



Wednesday 29 November 2023

Dear Parents

Thank you for your support in 2023.

It has been a wonderful year filled with events and memories. It is a such a joy to welcome your children to the studio each week. They keep us entertained and inspired and we appreciate the opportunity sharing the joy of dance with them each week.

This letter contains information about the re-enrolment process for 2024. We encourage you to take your time reading this note (and all the information shared) as in the past we have had families miss out on their desired class due to not reading this information.

2024 TIMETABLE

The 2024 timetable is now available on the Team App. Every new timetable is a balance between the needs of our students, the availability and work schedules of our teachers, and the studio space we have available. If the timetable does not suit your personal needs, we hope you will understand that decisions are due to juggling all these factors. It is our desire to create a timetable that is suitable for everyone and we apologise if this is not the case for you.

The timetable for 2024 is initially tentative. Each year after finishing the enrolment process, we review the timetable and the class lists. We may amend the timetable if there is an opportunity to improve the schedule and better suit the needs of our students. We will be in contact with you directly over January if you are affected by any changes made to the timetable. If we change your class times to a degree that you can no longer attend, you are welcome to a refund of your enrolment fee and you will not be invoiced for any term fees. Please be reassured that in the past any changes made after enrolment have been minimal and minor.

QUESTIONS AND ADVICE IN CHOOSING CLASSES FOR 2024

We have the timetable available in the traditional table form below. There is also a class guide format (separated by age) that advises the classes available for each age group. If your question is not covered in the timetable or class guide, you are welcome to contact us for assistance.

Traditional Timetable: https://www.caperonline.com.au/files/ugd/b89c9d_41c88eaf6c77496ea3220599a389c3e4.pdf

Class Guide Format: https://www.caperonline.com.au/files/ugd/b89c9d_37ef0ed5be654a29932ba27f8d72bde6.pdf

VACANCIES ARE LIMITED – TAKE ADVANTAGE OF THE RE-ENROLMENT PERIOD

We set aside time for our current students to enrol before we accept enrolments from new students. We encourage all current students to take advantage of this priority period. Once a class reaches capacity, we cannot remove new students from the class to make space for families who are re-enrolling late. Classes can reach capacity before the end of December.

The following conditions apply to re-enrolling at Caper:

- We do not hold or reserve positions in classes from one year to the next. Students must re-enrol.
- Enrolments are accepted online. If you encounter any problems completing the online process, please contact us.
- Enrolments are subject to availability and will close once the capacity of the class is reached.
- We are unable to accept re-enrolments from families with outstanding fees.

ONLINE RE-ENROLMENTS

Enrolments are online and the steps are as follows:

1. All students will be emailed a weblink to process the enrolment fee.
2. Once the enrolment fee is processed, you will receive a confirmation email that will include a link to the Caper Parent Portal. This is when you can select your classes.

3. If you have previously enrolled online you may already have a login and password. If you have forgotten the details, choose the "password reset" option.
4. If you did not enrol online last year, when you see the login details at the Caper Parent Portal, submit your email address and ask to reset the password. You will receive an email that will allow you to reset the password and then login. Upon login you will be able to select your class/es.

Please note: All classes in the Parent Portal have been set to "wait list"

5. Choose to see the classes with wait lists in order to see the availability. At this stage in the enrolment process, **all classes are listed as "wait list" for our own administration purposes.** If a position is available on the wait list, you are right to assume that you have secured a position in the class (provided you have paid your registration fee and your child is eligible for the class). If the class is in fact full, you will not be able to access the wait list.

In short, if you are able to add your child to the wait list, it means there are positions available in the class.

6. We will email you a confirmation of your classes after we have checked your classes (as sometimes families may enrol in the wrong class (e.g., Accidentally enrolling a 3 year old student in a Senior Hip Hop class))
7. If you have missed out on a class, please let us know as once we have reviewed the enrolments, changes may be made to better accommodate everyone.

STAGGERED ENROLMENT PROCESS

We go to considerable effort to design our timetable to allow students to do multiple classes on one night (for instance, jazz, tap, ballet). This reduces the situation of having to attend many days a week to do numerous classes. For this reason, we allow students who want to do multiple classes to enrol before students wanting to do only one class as it means they can organise their schedule to attend the studio fewer times per week. A staggered enrolment process also means that we can hopefully avoid website issues that can arise from a huge rush of applications at the one time.

Please be sure to enrol during your allocated time period and not before your allocated time period. If an enrolment is made before the allocated time it will be voided (out of fairness to all) and the family can enrol again later at the correct date.

Depending on the classes your children attend, you may have separate enrolment times for siblings. Please enrol each child according to their specified enrolment time.

