

20

24

P R E S C H O O L

I N F O P A C K

**WE'RE
SO GLAD
YOU'RE
WITH US!**

*Welcome to Ignite Dance Co.
We are so happy to have you as
part of our studio & dance family!*

*In this info pack you will find
information on everything you
need to know about being part
of Ignite Dance Co. this year,
including policies and frequently
asked questions. We ask for
returning families to also read
through, to keep up with any
changes.*

*For new families, this handbook
covers as much as possible so
that you feel confident in being
part of Ignite Dance Co. Please
make sure to keep this as a
reference point during the year.*

*We aim to keep our
communication as open as
possible so that your dance year
can be exactly what it should be...
EASY & FUN!*

Stephanie Arentz & Caitlin Ballas
Director & Co-Director, Ignite Dance Co

CONTACTING US

The front desk will be open during the following hours:

Tuesdays 3:30pm – 7:30pm

Thursdays 3:30pm – 7:30pm

Saturdays 9:00am – 1:00pm

Studio mobile: 0402 541 138

You can reach staff on the above number during front desk hours. Outside of these hours, you will reach an answering service which will allow you to leave a message directly with us.

Emails are welcome at any time:

info@ignitedanceco.com.au

For further info: www.ignitedanceco.com.au

Haven't visited us before?

Studio Address:

2/11 Arab Rd, Padstow 2211.

We are located off Davies Rd, on the industrial side of Arab Rd. You'll find us halfway down the road from Padstow McDonald's.

CONTACTING YOU

When you enrol, you will be asked to provide an email address. Please ensure this is an address that you check regularly as all newsletters, invoices and notices/reminders will be sent directly to this email address.

We also regularly update our front desk noticeboard with the main updates for the week.

Each week, you will receive our Monday Mail - a weekly newsletter that provides regular updates, announcements & reminders, and any special news. For any notices that might be specific to your child or their class, you will receive separate emails.

On Social Media More Than Your Emails?

We still need you to check your email, BUT come & join us on Insta & Facebook too! You'll find general announcements, reminders & class footage. It's where we share the love!

We'd also love for you to join our private Facebook group "Ignite Dance Co. Parents & Students" - you are welcome to use this space for questions, buying & selling secondhand uniform items or dance shoes and more.

CLASSES ON OFFER

Mini Movers

Ages: 2-3 at 1st Jan 2024

An introduction to dance, music & movement. This is an upbeat, jazz based class which focuses on developing gross motor dance skills eg. skipping, galloping, jumping – and lots of fun!

Mini Ballet

Ages: 2-3 at 1st Jan 2024

An introduction into the beautiful world of ballet. We learn the basic steps & positions, and have all sorts of magical fun while developing grace, posture & poise.

Pre Kindy Jazz

Age: 4 at 1st Jan 2024 OR year prior to school

This is a fun, upbeat jazz class which also starts to develop flexibility. We also touch on elements of hip hop and tap, allowing students to get a feel for different styles of dance!

Pre Kindy Ballet

Age: 4 at 1st Jan 2024 OR year prior to school

An introduction into the beautiful world of ballet. This class extends on further from the 2-3s class. We learn the basic steps & positions, and have all sorts of magical fun while developing grace, posture & poise.

OUR UNIFORM

A student who dresses like a dancer, feels & dances like a dancer!

This notion is so very true, and we like to instil this in our dancers as soon as they start at Ignite - not to mention how CUTE they look in their dancewear! Our little dancers also love feeling "part of the group" once they have their very own Ignite uniform. Hair should always be off the face. Ponytails or similar are fine. Our older students do require a ballet bun – if you'd like to try this out just ask a staff member for some pointers!

- All uniform items and dance shoes should be labelled (please make sure shoes are labelled on the inside).
- Any items left behind will be placed in our lost property tubs in the foyer.
- Dance shoes should be purchased after students have physically tried them on.

Please avoid buying shoes that are too many sizes too big, to ensure their feet have proper support.

Requirements:

Girls:

- Ignite Preschool \$45
- Ignite Pink Crossover \$45.95 (optional for cooler weather)

Boys:

- Ignite Tshirt \$30
- Any plain black shorts

Shoes/Stockings:

We recommend either ballet stockings (available at our studio) or ballet socks to be worn with dance shoes.

