

# ECOLE

## BALLET & DANCE THEATRE

### TERMS & CONDITIONS 2025

Our 2025 Terms and Conditions consist of our Terms and Conditions as well as our Fee Policy. Please read all Terms and Conditions and Fee Policy information carefully. By enrolling at Ecole Ballet and Dance Theatre ("Ecole") for 2025, it is assumed you have read, understood and agreed to the following Terms and Conditions and Fee Policy.

#### POLICIES & GUIDELINES

##### 1. Classes and Enrolments

Classes at Ecole fill up quickly. All class enrolments require the online form to be completed. To best guarantee a place in your chosen classes, prompt enrolment is recommended. Class sizes are kept small enough to afford individual attention and one or even two assistant teachers (in the younger classes) often augment classes.

Students new to Ecole will be offered a trial class to ensure that they are enrolled in the appropriate level. If your child decides they do not wish to continue, we do not charge you for that class. However, if they do decide to continue, you will be charged for the trial lesson and normal term fees will apply.

All students, new and current are required to register for classes for the new dance year (2025). You are only required to register once for 2025. Once registered and processed, you will receive a confirmation email of your child's classes. Your child's enrolment in these classes will continue throughout the year unless you advise us your child will not be continuing. For withdrawal and changes to classes, please email us at [info@ecole.com.au](mailto:info@ecole.com.au). Please refer to our Fees Policy for full details regarding withdrawal from classes.

##### 2. Examinations/Assessments – Classical Ballet

Ecole follows the Royal Academy of Dance (RAD) Classical Ballet syllabus and Senior Level 6 students study the Preparatory Level of the Classical Dance Australia (CDA) syllabus founded by Mr John Byrne. RAD Exams are not compulsory but are recommended. Examinations/Assessments are held at Ecole's Studios (and/or at RAD Headquarters for Vocational Exams) and entry for examinations is at the discretion of the Principal. **The Spring Holiday Exam Schools (7-12 October 2025)**, held over one week, are compulsory for any student taking part in an examination, assessment or award. Selected SL7, second year students will attend their Holiday Exam School in the April school holidays, dates to be confirmed.

###### Pre-Primary & Primary

To be eligible for the Pre-Primary Class Award, students must attend one classical ballet class per week, as well as the compulsory Spring School holiday classes at the end of Term 3.

To be eligible for the Primary Exam, students must attend two classical ballet classes per week (either Tuesday, Wednesday or Saturday 9am) and the Primary Exam Saturday 10.15am class, as well as the compulsory Spring School holiday classes at the end of Term 3. Enrolment in the Saturday Primary Exam class continues after the Exams for the duration of Term 4.

###### Grades 1-5

To be eligible for Grades 1-5 Exams/Assessments, students must attend two classical ballet classes per week, as well as the compulsory Spring School holiday classes at the end of Term 3, if invited to participate in the RAD Examination/Assessment.

###### Senior Levels 7, 8, 9 & 10 (RAD)

Students in these Senior Levels must attend at least two classical ballet classes per week. If a student is to be considered for an examination, they must attend the additional third classical class, as well as the compulsory holiday classes scheduled before their examination session. ie If May/June examination session the holiday classes will be during the Easter April school holidays. If October/November examination session the holiday classes will be the Spring September/October school holidays.

# ECOLE

## BALLET & DANCE THEATRE

### 3. Private Lessons

Please enquire for more detail if interested via email: [info@ecole.com.au](mailto:info@ecole.com.au). Please note, 24 hours notice must be given if your child is unable to attend their private lesson, otherwise the full fee will be charged and payable.

### 4. Punctuality and Absences

Please be punctual as late arrivals can be disruptive. If you know in advance that your child will be absent from class for any reason, please let us know by email, [info@ecole.com.au](mailto:info@ecole.com.au) or sms, 0433 832 653 or send a note from the Ecole App.

### 5. Make-up Classes

All students are entitled to two make-up classes per class per Term for any classes missed due to illness, travel or unforeseen circumstances. The request for a make-up class/es must be advised in advance of the class that will be missed. The make-up class must be used within the same Term of the original absence. If you need to re-schedule your make-up class, this must be advised in advance of the make-up date. If you do not advise that the make-up class needs to be re-scheduled, the make-up will be forfeited. Students in Dance and Movement can contact us for a credit to be placed on their account for up to two missed classes per term as there is no other class in this age group. Credits for Dance and Movement can only be requested for absence due to travel or illness and must be advised in advance of the missed class.

