeks prior to the commencement of each term.

Payments are to be made by internet banking.

### **Refunds:**

Students will be given a refund only if they must withdraw from classes due to long-term ill-health. A medical certificate must be provided.

### **Notice of withdrawal from the programme:**

If a student wishes to withdraw from the programme this must be given in writing no later than 2 weeks before the commencement of the next term. Once the term has begun no refunds will be given.

### **Cancellations:**

Classes without sufficient enrolment will be cancelled and refunded.

### **Choreography:**

All choreography at GCDA is under copy right. Students are not permitted to use any choreography without first seeking permission. Students are not permitted to enter competitions under the GCDA name without permission.

### **Authority to Publish:**

Garden City Dance Academy would like to be able to use any photo and/or video footage taken in classes or performances for promotional and marketing purposes (for example, on the Garden City Dance Academy website, Facebook or Instagram)

Garden City Dance Academy will not use any photo/video footage for any purpose other than the general promotion and marketing of the dance school.

Parents must advise the studio if they do not wish their child to be photographed or videoed for promotional purposes.

### **Injury Waiver:**

Garden City Dance Academy will take all possible measures to ensure the safety of all students. However, because dance is a physical activity, it is important to acknowledge that in participating in GCDA dance lessons, rehearsals and/or performance there is a possibility of physical injury.

### **Parking:**

There is ample on street parking in front of our building at 520 Cranford St. There is also parking along Fraser St which is only a very short walk. Parking in the mechanics car park, both in front and behind the building is prohibited (even for drop offs and pickups).

## **Health & Safety Policy**

AIM: Ensure the safety of pupils, staff and caregivers whilst attending classes and representing the Garden City Dance Academy.

Through the enforcement of this Health and Safety Policy we will ensure:

- The safety of pupils, staff and caregivers
- The best performance from each pupil
- That both staff and pupils are following the precautions necessary to prevent physical injury during a class or performance.

Garden City Dance Academy is committed to providing a safe and healthy environment for everyone involved in the studio. Any potential safety hazards must be reported to the teachers.

As the studio occupies one space in a multi tenanted building, any risk found within the building will be reported directly to the building owner for rectification.

Within the studio itself, Garden City Dance Academy is responsible for the following:

- Checks on heating/cooling.
- Maintenance of toilets and hand washing facilities
- Maintenance of a separate changing area
- Maintenance of Sound system.
- Maintenance of leads from sound system and the fixing of these leads so that they do not cause a safety hazard.
- The safety of the fixed mirrors
- Cleaning of the dance floor, using products that will not cause undue slipping.

### **Illness**

- Students must not come to dance if they have any type of illness, whether that be a runny nose, tiny cough, sore throat etc. Students must not attend class if they are positive with COVID 19
- If a child becomes ill during a class the caregiver will be notified to collect the student.



## **Emergency Evacuation**

- Emergency exits are clearly labeled and are identified to students at the commencement of each course. Pathways to them are kept clear at all times.
- Teachers conduct a check that nothing is obstructing the emergency exits at the commencement of every day and sign a register confirming that they have carried out this check.
- There are emergency evacuation instructions posted within the studio. All teachers working within the studio must make themselves aware of these instructions.
- In the event of an emergency, all occupants will evacuate the building by the nearest exit and assemble under the big tree outside the auto mechanics next door, providing it is safe to meet there. Teachers will notify parents immediately that it is safe to do so but no one should leave the area until all students have been accounted for.
- A register is taken at the start of each class to show who is present. The register will be used in the case of evacuation to confirm everyone is accounted for.
- Automatic smoke detectors and manual fire alarm buttons are installed within the building.
- There are fire extinguishers in both studios.

## **Accidents and First Aid**

- A basic First Aid kit is kept in the studio at all times.
- All injuries will be reported to the caregiver. Minor slips and bumps will be treated with an ice pack if appropriate and reported after class. If injuries are more serious then the caregiver will be notified immediately. It is then the caregiver's responsibility to decide whether their child needs medical attention. If the incident is very serious then an ambulance will be called immediately and the caregiver notified.
- Caregiver's must inform the teacher prior to a class if a child is injured.
- If a caregiver is not going to be contactable during a lesson then they must provide an alternative number and contact for that day.

## **Individual Wellbeing**

- To avoid injury, classes will begin with appropriate warm ups and end with a cool down period. All participants are to take part in the warm up at the start of the session.
- Teachers will inform participants of suitable clothing/footwear in advance and will check on the day. Students should not be wearing any jewellery or watches that can scratch themselves or others. Students should wear their hair tied up so as to ensure freedom of movement.
- No chewing gum is permitted.
- Food must not be consumed on the dance floor.
- Safe teaching practices will be followed to ensure the safety of students. Teachers will strive to make every class of an appropriate level for the student's involved. Caregivers must respect teachers' decisions on appropriate class placements.

- Teachers will recognise students' physical limitations, faulty technique and muscle imbalances and strive to improve on these at every opportunity. Stretching will be instructed in a safe and developmentally appropriate manner.
- Students should remain hydrated during class through a short drink break. They should not leave class at other times to drink water.
- Teachers will look out for signs of eating disorders and discuss any concerns with caregivers.

### **Reduction of Hazards**

- Teachers will conduct a pre-class check for hazards. Obstacles will be cleared or moved towards the edge of the dance space.
- All bags, shoes, personal belongings etc are to be placed in the lockers provided.
- There are to be no street shoes worn on the dance floor. Street shoes bring debris into the dancing area and can scratch the dancers' feet. Students must change into dance shoes in the changing room and parents and siblings should not enter the dance area in street shoes.
- Students will be made aware of any hazards and always reminded of the dangers associated with touching and banging into the mirrors and windows.
- All spills on the dance floor will be dealt with immediately.