Mini Ballet, Mini Jazz & Pre Kindy Ballet

Plain leather ballet shoes

Pre-Kindy Jazz

Laceless tan jazz shoes

Shoes are the only item not currently available for purchase at Ignite. You can get dance shoes at your closest Bloch or dance store, or the closest dance store to our studio is Leslie's Shoes – Howard Rd, Padstow

CLASS CHANGES

Swapping Classes

Sometimes, it can be hard to decide which style/class your little one likes best or figure out which one they will stick to. You may decide to "swap" one class for another. Any class swaps may be made mid-term, provided there are spaces available in those classes. Swaps can be made from Term 3 onwards may affect concert preparation, if your child is participating.

Cancelling Classes

Once our preschoolers start they often don't want to stop! We understand though that in some cases, you may wish to cancel a class or enrolment altogether.

While we encourage them to finish off a term, we understand that for very little dancers, it can be a very hard road once they've decided they are "done"!

While refunds cannot be provided for term payments already made, invoices can be adjusted for enrolment cancellations before Week 3 of term. Email notification must be received for these changes to be made, and any changes to fees are only applicable from the date of notice.

Studio Cancellations

On rare occasions, the studio may need to cancel a class – due to extreme circumstances, or a sick teacher and unavailable cover teachers.

In this case, a cancelled class will be credited on the next term's fees.

Absences/Holidays

If students miss a class due to illness or any other reason, they are welcome to attend an additional class the following week, as a make-up lesson. Contact info@ignitedanceco.com.au to book these in. Any missed classes must be attended within the same term (with the exception of the last 2 weeks of term, in which case they can roll over up to Week 2 of the following term). Students can attend a maximum of 2 make-up lessons per term.

Please note:

For holidays of more than 4 weeks taken during the school term, a 50% holding fee based on class costs is to be paid in place of normal fees. This is so that the student's space in classes can be kept until their return. Staff must be notified prior to the start of term if you would like this holding fee applied. Invoice adjustments will not be made if notice is not given. Adjustments can not be made for holidays of up to 1-3 weeks, students are welcome to book make up lessons instead.

DROP OFF & PICK UP

The safety of our students is of great importance to us, however our staff cannot take full responsibility for students before or after classes. We ask parents and guardians to make sure that their children arrive and leave safely.

Drop Off

Please stay with your children in our waiting area prior to classes starting. Parents of preschoolers are asked to stay on the premises during class times. Parents of children in 4-5s classes (or those toilet trained) may go & come back, but please alert a staff member beforehand. If your child is likely to be upset if you are not available, please be sure to stay.

Pick Up

Staff members need to be advised if a student is being picked up by someone other than a parent (or regular designated person). The person picking up the student will need to let him/herself known at the front desk before the student is allowed to leave.

Parking

The car park area in front of the studio is NOT OWNED by Ignite Dance Co. These few car spaces belong to the business in the front unit and are not to be used by us. Parking in their car park or on the nature strip is strictly prohibited.

We do understand that on busy days, parking can be difficult. Our best suggestion is to try and arrive for class with time allowed for parking. We understand that this is difficult for our first classes on the afternoon and so recommend trying further down Arab Rd/Stuart St. An ample car park can also be found at Stuart St Reserve.

Parents are asked to use street parking. The driveway is for Ignite staff who arrive at staggered times and leave after their last classes each day.

Weekday Mornings

The exception to this parking rule is for our weekday morning classes. We do not have as much staff at the studio at these times and we understand that street parking is extra difficult on weekday mornings. Please note children do still attend classes at different times, so it does require negotiation amongst parents and you may need to move cars if needed. Please be very mindful as the safety hazard of moving cars and young children is still prominent.

FEES & CHARGES

Classes are invoiced each term

- Term 1 - 11 weeks
- Term 2 - 10 weeks
- Term 3 - 10 weeks
- Term 4 - 9 weeks

Term payments are due by Week 3 of each term. Payments can be made via cash or card at the front desk, or via direct transfer (bank details are provided on your invoice).

Direct Transfer Payments:

- must include the invoice number as reference
- must be made per invoice (no combined payments)

Should you require instalment payments, we are happy to accommodate these and have processes in place for this. Please contact us at info@ignitedanceco.com.au to discuss payment arrangements.

