



SABA (2012) Ltd

Email: emma@saba.co.nz

Website: www.saba.co.nz

Telephone: 094117234

Mobile: 0211161267

SABA (2012) LTD POLICIES AND PROCEEDURES

FEES POLICIES AND PROCEEDURES

- 1.1 Fees are strictly payable in advance of the commencement of term unless prior arrangement has been made
- 1.2 Fees that remain outstanding at the end of each term will incur a \$25 late fee
- 1.3 Failure to pay fees may result in loss of enrolment position
- 1.4 All Statutory holidays are observed and fees have been calculated over the year. Where classes fall on public holidays no refunds or make up lessons are due.
- 1.5 After commencement of the term full fee payment is required for the whole term unless prior arrangement has been made.
- 1.6 Non Payment of fees over two terms will result in the account being handed over to a debt collector. Any fees incurred in this process will be at the expense of the account holder

REFUND POLICIES AND PROCEEDURES

- 2.1 After commencement of classes each term no refunds will be given
- 2.2 In some cases of illness or injury refunds may be considered at the discretion of the directors
- 2.3 No refunds or discounts will be offered in the case of holidays

CLASS UNIFORM AND PROCEEDURES

- 3.1 All students must be appropriately dressed for class. No primary or secondary school uniforms to be worn for class. No excess jewellery
- 3.2 All students (except Dancing Dots and Preschool) must purchase the SABA uniform by the end of their first term. Uniforms must be worn to all classes. Hair is to be appropriately secured off the face. Ballet students MUST wear a bun to class.
- 3.3 Any student not appropriately dressed or groomed will not be able to participate in classes due to health and safety regulations.

NEWSLETTER POLICIES AND PROCEEDURES

- 4.1 It is the responsibility of the parents to read the newsletter. These will be sent via email. Should you not be receiving emails please contact emma@saba.co.nz to check
- 4.2 Each child enrolled is required to sign up to Movitae at the commencement of their enrolment.

HEALTH, SAFETY, INJURY and MEDICAL CONDITIONS POLICES AND PROCEEDURES

- 5.1 SABA (2012) Ltd is not responsible for any personal injury sustained or any loss or damage of personal property whilst on the premises.
- 5.2 SABA (2012) Ltd will aim to provide a safe learning environment to reduce the risk of injury. It should be recognised by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.
- 5.3 SABA (2012) Ltd provides qualified and/or experienced dance teachers who actively promote safe dance practise. This being the case it should be realised that injuries do occur from time to time and students must accept this element of risk.
- 5.4 It is the students' parents/guardians responsibility to inform their teacher of any injury which is being treated or may be of concern
- 5.5 Prior to the commencement of the class, it is the students' parents/guardians responsibility to inform the teacher of any injuries being treated or of concern
- 5.6 A first aid kit is available to any student through their teacher or office. We do not provide anyone Panadol or equivalent or administer any other medications
- 5.7 SABA (2012) Ltd students are under supervision whilst in class at any time. While we endeavour to provide a safe environment, teachers and staff cannot be responsible for students outside their allocated class time. We ask that students stay within the building until their parents come to collect them

CLASS POLICIES

- 6.1 Regular class attendance is vital for students to develop and keep abreast of their syllabus work. Students must be punctual to classes to ensure they receive a complete warmup.
- 6.2 Class sizes: a minimum of 6 students are required to run a class. A maximum of 18 students per class.
- 6.3 Teachers at SABA (2012) Ltd offer equal opportunities to students in class
- 6.4 SABA (2012) Ltd maintains the right to dismiss any student who damages property or causes disruptions to any classes of a severe nature.

EXAMINATIONS, PRESENTATIONS AND TESTS

- 7.1 All Syllabus ballet, jazz, contemporary, hip hop, tap and Jazz classes are taught with the intention that students will work towards sitting an examinations. Students will be entered into examinations at the discretion of the teacher, students and parents
- 7.2 Examinations fees are separate to the term fee
- 7.3 It is expected that where possible students will attend the holiday seminar in the second week of the July Holidays

CONCERT AND COSTUME POLICES AND PROCEEDURES

- 8.1 It is not compulsory for a student to be involved in the end of year production, however it is preferred
- 8.2 Each student participating in the concert is required to attend extra rehearsals, dress rehearsals and all performances these rehearsals are COMPULSORY and agreement to participate in the concert means all rehearsals must be attended. Failure to attend rehearsals required will result in non-participation of the concert
- 8.3 No parent/guardian is able to help backstage or in the dressing room without authorised approval
- 8.4 A Costume hire fee of \$30 per child for 1-2 costumes \$40 per child for 3+ costumes applies. Withdrawal from the concert in term four will require the costume fee to be paid regardless of attendance at the concert
- 8.5 Concerts will be professionally filmed and photographed agreement to participate in the concert means consent for filming and photography has been granted.

PHOTOGRAPHY AND VIDEOING OF STUDENTS

- 9.1 Photography or videoing of students in class and at concerts by parents and caregivers may not be permitted without written permission from all parents/guardians. This is for the safety and wellbeing of each individual student and to comply with the privacy act regulations
- 9.2 photographs of students may be used on social media for advertising purposes.

CHOREOGRAPHY

- 10.1 Unique choreography by a teacher for class, performances and competitions remain their artistic and intellectual property. Choreography must not be copied or used without prior permission of SABA (2012) LTD
- 10.2 Withdrawal of enrolment at SABA (2012) Ltd for any reason will result in all choreography to remain with SABA (2012) Ltd and students will not be permitted to perform choreography

PRIVACY ACT

- 11.1 This enrolment form collects personal information about you. Under the Privacy Act 1993 you are entitled to have access to, and request correction of this information. It is held in the SABA Laptop and is not accessible by outside parties.

COMPLAINTS

- 12.1 Formal complaints should be made in writing to the Director of SABA (2012) Ltd. The Director will contact the correspondant to verbally discuss the issue(s) and will also write a letter of reply making every effort to find a resolution