Classes do not run on days declared as Public Holidays in NSW. Students (by request, via Ecole's website) are entitled to book a make-up class. Make-up classes for Public Holidays are not counted in the two classes above. If you would like to request a make-up class, please visit, [www.ecole.com.au/makeup-class](http://www.ecole.com.au/makeup-class).

### 6. Uniform and Grooming

The Ecole uniform is compulsory for students to wear for every class. All students must be in the correct Ecole uniform within two weeks of starting at Ecole. The 2025 Uniform List can be found on the Ecole website.

All students that will be in the Middle and Senior School EOYP are required to have an Ecole t-shirt.

Tiny Ballet and Beginners Ballet uniforms (including ballet and jazz shoes) are purchased from Ecole directly. Please visit our website to order your uniform items.

Jazz, Acro, Musical Theatre, Tap and all other non-Ballet classes uniform items (excluding shoes) are purchased from Ecole directly. Please visit our website to order your uniform items.

Ballet items for students in Pre-Primary and above are purchased from Bloch.

Ballet and Jazz shoes can be purchased from Ecole (MDM Dancewear brand) or from Bloch. Tap shoes can be purchased from Bloch.

We ask that you ensure that your child is neatly groomed, with hair worn in a bun for ballet students or secured away from the face for all other styles. Jewellery must be kept to a minimum and not left on the premises. Ecole does not take responsibility for any valuables brought or left on the premises.

### 7. Lost Property

Please label all uniform items, shoes and possessions brought to Ecole. The Lost Property Cupboard can be found in the foyer of the building. Any unclaimed items by the end of each term will be placed in the Pre-Loved Clothing Box or donated to charity.

# ECOLE

## BALLET & DANCE THEATRE

### 8. Safety and Security

Our premises are monitored by security cameras to ensure the safety and protection of both students and staff. All of our teachers and studio staff have a valid Working With Children Check. To ensure the safety of students, we try to limit access to certain areas of the building. Parents are not permitted to wait in the upstairs foyer area at any time. Parent's access to this upstairs foyer area is only to accompany students Year 1 and below to change in the upstairs dressing room. Parents are not permitted in the main dressing room behind Studio 1.

The toilet facilities at Ecole are for student use only. Parents are only permitted in the toilet areas with their own preschool age or younger child.

Supervision of students in Year 4 and below starts five minutes before their class. There is no active supervision of students prior to this time. If you arrive earlier than five minutes before your child's class, we ask that you wait outside with your child until that time. Students in Year 5 and above and are permitted to line up for their class inside without supervision.

Parents/guardians are expected to physically collect their children from the main entrance of Ecole at the end of their child's class. Parents are to wait outside to collect their children. Parents who wait in their cars for their children to come to them are inviting the possibility of an accident. Therefore, please note that we expect children to wait INSIDE the foyer until their parent is at the entrance of the building. Should parents be late, the children will be told to return to Studio 1 (Main Studio, ground level). The back lane to Studio 2 is out of bounds to Junior Children.

### 9. Health of a Student

We accept students on the assumption that they are in good health and fitness and may participate in dance activities at the studio. Tuition in dance entails strenuous physical exertion and that whilst all Ecole staff take every precaution, the risk of injury cannot be eliminated. It is your responsibility to notify staff of any injury, medical condition or allergy suffered by the student that may prevent him/her from engaging in certain physical exercises or routines. Students are permitted to bring water into the studios. In case of an emergency requiring urgent medical attention, the undersigned hereby authorises the staff of Ecole to seek medical attention. In such an event, Ecole will make every effort to contact the Parents/Guardians before any action is taken, unless life threatening.

### 10. Physical Contact in the Performing Arts

Some physical contact may be necessary by a member of the faculty to demonstrate technique or exercise – or if First Aid is to be administered.

### 11. Personal Contact Details

Please keep us up to date with your correct email address and telephone numbers. There is a posting box outside the office door for messages. If the Office is unattended, phone messages (0433 832 653) will be dealt with as soon as possible. Please do not expect teachers to answer your queries between classes.

E-mails to: [info@ecole.com.au](mailto:info@ecole.com.au) will receive prompt attention

### 12. Ecole Website, Customer Portal and Notices

The Ecole website has a copy of Ecole's Terms and Conditions, Code of Conduct, Privacy Policy, Media Release, Fee Structure and Uniform List. The website is regularly updated with news and important information. Website: [www.ecole.com.au](http://www.ecole.com.au)

Ecole uses an optional Customer Portal/App which allows you to manage your account including, viewing your child's enrolment, reviewing attendance and checking term dates.