Our fee structure

Classes per week	Weekly Cost
1 class	\$15
2 Classes (Pre-School Package)	\$24

Additional fees

Depending on the term, you may also find the following additional items on your invoice

Enrolment fee

\$50 which is added to your first enrolled term. Returning students pay a re-enrolment fee of \$30 each year.

Costume Deposit

As explained in our "End of Year Concert" section. This will increase your total term fee amount by \$40 (in some cases \$20) per student during Terms 1,2 and 3.

FEES & CHARGES

Discounts & Packages

We understand that having kids in activities costs money, so we aim to make it affordable to get the most out of being an Ignite student.

Sibling Discounts

5% off class fees for second sibling

10% off class fees for third sibling

50% off class fees for fourth sibling

Discounts are based on the student with the lesser term fee amount, not by age.

All other costs including costumes, uniforms etc. must be made in full.

Late Fees

Customers should ensure term fees are paid by week 3 of each term (the deadline date). Late fees will be charged for any fees paid after the specified due date. In order to avoid paying late fees on your account, fees must be paid **BEFORE** the following dates:

Term	Due Date
Term 1	Saturday 17th February
Term 2	Saturday 18th May
Term 3	Saturday 10th August
Term 4	Saturday 2nd November

Please Note:

If fees remain unpaid after the due date week, the student's account holder (parent) will be contacted. A recurring \$5 late fee will be applied for every following week that fees remain unpaid, if no response is received.

END OF YEAR CONCERT

The End of Year Concert is our studio's major event of the year. It is a culmination of every student's hard work throughout the year and is our opportunity to show what our studio does best!

We pride ourselves on creating an impressive production, not only through the performance itself but by the use of high-quality costumes, and a professional venue.

Is it for pre-schoolers too?

The concert is not compulsory, but is a very much-loved event for our studio. Our littlest dancers are a highlight of the show and have SO MUCH FUN! Even then, it is not expected for all students to participate. If you think your little one might still be too young or it's too much for them just yet, that's ok!

When do we have to let you know by?

Parents are asked to confirm their child's participation by June. Prior to this, we will provide you with as much information as possible to help you decide.

Costumes

Every student will perform one dance per class they attend. For each of these dances, they will require a different costume. These are ordered by the studio and bought by parents, and will be given to each student prior to the concert. We aim to keep costs down while still providing beautiful, high quality costumes. Preschool costumes are usually around the \$60 mark. Payment for these costumes is made throughout the year through a Costume Deposit Fund, in order to lessen extra expense all at once at the end of the year. Deposit amounts are determined by the amount of classes students are enrolled in:

1 class: \$20 in Terms 1, 2 & 3

2 classes or more: \$40 in Terms 1, 2, & 3

Ticket Purchase

Tickets are purchased online approx. 3-4 weeks before the concert. Costs per ticket are based on adult, concession and child prices and range from \$15- \$35 (Performers do not require a ticket, as they are backstage during the show).

More info will be available closer to the date.

Concert Package

For every student involved in the concert, a \$50 Concert Package will be added to your Term 4 invoice (\$25 for each sibling) This package includes a Concert USB & end of year trophy.

STUDIO EVENTS

Studio Events

We believe in strengthening our studio culture and getting together for special events wherever possible. We invite all students & families to join us for extras such as:

- Studio Disco Party
- Dress Up Weeks
- Preschool Parties

THE CALENDAR

Book these dates into your calendar

Below are a few important dates that you don't want to miss out on!

First Day of Term 1	Monday 29th January
Public Holiday (No Classes)	Saturday 30th March
Public Holiday (No Classes)	Monday 1st April
Last Day of Term 1	Saturday 13th April
First Day of Term 2	Monday 29th April
Public Holiday (No Classes)	Monday 10th June
Family Fun Day/Mid Year Show	June/July DATE TBA
Last Day of Term 2	Saturday 6th July
First Day of Term 3	Monday 22nd July
Last Day of Term 3	Saturday 28th September
First Day of Term 4	Monday 14th October
Studio Rehearsal for End of Year Concert	TBA
End of Year Concert	Sunday 3rd November
Photo Day	TBA
Last Day of Term 4	Saturday 14th December

FREQUENTLY ASKED QUESTIONS

How do I enrol?

