

# WA Stage School

## Enrolment Information

### Terms & Conditions

#### SCHOOL INFORMATION

The school is lead by the Principal Renae O'Neill. All teachers have been students of the school prior to becoming one of the schools' teachers. For your convenience we have 5 branches in the metro area Attadale, Forrestdale, Heathridge, North Perth 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 for students to be taught Jazz, Hip Hop, Funk and Singing and Stage Craft Classes with no exam pressure.

Jazz, Hip Hop and Funk are combination classes taught at all 5 of our branches; please refer to our timetable for a class and venue that suits you.

Singing and Stage Craft (SSC) is a unique class that has been formulated for those students who want to Sing and Dance. These classes are ONLY conducted at our Malaga studio & Forrestdale Branch and numbers for these classes are limited.

#### TEACHERS

##### TEACHERS

###### ATTADALE

Kim Wood - (TIC Cab/Snr/Snr Stars - Tues) (TIC Thurs)  
Rebecca Wood - (TIC Jnr/Inters 1 & 2 - Tues)  
Melissa Baker - (2IC/Asst Tues) (TIC Thurs Classes)

###### HEATHRIDGE

Sacha SCHMIDT - (TIC)  
Emilie WEEKS - (2IC)

###### FORRESTDAL

Renae O'NEILL - (Principal)  
Brooke BARLOW - (2IC)  
Briohny SHEMELD - (TIC Singing)

###### MALAGA - Studio

Renae O'NEILL - (Principal)  
Tanya MANNING - (Wednesday - TIC)  
Brooke BARLOW - (Wed 2IC)  
Jessica KEATING - (Wed 2IC) (Thurs 2IC)  
Felecia YOUARD - (Tues TIC) (SN) (Sat TIC)  
Shirelle BURGESS - (TIC Special Needs)  
Rebecca DANIELS - (TIC Singing)

###### NORTH PERTH

Sheree SQUILLACE - (TIC HHB/Jnrs)  
Maddie WALLMAN - (HHB/Assistant)  
Anniqne LYNCH - (TIC Inters/Snrs)

#### TERM FEES & TIMETABLE

REFER TO ATTACHED RELEVANT SCHEDULES

#### PLACEMENT FEE

- In order to keep class numbers at a reasonable size, it is a requirement that a \$50 placement fee is paid prior to the commencement of class to retain a placement.
- This includes new students and existing students of the school.
- If your child decides they do not wish to return within the 4 weeks of commencing, the placement fee is refunded.
- The placement fee is non-refundable from week 5 of commencement date.
- In term 4, the placement fee is deducted from your COSTUME INVOICE.

#### FREE TRIAL LESSON

- All new students only, receive a free trial lesson.

## ADMINISTRATION FEE

- An annual once off administration fee of \$20 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 4 weeks.**
- All term invoices issued, automatically receive a **10% discount**. In order to receive this discount, your invoice needs to be paid within the first 3 weeks of commencement of each term.
- After the 3 weeks have expired, the discount will be removed from your invoice of that term.
- Payment is kindly accepted via cash, cheque, credit card or direct credit into the WA Stage Schools' account or by EFT at the studio **ONLY**. **Credit cards incur a 2% surcharge.**
- A Late Payment fee applies if your term fee invoices has not been paid by the end of each term. (Refer Late Payment Fee)
- All uniform and accessory invoices are to be paid within 14 days from Date of Invoice.

## 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.

## DANCING / SSC PROTOCOL

- 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 Renae.

## IMPORTANT NOTICES

- Each term a WASS newsletter is issued, advising you of any news that has happened throughout the school and including any important information you may require.
- Reminder notices are also forwarded to you from term to term in relation to any other relevant information you may require. A second copy will also be emailed to you if you have provided us with your email address.
- Notices are also available from our WEBSITE.

## UNIFORM & CONCERT ACCESSORIES REQUIREMENTS

- 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.
- There is a starter's pack available for new students entering the school.
- At the end of year concert all students will be required to wear their uniform in the finale.
- 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.

## DANCING & SSC 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 concert and all teachers involved try to make this a professional, fun and exciting time for the children.

The dancing concert is conducted in Term 4 in November and our SSC Concert will be conducted at the end of Term 3.

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

- As WA Stage School has 5 branches in the metro area the concerts are conducted 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 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 not returning from the commencement of term 3 are still responsible for payment of their costumes. This is due to sizing and materials being purchased from this term onwards.**
- All accessories are purchased for your child prior to the concert. Refer to the concert accessory list.

## COSTUMING

- We offer a Hassle-free costume system. The costuming is all done for you. Definitely no sewing of sequins or gluing glitter here.
- Only some light Hand Sewing maybe required on your behalf.
- All sizing, designs and materials purchased are conducted at the commencement of Term 3.
- 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 at half price for this performance only.
- As some costumes are hired, the hire fee includes cost of hire, maintenance, cleaning and replacement.