### 13. Media Release and Permission

You grant to Ecole, the right to take photographs/videos of your child whilst participating in dance classes/activities run by Ecole Ballet and Dance Theatre. You acknowledge that Ecole will use such images/videos for promotional purposes across various media including Ecole's website, Ecole's Facebook,

# ECOLE

## BALLET & DANCE THEATRE

Ecole's Instagram, newsletters, print collateral, etc. You hereby permit Ecole to use images/videos in a lawful manner for the purposes described above. You understand that your consent can be withdrawn at any time upon written notice and that students private information will not be disclosed.

When you enrol your child at Ecole through the online enrolment form via the Ecole website, there is both a Media Permission acceptance field under the student details section as well a Media Release option at the end of the form. You can either agree or disagree to the Media Permission on the online form. If you agree to the Media Permission, then you grant to Ecole the rights as stated above in the Media Release.

Please note, your child may inadvertently be in a group where a photo is taken, however if you do not agree to the Media Release, the photo will not be published or your child's face will be obscured in the photo. The exception to this is Ecole's Mid Year Showcase, Examination Days and Ecole's End of Year Performances and Rehearsals. As the photos from these events are of students performing in a group in action, we reserve the right to publish these photos.

At no time do we use student's first name and last name with their photo. The exception to this is our Ecole Awards page on our website (first name and last name). Our website Eisteddfod Results page and Mid Year Showcase winners page has the first name and first initial of the surname. Our social media (Facebook and Instagram) will contain the student's first name of any student that is featured for their Eisteddfod results.

### **14. Photography and Video**

Parents may photograph or video their own child during Parent Watching Week and the Mid Year Showcase on the condition that all photos and videos are for private use only. No photographs or videos are to be uploaded on to the Internet. Please ensure you request permission from the parent/guardian of any child whose image you would like to video or photograph. Please note that during the end of year performances there is strictly no photography or video recording permitted.

### **15. Parent Watching Weeks**

At the end of Term 1 we have Parent Watching Weeks, where we encourage parents, relatives, and friends to watch classes to see the students' progress. Parent Watching Week is a very special time for all our students. The children love the attention of a quiet and appreciative audience – no talking please and switch off mobile phones. Parent Watching Week is currently planned for Monday 31 March to Saturday 5 April and Monday 7 April to Saturday 12 April, 2025.

Mid Year Showcase replaces Parent Watching in Term 2, and in Term 3 and 4 there will be no parent watching classes, due to ballet exam preparation and End of Year Performance rehearsals.

### **16. Mid Year Showcase – Saturday 21 and Sunday 22 June, 2025**

Our Mid Year Showcase allow parents, relatives and friends the opportunity to enjoy the students' progress in a series of in-house demonstrations in Ecole's Main Studio. In 2025, our Mid Year Showcase will be held over one jam-packed weekend, full of fun and activities – Saturday 21 and Sunday 22 June, 2025.

Performances include: Classical Ballet, Lyrical/Contemporary, Jazz, Hip Hop, Tap, Musical Theatre and Acro, as well as Solo and Eisteddfod Group performances. All Ecole students (from 3 years old through to Seniors) are involved in this exciting weekend.

### **17. End of Year Performances 2025**

All students have the opportunity to perform in Ecole's Annual End of Year Performances (EOYP). Please note that the performances are divided into specific age groups. Participation in the EOYP is dependent on being enrolled for Term 4 and all Term 4 fees paid by the due date. Dates to be advised.

### **18. COVID-19 Information**

#### Managing Close and Casual COVID Contacts

We expect over the next little while that there will still be COVID contacts in our community. We have processes in place to manage the situation when it arises and ask for your partnership in helping us with this matter. We are committed to keeping Ecole COVID Safe and as per NSW Government regulations; we have a COVID-19 Safety. Ecole is registered as a COVID Safe Business.

# ECOLE

## BALLET & DANCE THEATRE

### FEES POLICY 2025

1. Invoices for fees are emailed to parents/guardians prior to the start of each term. All Term Fees must be paid within the first two weeks of term. Invoice reminders will be sent out the Monday of Week 3. If fees continue to remain outstanding by the Monday of Week 4, a late fee of \$10 per week will be automatically added to your account until it is settled. After the first two weeks of term we reserve the right to charge fees on a direct debit basis for invoices that remain outstanding. Unpaid and overdue accounts may be forwarded to a debt collector's agency for recovery of all debt plus agency collection costs.

If you wish to pay your Term Fees via instalments or an automatic direct debit, you will be required to sign up for a direct debit plan via our payment processing provider, Payrix. You can determine how often you would like to make these payments over the course of the Term's Invoice for which you are utilising this service. Please contact us via email [accounts@ecole.com.au](mailto:accounts@ecole.com.au) for further information.