Contact info@ignitedanceco.com.au for a link to online registration. Once this is filled out, you will be entered into our system, an invoice for that term will be generated by email – and you're in!

Can I do a trial class first?

Of course! Contact us to book in.

Where can I find the timetable?

You can find a current copy of our timetable on our website, or email us!

What age group would my child be in?

Our age groups are determined by the following:

Mini's = Students who are either 2 or 3 as of January 1st 2024

Pre-Kindy = Students who are 4 as of January 1st 2024 OR will be starting school in 2025.

**If you are unsure as to whether your child is going to school in 2025, please consult your child's teacher to see which class might be best for them.*

What are the teachers like? Are classes strict?

Our Ignite preschool classes are a space for children to feel safe, happy & welcomed. We pride ourselves in providing a warm, friendly atmosphere while maintaining a strong set of rules & discipline – so that our studio can be the kind of place where your child not only loves being, but learns & grows!

What qualifications do the teachers hold?

All of our teachers hold years of experience as both dancers & teachers.

Miss Caitlin, who teaches all of our preschool classes, also holds a degree in Early Childhood Education in addition to being R.A.D trained. Our staff all hold, or are undergoing, professional dance training. A number also hold education degrees, and invaluable experience in the dance industry.

FREQUENTLY ASKED QUESTIONS

What does my child need to wear?

All classes require students to be in Ignite uniform. Check out our Uniform Guide to see our brand new range of uniform items!

Is the uniform compulsory?

Yes, all students are expected to have their uniform (or have it on order), within their first month of classes

How much do uniform items cost?

Our preschool uniform items range from \$30 - \$45. See our Uniform Guide for specific costs.

How do I order a uniform?

See the front desk for your child to be sized in one of our sample pieces. If in stock, you are able to purchase on the spot! Otherwise, your item/s will be added to our uniform order for that term.

What about shoes and stockings?

You can purchase ballet stockings at the studio – please also check with staff for some local stores to purchase dance shoes from.

What should I bring with me?

Please bring a bottle of water along as our little ones do take quick drink breaks.

Where do I meet the teacher?

Classes line up in our outdoor area, where the teachers will meet and walk students in. Please don't line up at each studio door as our foyer space is very limited. Smaller classes in our upstairs studio are welcome to wait on the landing.

Can parents watch classes?

For first time classes, parents are welcome to sit in. Once children are feeling confident and happy in classes, we do ask parents to wait outside if possible (we find it is much easier for the whole group to stay focused if there is less distraction). However, we do have an open door policy for parents whose little one might need them to be with them for a little longer here and there. We do also have viewing windows in all studios, so you can always check in to keep an eye on them!

FREQUENTLY ASKED QUESTIONS

How can I speak to teachers about my child's progress?

We are more than happy to discuss how your child is progressing in class. Teachers are often moving quickly in between classes, but please either see the front desk or email us to organise a time for you and your child's teacher/s if you would like a longer chat about how they are going!

How should I contact teachers and Ignite staff?

Our main form of communication is via email, you are also welcome to contact the studio phone on 0402 541 138 (during our stated business hours). If an in-person meeting is required, we are more than happy to organise this. Teachers and staff are not be contacted through private phone numbers or social media accounts

How do I pay?

Term invoices are sent via email at the end of each term, outlining the full cost of the term ahead. Payments can be made via cash or card at the front desk, or by direct transfer (bank details are included on each invoice)

When are fees due?

By the Saturday of Week 3, each term.

Can I pay by instalments?

We understand that you may need to manage payments and have instalments plans in place - we are happy to accommodate this. Contact us at info@ignitedanceco.com.au for details.

Can I get a refund?

Should a student un-enrol mid term, term payments already made cannot be refunded.