### **Student Safety**

- All pupils attending a dance class are the responsibility of the parent/guardian outside of the exact class times.
- For all pupils under 10 years old a parent/guardian must collect them punctually from inside the studio at the end of the class. The teacher will remain on the premises until all of the pupils have left.
- The same expectations apply to external events for which pupils will be asked to arrive at a set time and all pupils will need to be collected punctually by a parent/guardian.
- Students must not leave the studio during a class except upon asking permission to go to the toilet. Caregivers should ensure that children have been to the toilet before the commencement of the class.
- Teachers will avoid any unnecessary physical contact with pupils, however caregivers should understand that some aspects of teaching dance involve some contact. Where this is necessary teachers will use the utmost discretion.
- Any younger siblings must be well supervised by a caregiver and remain off the dance floor at all times.
- Teachers will encourage a positive class environment. There will be no tolerance for bullying.
- Teachers will seek to build confidence in students through positive and constructive criticism and praise for perseverance and achievement.

### **Smoking, Drugs & Alcohol**

- Garden City Dance Academy has a non-smoking policy and smoking is prohibited anywhere in the building.

- Garden City Dance Academy has a strict no drugs and alcohol policy. Any pupil or teacher found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Caregiver's will be advised if the pupil is less than 18 years of age.

### **Noise**

- Although music is played within the studio the volume is kept at a level where the teacher's voice can be heard.
- Parents and siblings dropping off and picking up children should refrain from talking whilst a class is in progress
- Students waiting for their class to begin should refrain from talking

### **Personal Information**

- A registration form should be completed for all pupils advising full name, email address, contact telephone number and any known medical conditions. Teachers will keep caregiver contact details on hand in case of emergency. Caregivers must notify the school if contact details change.

### **Use of other Premises**

- Garden City Dance Academy will follow the Emergency procedures of each of the other premises utilised.

### **Public Liability Insurance**

- Garden City Dance Academy has public liability insurance and the certificate is available on request.



## **Covid 19 Health and Safety Policy**

The following Covid Health and Safety Policies were implemented over the past years to limit the spread of Covid 19. Although there are currently no restrictions in place, if required some aspects of this policy maybe reintroduced in the future. The basic hygiene policies are still essential.

### **Basic hygiene**

- Students must not come to dance if they have any type of illness, whether that be a runny nose, tiny cough, sore throat etc. Students must not attend class if they are positive with COVID 19
- If teachers are unwell they will also not be running classes and a substitute teacher or zoom class will be held if possible or class will be cancelled.
- If a student becomes unwell during a class a caregiver will be contacted and the student must be collected immediately.

### **Vaccination Policy**

- If deemed necessary, students over 12 years and 3 months may need to hold a vaccine pass in order to attend classes. Anyone entering the studio (visitors) over the age of 12 years and 3 months, will also be required to show a vaccine pass when entering the studio if mandated by the government.
- All GCDA teachers are fully vaccinated.

### **Mask wearing**

- Teachers, visitors (parents) and students over the age of 12 years, may be required to wear a mask when entering the studio.
- Teachers and students will be able to remove their mask once the lessons starts if the wish to do so.
- If younger children wish to wear a mask also they are of course welcome.

### **Cleaning and sanitation**

- Students will be required to use hand sanitiser or wash hands before and after every class.
- Toilets, barres and door handles will be wiped down regularly.

### **Reducing contact at pick up and drop off**

- If reduced contact becomes necessary then waiting in the waiting area may be restricted to only parents of 5 year olds and under. All other students will be accompanied downstairs by the teacher and should be met by caregivers at the bottom of the stairs promptly after class.

## Contact Tracing

- All adults may be required to sign in using the COVID app. We always take an attendance roll of students in the class so we can contact those students if necessary. Please ensure you keep us informed of any change in contact details.

## Covid-19 at GCDA

- Should an outbreak of Covid-19 require the school to close temporarily, or if a teacher needs to self isolate and a replacement can not be found, the classes will continue on Zoom. In order to accommodate all classes online, the timetable may need to change slightly. Details of Zoom times and meeting numbers will be emailed out to students in advance of the class. Credits for future terms will only be offered should this plan not be possible and 8 classes can not be offered.



## ENROLMENT FORM

STUDENT'S NAME:

DATE OF BIRTH:

PARENT'S NAMES:

HOME PH:

CELL PH:

EMAIL:

PLEASE CROSS DESIRED DANCE GENRE:

BALLET

JAZZ

EMERGENCY CONTACT NAME AND NUMBER IF DIFFERENT:

HOW I HEARD ABOUT THE GARDEN CITY DANCE ACADEMY / SMART MOVES:

### TERMS AND CONDITIONS

I have read and agree to the Garden City Dance Academy the Terms and Conditions and Health and Safety Policy, including the extra Covid 19 action plan

### AUTHORITY TO PUBLISH

I give Garden City Dance Academy/Smart Moves Creative Dance authority to publish images or video footage of the student above for promotional and marketing purposes only.

### INJURY WAIVER

I voluntarily agree to assume all risks and responsibility for any injury or accident, which might occur to me or my child during any of the School classes, rehearsals, performances, or activities

SIGNATURE OF PARENT OR GUARDIAN: