

# **WA Stage School**

## Enrolment Information

### Terms & Conditions

#### **SCHOOL INFORMATION**

The school is led by the Principal Renae O'Neill. We have 3 branches in the metro area Attadale, Seville Grove, and our main studio (Head Office) Malaga.

WA Stage School is becoming one of the most sought out schools in WA for students to attend a fun, relaxed environment to be taught a variety of classes with no exam pressure and easy costuming.

**Jazz, Hip Hop and Funk** are combined classes taught at all branches.

**Singing & Musical Theatre / Tap / Contemporary / Cheer / Ballet / Acro / Tumble  
Boys Only / Mini-Mites / Hip Hop** are at our Malaga Studio ONLY.

#### **TERM FEES & TIMETABLE**

REFER TO ATTACHED RELEVANT SCHEDULES

#### **INVOICING**

- Invoices will be emailed prior to commencement of each term.
- If you have not received your invoice it is then your responsibility to follow this up with reception.
- If you do not have an email address please advise reception.

#### **PLACEMENT / COSTUME DEPOSIT**

- In order to keep class numbers at a reasonable size, it is a requirement that a \$50 placement deposit is paid per term to retain a placement in your registered classes
- This includes new students and existing students of the school.
- If your child decides they do not wish to return within the 2 weeks of commencing, the placement deposit is refunded.
- The placement deposit is non-refundable from **week 3** of commencement date.
- The placement deposit is deducted from your **COSTUME INVOICE** after all costume banking has been applied. Either the full or part of the placement fee will then be deducted from Term 4 fees.

#### **FREE TRIAL LESSON**

- All new students only receive ONE free trial lesson.

#### **ADMINISTRATION FEE**

- An annual once off administration fee of \$30 per student is applied to your first term fees.
- This fee covers insurance, administration and music licensing costs.
- All students will receive a copy of their music of their routines for the end of year performance once it has been finalized by the Teacher in Charge (TIC) at your branch.

## PAYMENT CONDITIONS

- Once a student has been enrolled, all classes in that term are charged and must be paid for, regardless of whether they attend or not. This includes absences due to sickness, school events (i.e. camps, co-curriculum activities, etc) and family vacations.  
**Advance written notice is required for family vacations exceeding more than 2 weeks.**
- All invoices will be issued in the student's name, however, if a child is under 18 years of age parents will be liable for payment of ALL invoices issued.
- Payment is kindly accepted via cash, cheque, credit card or direct credit into the WA Stage School's account or by EFT at the studio and Attadale ONLY. **Credit cards incur a 1% surcharge.**
- A Late Payment fee applies if your term fee invoices have not been paid by the end of each term. (Refer Late Payment Fee)
- All uniform and accessory invoices are to be paid on ordering or on collection.

## LATE PAYMENT FEE

- If term fees have not been paid by the end of each term, a \$20 late payment fee will be applied at the end of each term until the full payment, including the late fee, has been received.

## SCHOOL PROTOCOL (All Classes)

- Please ensure that your child is appropriately dressed in their uniform and punctual to class.
- It is preferred that parents either wait for their children in the car or return back to their branch or studio to collect their child when class has finished.
- Parents requiring to speak to the TIC (Teacher in Charge) please do so quickly before commencement of your child's class. If this is not suitable, please contact the studio reception and they will hopefully be able to assist.
- **Should your child decide not to continue, the parent/guardian is required to notify us immediately. Failure to do so will result in fees continually being charged until such confirmation of their non-return is received. Fees will be charged up to the date of notification.**
- All enquiries are to be directed to our Reception, your Teacher in Charge or through the principal.

## IMPORTANT NOTICES

- All notices are issued during classes.
- Notices are readily available from our WEBSITE.

## UNIFORM & CONCERT ACCESSORIES REQUIREMENTS (All Classes)

- All students are required to wear a uniform set out by the school to classes at all times.
- Uniforms can only be purchased through the school at the main studio in Malaga or through your Teacher in Charge at the branches.
- Additional accessories such as proper dance underwear garments & stockings are also available throughout the year or closer to the concert.
- Refer to the Uniform & Concert Accessory List for items available.
- **Ensure all uniform items are clearly labeled with your Child's name on it.**

## CONCERT GUIDELINES

Our end of year concert is a very exciting time for all the students involved to showcase their hard work to their parents, families and friends on what they have worked hard at all year. We take pride in our end of year concerts and all teachers involved try to make this a professional, fun and exciting time for the children.

Concerts are conducted in Term 4. Attadale and Seville Grove branches will combine and do 1 concert and another will be held for our Malaga students.