TERMS & CONDITIONS

1. COSTUME DEPOSIT FUND

- 1.1 For every student taking class, a costume instalment will be collected to pay for concert costumes.
- 1.2 The costume instalment is part of the Term 1, 2 & 3 fees and must be paid each of these terms.
- 1.3 By the end of the year the costume instalments collected will amount to \$120 of costuming per child (\$60 for those in one class only). Should this amount exceed the final costume invoice, you will be refunded any excess amount.
- 1.4 Should the final costume invoice be greater than \$120/\$60, the balance will be payable in Term 4, before the concert date.
- 1.5 In the case of a student no longer participating in the concert, costume deposits will only be refunded if the studio is notified before costumes are ordered and therefore purchased.
- 1.6 If costume payments are not paid in full, students will not be permitted to take costumes home. This may result in students not being able to perform.

2. CANCELLATION OF CLASSES

- 2.1 Term payments cannot be refunded for change of mind mid-term.
- 2.2 If cancelling enrolment, a refund will be given for costume instalments paid, providing the costumes have not yet been ordered or purchased.
- 2.3 In the event of the studio cancelling a class, if a makeup class cannot be attended, the cost of the class will be refunded on the next term invoice

3. DISCOUNTS

- 3.1 Sibling discounts will be applied to all invoices. The first child will still be charged full term fees. Discounts then apply only to each additional child's fees – 5% for the second sibling, 10% for the third sibling, 50% for the fourth sibling.
- 3.2 Sibling discounts will be applied according to the number of classes taken. Eg. The fourth sibling receiving 50% discount will not necessarily be the youngest child.

4. STUDENTS WHO ENROL MID-TERM

- 4.1 Students starting mid-term will only be charged for classes remaining in that term (including the allocated costume instalment for that term).

5. HOLIDAYS TAKEN DURING SCHOOL TERM

- 5.1 Refunds will not be granted in the case of family holidays being taken during the dance school term.
- 5.2 Term fees will ONLY be adjusted (at a holding fee of 50%) in the case of family holidays being longer than 4 weeks at a time.
- 5.3 In order for term fees to be adjusted, Ignite must be notified in writing BEFORE the end of the previous term.

6. INVOICES & PAYMENT METHODS

- 6.1 All invoices will be delivered towards the end of each term (Term 1 invoices will be received during the Christmas break). If you do not receive your next invoice by the end of each term, it is up to you to notify the studio by email.
- 6.2 The due dates for payments are listed clearly in the "Late Fees" section of the 2024 Info Pack

TERMS & CONDITIONS

6.3 Any genuine financial difficulty that is delaying payment of fees must be discussed with the studio directors and office staff. Ignite Dance Co. is happy to organise payment plans.

7. PAYMENTS BY CHEQUE OR CASH

- 7.1 Please make cheques payable to "Ignite Dance Co. Pty Ltd".
- 7.2 Should a cheque be dishonoured, you will be required to reimburse Ignite Dance Co. for any bank charges we may incur.
- 7.3 Cheque and cash payments will be accepted at the front desk, during reception open hours.

8. PAYMENTS BY INTERNET TRANSFER

- 8.1 When making an internet transfer, please ensure that the invoice number is included as the reference.
- 8.2 Transfer payments must be made per invoice, separate invoices cannot be lumped into one transfer.

9. LATE FEES

- 9.1 Fees must be paid before the dates clearly indicated in the 2024 Info Pack under "Late Fees". If term fees have not been received by these dates, late fees will be charged.
- 9.2 The account holder will be contacted if fees are not paid within the week after the due date. A \$5 recurring late fee will be charged each additional week that the account remains unpaid, if no response is received.
- 9.3 If fees are overdue by more than one term, the student will not be permitted to participate in classes, examinations, eisteddfods or the concert until the fees are paid.

9.4 If concert costume fees are outstanding, students will not be permitted to take concert costumes home. This may result in students not performing in the concert (please see 1.6.)

9.5 Students with outstanding fees from 2024 will not be permitted to enrol in 2025 until overdue fees are cleared.

10. ADDITIONAL CHARGES

- 10.1 All students are required to pay a registration fee of \$50 per student to cover the cost of handling of invoices, insurances and music licensing fees. The registration fee is payable on enrolment. Sibling discounts apply.
- 10.2 For all students who are involved in the end of year concert, there will be a Concert Levy of \$50.00 added to your Term 4 invoice. This includes a concert video and trophy.
- 10.3 All concert audience members must purchase a ticket to watch the performance. Ticket prices will be issued in Term 4. Performers do not purchase tickets.