PLEASE NOTE: Costumes will not be distributed until payment has been received.

Below is a table of approximate costings for costumes being hired and purchased. Please consider when looking at these costings the involvement of making these costumes and the purchasing of material. Dance Fabrics start at a minimum of \$30 per metre.

<u>NUMBER OF ROUTINES</u>	<u>APPROXIMATE COST VALUE</u>
2 Routines	Between \$100.00 - \$170.00
3 Routines	Between \$150.00 - \$250.00
7 Routines (Cabaret Students Only)	Between \$300.00 - \$450.00

## OTHER CONCERT SERVICES

- We have a Costume Banking Facility, where a minimum of \$5 per week is 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. These funds either need to be utilized or they go towards the Hire Costume Department of the school.
- A professional DVD is taken on the concert night and is available for purchase for \$40.
- A professional photographer is present during dress rehearsal only. Single, family and group shots are conducted during this time and available for purchase.
- DVD and photos can be collected and paid for after the concert on a nominated day at studio in early December.

*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.*

### DANCING CONCERT TICKETS

- Tickets are purchased via BOCS Ticketing.
- To avoid disappointment it is recommended that tickets are purchased as soon as possible when they become available.
- Doors Sales are Limited. (If not a sell 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.

### SSC (Singing & Stage Craft) CONCERT TICKETS

- Tickets are purchased 3 weeks prior to the concert via the studio.
- To avoid disappointment it is recommended that tickets are purchased as soon as possible when they become available.
- Door Sales are limited. (If not a Sell 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.

### 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.

### LICENSES & INSURANCE

- All branches of the WA Stage School have full Public Liability Insurance.
- The school has also applied for 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.

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.

# WA Stage School

## UNIFORM STARTER'S PACK ORDER FORM

STUDENT DETAILS - BRANCH    Attadale    Forrestdale    Edgewater    North Perth    Malaga