Please read the following guidelines to acknowledge your commitment for the year:

- As WA Stage School has 3 branches in the metro area the concerts are conducted over 3 nights in November. Watch out for notices advising of dates and venue for your branch concert or checkout our Website.
- All students will perform a minimum of 2 routines.
- Costumes are **Buy** 1 and **Hire** 1.
- Failure to attend classes on a regular basis may result in your child being excluded from one or more of the routines at the teachers' discretion.
- All parents / students are responsible for doing their own hair and make up for the concert.
- **Any students withdrawing from the 31<sup>st</sup> July onwards are still responsible for payment of their costumes. Placement Fee is non-refundable and FULL PAYMENT of the costume ordered is required.**
- Extra accessories may be required to be purchased for your child prior to the concert. Refer to the concert accessory list.
- An additional fee for Technical Rehearsal & Dress Rehearsal will also apply of \$35 per rehearsal (subject to change)

## COSTUMING (All Classes)

- We offer a Hassle-free costume system. The costuming is all done for you. Only some light Hand Sewing maybe required on your behalf.
- All sizing, designs and materials purchased are conducted at the commencement of Term 2.
- A separate invoice will be issued for costumes required for your child.
- All students are required to purchase at least 1 costume whether they are attending one class or a cabaret class.
- As Cabaret students also perform in a Mid Year Performance, all hire fees will be calculated at a reduced cost for this performance only.
- Costume hire fee includes, cost of hire, maintenance, cleaning and replacement (if required).
- Minimum hire charge fee is \$35 per costume. (subject to change)
- Minimum purchase cost is \$85 per costume. (subject to change)

**PLEASE NOTE: Costumes will not be distributed until all OUTSTANDING accounts have been paid in full.**

## OTHER CONCERT SERVICES (All Classes)

- We have a Costume Banking Facility, where a minimum of \$5 per week can be put aside towards your costumes.
- There are also fundraising options to aid with the purchase of your costumes. **WHAT YOU FUNDRAISE COMES OFF YOUR OWN COSTUME BILL!** These fundraised funds are added to your Costume Banking Account.
- Uniforms, concert accessories and your concert DVD can be purchased via these funds also.
- Any contributed funds left over will be re-imbursed directly back to you or rolled over to the following years costume account at your request.
- **All fundraised funds CAN NOT be refunded or used on your child's FEES.** These funds either need to be utilized or they go towards the Hire Costume Department of the school.
- A professional DVD / USB is taken on the concert night and is available for purchase for \$50 / \$55 plus postage if necessary.
- A professional photographer is present during dress rehearsal only. Single, family and group shots are conducted during this time and available for purchase.
- PHOTOS can be ordered/purchased via the relevant Photographer Company's website for your convenience.
- DVD's can either be posted directly to you, collected at the studio or on pre-enrolment day.

**PLEASE NOTE: Due to copyright laws, you are NOT permitted to take your own video or any photography in the auditorium during the concert or rehearsals. Please be fair to the performers.**

## CONCERT TICKETS

- Tickets are purchased via Ticketmaster or Try Booking. A direct link from the WA Stage School website will also be available.
- To avoid disappointment it is recommended that tickets are purchased as soon as possible when they become available.
- Door Sales are Limited. (If not sold out)
- As no parents are required backstage, you will be required to purchase a ticket for yourself.
- Students performing do not require a ticket as they remain backstage during the duration of the concert.
- [Mini Mites concert ticket purchases to be pre-booked via our reception staff.](#)

## AFTER THE CONCERT

- Classes will continue until end of the school year.
- During this time students will be continuing their education in dance.
- This will also provide the teacher an opportunity to confirm the students' skills to ensure they are in the correct class for the following year.
- Students in the last 2 weeks of term will be able to try out as many classes as they want for no additional charge

## INJURIES

- All teachers have basic first aid training provided by the school.
- Any injuries incurred by a student during class will be conducted accordingly.
- If the injury incurred is major the parent will be phoned immediately.
- An incident report will be completed by the Teacher involved and sent to the studio for recording. A copy will also be sent to the parent of the student involved.

## SOCIAL MEDIA

Any photos or video footage taken by the WA Stage School during the course of the year including Mid Year Cabaret Performance and our Annual End of Year Concerts, may be used for website or marketing purposes unless otherwise advised by the parent / guardian. By enrolling in WASS you have agreed to allow us to use you and your child's images for publication by WASS

*WASS accepts **no responsibility** for students who misuse our social media links. Please report to management any misuse you may be aware of.*

## LICENSES & INSURANCE

- All branches of the WA Stage School have full Public Liability Insurance.
- The school has also relevant music licenses such as APRA and PCCA to cover all music copyright and listening requirements.
- All Teachers over the age of 16 have acquired a Working with Children card, which is required by law.
- All Teachers also hold a Basic First Aid Certificate.

**WE ASK ALL PARENTS & STUDENTS NOT TO GOSSIP.**

**WE AIM FOR A FUN & FRIENDLY ATMOSPHERE AND REMIND EVERYONE TO BE POLITE AND COURTEOUS TO OTHERS.**

Updated 11/12/17

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