2. Fees are based on Ecole school terms. There are four terms per year. Should a term be longer or shorter than ten weeks, no additional charge will be required nor will any refund or discount provided. Fees are payable per term and will not be reduced for non-attendance of any proportion of the term. New students commencing after the start of term may receive a discount off the full term's fees at the sole discretion of Ecole. New students are welcome to trial classes at Ecole. If your child does not continue in the class, no charge applies. However, if your child continues, you will be charged for the trial lesson and normal term fees will apply.
3. Changes to your enrolment or withdrawal from a class/es must be advised in writing to [info@ecole.com.au](mailto:info@ecole.com.au). Cancellation of an enrolment after a term has commenced still incur the full term's fees. This includes payments being made via direct debit/installments. All fees are non-refundable. If withdrawal from a class/es takes place once the term has commenced, a credit note will be provided. Credit notes are valid for twelve months and can be used by students in the same family.
4. If Government imposed restrictions require us to close our doors, we will revert to immediate online learning platforms. By enrolling for 2025 classes at Ecole, you agree that if classes revert to online, the fee structure remains as it is outlined in our 2025 Fee Policy. There will be no change to the fee structure and no refunds given an enforced lockdown.
5. If your child and/or family are directed by NSW Health to isolate for a period of time, please note that those missed classes are non-refundable and non-transferable. We will be happy to offer a make-up class. If you would like to request a make-up class, please visit, [www.ecole.com.au/makeup-class](http://www.ecole.com.au/makeup-class). We will endeavour to find a suitable class for your child. Please note, however this is not guaranteed as some classes may be at full capacity or do only run once a week. Full details on our make-up class policy, can be found in point 5 in our Terms & Conditions.
6. Any classes missed due to illness, holidays or other commitments are non-refundable and non-transferable. If you would like to request a make-up class, please visit, [www.ecole.com.au/makeup-class](http://www.ecole.com.au/makeup-class). We will endeavour to find a suitable class for your child. Please note, however this is not guaranteed as some classes may be at full capacity or do only run once a week. If your child sustains a serious injury or illness resulting in extended absences from class, please contact us regarding class credits. A medical certificate must be provided. Any credits placed on your account have a twelve month expiry date. Full details on our make-up class policy, can be found in point 5 in our Terms & Conditions.
7. A 10% Sibling Discount is applied to the second and subsequent siblings on their first class only at Ecole. Second and subsequent classes are already discounted.
8. 24 hours notice must be given if your child is unable to attend their private lesson, otherwise the full amount will be charged and payable.

# ECOLE

## BALLET & DANCE THEATRE

9. NSW Kids Rebate Vouchers are accepted at Ecole. All vouchers will only be accepted via the website – [www.ecole.com.au/submit-vouchers](http://www.ecole.com.au/submit-vouchers). Voucher details must be submitted to Ecole by specific dates prior to each term beginning. These due dates are on our website. Any vouchers submitted after the closing date will be redeemed the following term.
10. Additional fees are charged for Performance Groups, Examinations, Assessments, Mock Exams, Holiday Exam Schools, Holiday Camps and our End of Year Performances (see point 11 below).
11. Additional fees apply for our End of Year Performance and the costumes associated with this. Fees are charged for costume purchase/hire, payable in Term 3 (deposit) and Term 4 (balance). If you advise us less than six weeks prior to the End of Year Performance date that your child is no longer participating in the EOYP, you are still liable to pay the costume purchase/hire payment. If you advise us less than four weeks prior to the EOYP that your child is no longer participating, there will be a penalty withdrawal fee due and payable as well as the final costume purchase/hire payment. A concert participation fee will be charged in Term 3. This will cover the cost of the concert video, program and other concert charges. There is no refund on concert participation fee for withdrawals.
12. Payment of Fees can be made via the methods below. Invoices are sent via email to parents prior to the start of each Term. We ask that payment is only made once receiving your invoice. Enquiries regarding billing/charges should be addressed to: [accounts@ecole.com.au](mailto:accounts@ecole.com.au)
  1. Direct Deposit (Ecole's bank details are on your invoice)
  2. Online payment: Credit/Debit Cards – VISA, Mastercard or AMEX  
Please note there is a SURCHARGE for online payments:  
Visa/Mastercard - 1.87% on transaction value + \$0.33 transaction fee  
American Express - 3.5 % on transaction value + \$0.33 transaction fee  
International Cards - an additional 1.1% may apply to credit cards
  3. Cash: deposited at the Office
  4. Payment Plan via Payrix. Contact [accounts@ecole.com.au](mailto:accounts@ecole.com.au) for further details