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**GIRLS / LADIES**

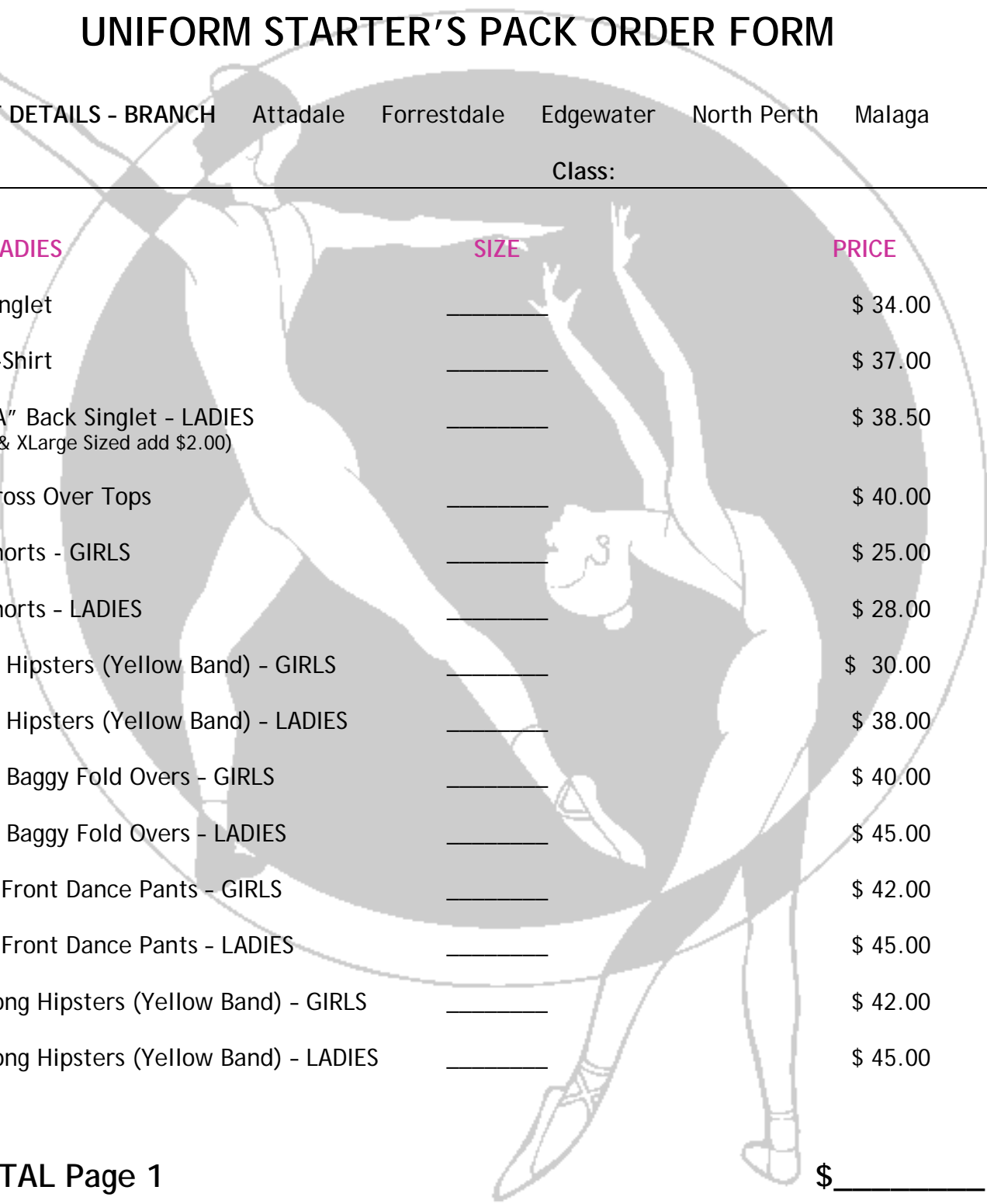
**SIZE**

**PRICE**

WASS - Singlet	_____	\$ 34.00
WASS - T-Shirt	_____	\$ 37.00
WASS - "A" Back Singlet - LADIES (For Large & XLarge Sized add \$2.00)	_____	\$ 38.50
WASS - Cross Over Tops	_____	\$ 40.00
WASS - Shorts - GIRLS	_____	\$ 25.00
WASS - Shorts - LADIES	_____	\$ 28.00
WASS - ¾ Hipsters (Yellow Band) - GIRLS	_____	\$ 30.00
WASS - ¾ Hipsters (Yellow Band) - LADIES	_____	\$ 38.00
WASS - ¾ Baggy Fold Overs - GIRLS	_____	\$ 40.00
WASS - ¾ Baggy Fold Overs - LADIES	_____	\$ 45.00
WASS - V Front Dance Pants - GIRLS	_____	\$ 42.00
WASS - V Front Dance Pants - LADIES	_____	\$ 45.00
WASS - Long Hipsters (Yellow Band) - GIRLS	_____	\$ 42.00
WASS - Long Hipsters (Yellow Band) - LADIES	_____	\$ 45.00

**SUBTOTAL Page 1**

\$ \_\_\_\_\_



TOTAL Brought Forward (Page 1)

