



STRATOSPHERE

PERFORMING ARTS

Studio Policies and Procedures

2023 Edition

1/ Introduction

Welcome to Stratosphere Performing Arts, the home of future Superstars. It is our pleasure to open our doors once again to new and returning students. In line with the current health climate this document has been authored to outline and explain the new and revised studio policies at Stratosphere Performing Arts with regards to our staff and student wellbeing.

The information in this document has been carefully considered and will be actioned to the best of the ability of our faculty. It is our undertaking to ensure a happy and healthy learning environment for all our students and teachers. This can only be achieved by full cooperation by our studio parents and dancers.

Therefore, by accepting your enrolment at our studio it is understood that all parents and students will adhere to the requests of this document and any further instructions or requirements as directed by the Stratosphere Performing Arts faculty.

Should you have any issues or inquiries with this document, its policies and procedures or any other information please speak to Miss Kate.

QUICK REFERENCE STUDIO INFORMATION

Address: Unit 9, 829 Old Northern Road, Dural NSW 2158

Studio Phone Number: 02 9653 9927

Miss Kate's Mobile Number: 0422564966

Email: info@stratosphereperformingarts.com.au

Website: www.stratosphereperformingarts.com.au

Studio Director: Kate Gibbs

2 / Studio Manifesto

Stratosphere Performing Arts is place where kids of all ages, backgrounds, ethnicities and sizes learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a family of teachers and students who are passionate about the performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance, fitness and creative arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.



Our studio operates with four core values at the centre of everything we do. Our core values are as follows:

- **FUN** – Our classes focus on FUN. We want Stratosphere PA to be the favourite part of your dancer's week.
- **FRIENDSHIPS** – Dance friends are your forever friends. Stratosphere PA is proud of its dance community and the life long friendships it has nurtured for our students.
- **FOUNDATIONS** – Quality dance & fitness training is our priority. For this reason we focus on the foundations in our lessons using industry recognised dance syllabi & age appropriate fitness programs taught by accredited trainers & experienced teachers.
- **FUTURE** – We train future stars! Our studio feeds directly into a casting agency which provides professional paid performance opportunities to our students.

3/ Studio Enrolment Policies

By enrolling and participating in Stratosphere Performing Arts classes both parents and students are expected to adhere to the below studio rules and policies with no exceptions.

All invoices must be paid in full and on time. Failure to submit payment by the date advised may result in your child's suspension from class participation until fees are paid. Late fees may also be applied to any overdue payments. Stratosphere Performing Arts lessons invoiced per term and invoices are due for payment within 14 days unless specified otherwise.

If a student decides to discontinue lessons 4 weeks notice must be given in writing.

In the instance of a outbreak or lockdown lessons may be transferred online to Zoom. There will be no discount or refund for these lessons.

Please be aware in the unfortunate and rare circumstance where overdue fees remain unpaid the Parent will be responsible for any fees incurred by a debt collection agency.

During the year SPA Students they may be photographed or videoed for a variety of reasons. These recordings / photographs may then be used for advertising or promotional purposes, as well as being posted on the studio website. If you do not wish for your child's image to be used please notify Miss Kate in writing otherwise your consent is assumed.



Our studios and hallways are recorded by CCTV security footage which is stored on an external hard drive. This footage is recorded for insurance and security purposes.

Parents are not permitted to watch SPA lessons unless invited by the teacher. This is to ensure the best possible learning environment of all students and in keeping with our Working With Children / Child Safe policies.

Participation in our end of year concert is assumed, unless parent / guardian notifies Miss Kate in writing that the student will not be participating. Costs incurred for the Concert **MUST** be paid in its entirety.

It is compulsory for students to purchase and wear Stratosphere PA Studio Uniform to class each week. Students are also required to wear the correct footwear for their lessons as outlined upon enrolment.

The studio encourages feedback from students and parents. Please contact Miss Kate in writing to address any formal complaints, issues or concerns.

4/ Communication

For convenience, our primary means of communication for studio is via our very own TEAM APP. All important studio information including news alerts, calendar dates, timetables, policy documents, newsletters, concert information and more can be found on the App. Instructions to download Team App will be provided to you upon enrolment. Please speak to Miss Kate if you don't have these instructions.

Our studio also uses Facebook and Instagram to communicate news alerts and studio achievements to our students and families. It would be appreciated if you could follow both these pages in support of the studio and its students.

5/ Class Room Policies

All SPA Teachers are required to have a Working with Children clearance. This is an employee requirement set by the studio to ensure our children are being trained and supervised in a safe environment. Teachers are also hired based on their experience, qualifications and rapport with our students.

If your child is sick or going to be absent from class we request you please email 'info@stratosphereperformingarts.com.au' to inform us so we know not to expect your dancer for their lesson. Please ensure you do not send your dancer to the studio if they are unwell at the risk of spreading germs and illness.

Students and staff must not bring any food or drink (other than bottled water) into the studio spaces. Snacks and dinners are permitted in the hallways / waiting areas. However, fast Food (including but not limited to KFC & McDonald's) is banned and not permitted to be consumed on the premises.

Stratosphere Performing Arts is a NUT FREE ZONE. No food containing nuts can be brought to class or any SPA event by a parent, student or sibling.

Students and their parents are also liable for any deliberate damages caused to any SPA premises caused by their child.

Safe dance practice is always at the forefront of all our classes of all ages. This includes ensuring students are instructed with a sufficient warm-up and stretch session at the start of every class.

In order to assist in the execution of correct alignment and / or placement of dance / functional training movements and / or stretches Stratosphere Performing Arts staff may on occasion have to physically position, move or adjust part of a dancer's body to correct technique. Parents acknowledge and inherently accept that this is an essential part of dance tuition to ensure your dancer understands and learns the proper alignments techniques of dance & exercise movements.

Stratosphere Performing Arts takes no responsibility for any stolen or misplaced property on the studio premises. We encourage our families and faculty members to avoid bringing valuable items into the studio where possible.

6/ General Health & Safety

Parents are responsible for their children during the times before and after class. Teacher supervision extends only to enrolled students during lesson time.

Parents inherently give permission for Miss Kate or any other certified teacher to administer First Aid to students or in extreme cases call an ambulance for your dancer at parental expense.

By taking part in Stratosphere Performing Arts classes, performances or external events both parents and students recognise there is inherent risk in doing so, therefore Stratosphere Performing Arts is released from any legal liability and/or responsibility resulting from your attendance and/or participation in any class, performance, activity or event or the actions and negligence of any other persons.

It is requested that any Stratosphere Performing Arts staff, students or parents/visitors who have had or displaying flu like symptoms return a negative covid test (RAT or PCR) before entering to the studio.

All staff, students and visitors over the age of 16 must be fully vaccinated and present their vaccination certificates prior to returning and / or entering the studio.



7/ COVID-19 Safe Policies – Social Distancing & Hygiene Practises

Students will be encouraged to stand 1.5m apart in the hallways and whilst participating in their lessons.

All students, staff and visitors are to ensure that they are using hand sanitiser or washing hands on arrival and departure at the studio. Students will be encouraged to regularly wash their hands (arrival, entering and exiting the studio spaces, in between drink breaks etc)

All Staff, students and visitors over the age of 12 years must wear a facemask when mandated by NSW Healthy.

Shared equipment (ballet barre, acro mats, training equipment etc) will be disinfected in between uses. Regular contact surfaces (e.g. door handles, light switches etc) will also be regularly disinfected.

The studio space, hallways and bathroom will be thoroughly cleaned before the start of each day. Our cleaning and waste protocols have been developed from advice from the Dept. of Health's article "Environmental Cleaning and Disinfection Principles'.

8/ Student Code of Conduct

Class etiquette:

Students will:

- Be on time to each class. Any absences from class will be reported to Miss Kate prior to lesson commencement.
- Make sure that I do not disrupt the class and be polite and respectful to my teachers.
- Wear SPA Uniform and correct shoes to class in accordance with the uniform requirements.
- Have my hair up, tightly secured, and off my neck before class starts (girls).
- Remove all jewellery before class (small earring studs excepted).

Students will not:

- Chew gum in class
- Use my mobile phone in class.
- Leave the premises without a parent / guardian or teacher's permission.
- Bully, intimidate, swear or behave in an inappropriate manner towards teachers or staff.



As always please don't hesitate to contact our office with any questions

PHONE: 0422564966 or 02 9653 9927 (3:30-6:30pm)

info@stratosphereperformingarts.com.au