\$ \_\_\_\_\_

**BOYS / MENS**

WASS - Singlet - BOYS \_\_\_\_\_ \$ 24.50

WASS - Singlet - MENS \_\_\_\_\_ \$ 33.50

WASS - T-Shirt \_\_\_\_\_ \$ 22.00

WASS - Baggy Shorts \_\_\_\_\_ \$ 45.00

WASS - Long Pants \_\_\_\_\_ \$ 55.00

**UNISEXED**

WASS - Jackets \_\_\_\_\_ \$ 80.00

**SHOES**

BLOCH Tan/Black Split Sole Jazz Shoes - GIRLS \_\_\_\_\_ \$ 65.00

BLOCH Tan/Black Split Sole Jazz Shoes - ADULTS \_\_\_\_\_ \$ 75.00

BLOCH Black Boost II Mesh Boot - ADULTS \_\_\_\_\_ \$ 140.00

**ACCESSORIES**

WASS Water Bottle \_\_\_\_\_ \$ 10.00

**SUBTOTAL Page 2**

\$ \_\_\_\_\_

**LESS 15% Starters Pack Price**

\$ \_\_\_\_\_

**TOTAL DUE**

\$ \_\_\_\_\_

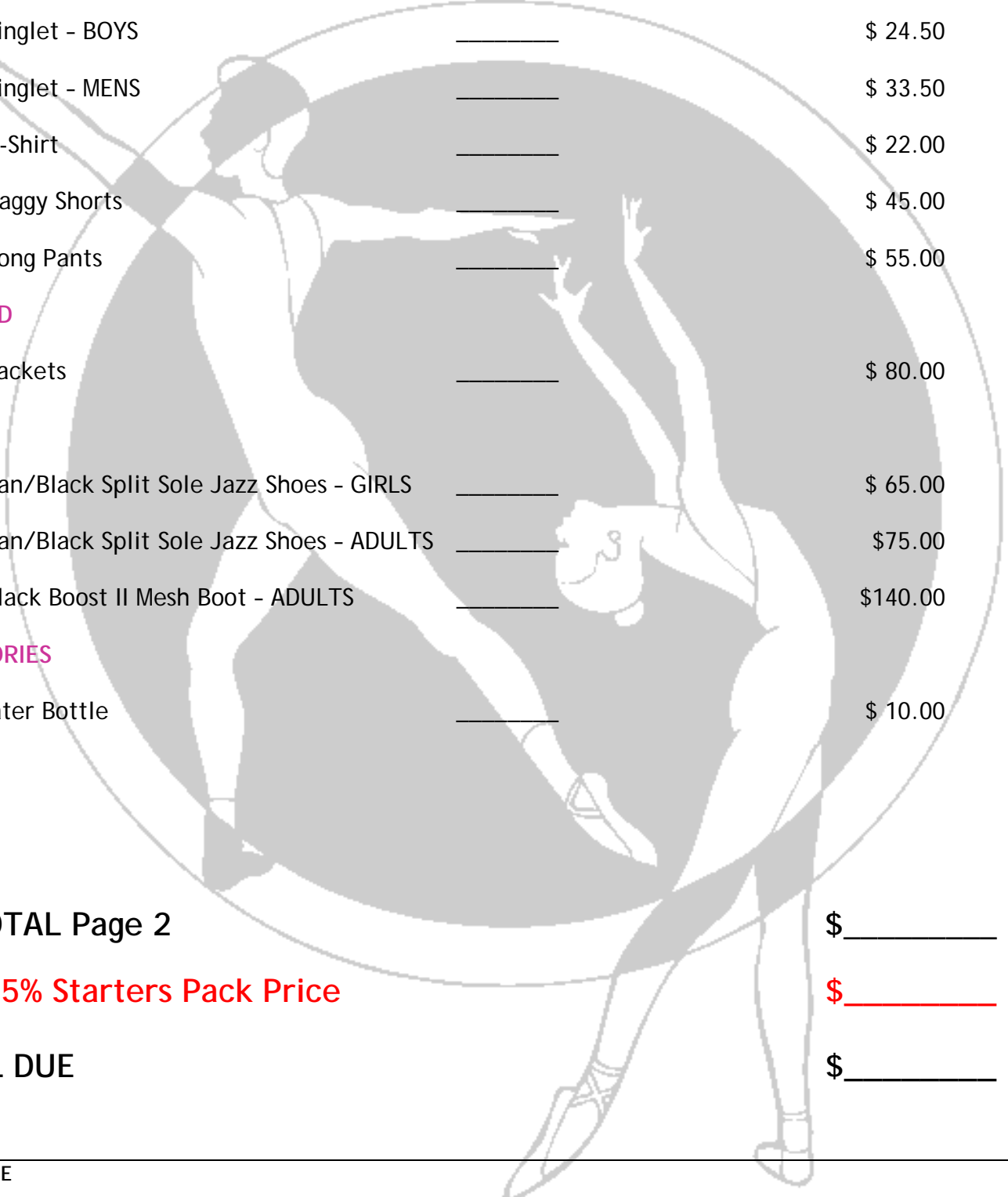
**OFFICE USE**

DATE RECEIVED:    /    /

BACK ORDERED:    /    /

INVOICED:        /    /

INVOICE #:



# WA Stage School

U1/388 Victoria Road, Malaga 6090

## ENROLMENT FORM

**PLEASE CIRCLE**

**BRANCH:**

Attadale

Forrestdale

Heathridge

North Perth

Malaga

**DAY:**

Tuesday

Wednesday

Thursday

Saturday

**CLASS:**

DANCE - Juniors

Inters

Seniors

S/Stars

Special Needs

Hip Hop (8-12yo)

Hip Hop (13-16yo)

Hip Hop (17yo+)

SINGING - Minors

Arpeggios

Majors

Cabaret Voices

### STUDENT DETAILS

Name:

Date Of Birth:

Address:

Postcode:

Phone: (H)

(W)

(M)

Parent / Guardian Name:

Email:

Free Trial Date:

Please State Any Pre-Existing Medical Conditions / Allergies:

### Terms & Conditions of Enrolment

- Yes, I have read and understood ALL WA Stage Schools Enrolment Information
- Yes, I understand the conditions of the \$50 Placement Fee which is herewith attached.
- Administration fee of \$20.00 is herewith attached. I understand that this is a once off annual fee.
- Yes, I fully understand the conditions of the costumes.
- Invoices must be paid within the first 3 weeks of term for discount to apply or paid in full by the end of the term or a Late Payment Fee will be charged of \$20.00 per each term outstanding.
- Classes will continue to be invoiced unless the school is notified that the student is no longer returning. Fees are payable up until that date of notification.
- Costs incurred by WA Stage School in recovering any outstanding monies owed by you will be forwarded to you for re-imburement.

SIGNATURE:

PRINT NAME:

DATE:

#### OFFICE USE:

Placement Fee

/ /

Administration Fee

/ /

Invoiced

/ /

Invoice Number #