ENROLMENT DATES

2024 Enrolments will be online from the dates below.

Jazz Rep Team	From 10am, Thursday 30 November
Caper Junior Program - 3 Classes (Must enrol in Ballet, Tap & Jazz) Kindy & Year 1	From 10am, Monday 4 December
Pre-School Dance Program	From 10am, Monday 4 December
4 Classes or more	From 10am, Tuesday 5 December
3 Classes	From 10am, Thursday 7 December
2 Classes	From 10am, Friday 8 December
1 Class	From 10am, Tuesday 12 December

NEW STUDENT ENROLMENT SESSIONS

New Students - Pre-School Dance Program	From 10am, Monday 11 December
New Students - All Ages	From 10am, Friday 15 December

2024 ANNUAL CONCERT

When enrolling in classes, please expect that a concert costume will be required for each class your child attends. There is also a compulsory concert participation fee (which includes the videography). Participation in the concert is optional.

CLASSES THAT DO NOT PERFORM AT THE ANNUAL CONCERT

Please note that the following classes do not perform a routine at the Annual Concert:

- Pre-School Ballet
- Ballet Exam Intensives
- Rep Extend
- Grade 5 Ballet and RAD Major Exam classes (Intermediate Foundation and above)*
- Level 6 and up Tap*

*There will be concert routines for the above ballet and tap levels. However, the concert routine might only be taught in specific classes (so students may need to change or add a class in order to do a concert routine). This will be confirmed in Term 2, 2024.

CAPER JUNIORS POLICY

Students enrolling in Junior classes are required to enrol in consecutive classes. Students may not attend classes over two days unless it is due to a lack of vacancies. For instance, doing Tap on one day and Jazz on the other is not possible. Likewise doing Ballet with the Saturday "A Stream" of Juniors and then tap with the Saturday "B Stream" of Juniors is not permitted.

JUNIOR AGES

If your child's birthdate means they are eligible to start "big" school in 2024, but you have decided to wait until 2025 to start primary school, you should enrol your child into the pre-school age group next year.

The Caper Juniors class is solely for students in Kindergarten and Year 1 and keeping this consistency with the class means that we are able to offer the best service we can for this age level. Most children these days do delay starting school if they have the choice, so by remaining in the pre-school level your child will still be with their age group both for next year and beyond.

TERM 1 FEES FOR JUNIORS

Students enrolling in Ballet, Tap & Jazz (and therefore receiving priority enrolment) will receive an invoice for all three classes in Term 1. If you change your mind about enrolment in the three classes, families are financially obligated to pay the invoice in full regardless of when you notify us. We would like to make it clear before you enrol that there will be no exceptions to this policy.

PRE-SCHOOL CLASSES

In order to gain more creative involvement over the class content, we will not be incorporating Ready Set Dance music and choreography to the pre-school classes in 2024. Naturally the music and the curriculum will continue to be age appropriate and developmentally appropriate. The classes will continue to have the same team of teachers who radiate enthusiasm and will be a combination of ballet, tap, hip-hop, music and jazz in one 60-minute class.

The goal, as always, is to learn whilst having fun. Students will learn the beginner techniques of dance that will lay the foundation of future learning. However, the class will also be filled with imagery and imagination to ensure students are engaged and inspired. In addition to mastering the art of dance, crucial social skills will also be developed and confidence nurtured.

We are very pleased to have been part of the Ready Set Dance community for the past several years and will take on board the lessons we learnt as we move forward in an enhanced direction for 2024. We ran popular and productive pre-school classes prior to joining Ready Set Dance and we are inspired by the chance to reinvigorate this format and continue to enrich the lives of our students through dance.

As per our license agreement, we are not permitted to provide Ready Set Dance uniforms so a replacement Caper uniform is available to purchase. Please note that if students can continue to wear any Ready Set Dance items previously purchased.

ACROBATICS POLICY & APPLICATION PROCESS

We have included Acrobatics in our curriculum next year as a means to improving the skills of our dancers. Our priority is to help students fulfil their potential in dance and we think acrobatics classes can help us achieve this goal. Please note that we view acrobatics as a class that provides the most benefit when students are already making full use of the dance lessons available such as ballet and body conditioning.

Please note that the acrobatics are classes with smaller numbers and it will be possible that we cannot accommodate all the interest we have for acrobatics classes. In line with our goal above of reaching dance potential (and to assist with schedules), we will prioritise positions in acrobatics to students who have the biggest commitment to their dance lessons.

Applications for acrobatics classes will only be accepted from students who do a minimum of three non-acrobatics classes per week. Please note that acceptance of an application does not mean the student has the position. Students will be contacted in mid to late January about whether they have been successful in gaining a position in the acrobatics program.

We assign positions in acrobatics by giving priority to the students who do the most classes. For instance, if one student does six classes per week and someone else does nine classes per week, the position in the class will be given to the student who does nine classes per week. It does take some time to process the applications so we appreciate your patience as we do this.

RAD BALLET EXAMS IN 2024

Students preparing for a ballet exam in 2024 are required to pay their exam fee by Monday 29 January. This is the fee we pay directly to the RAD on your behalf. More information will be emailed to students directly.

Please note that the RAD Ballet Exam levy has been removed from the fee policy.

REP TEAM LEVY

There has been an increase to the Rep Team levy to reflect the increasing costs of eisteddfod entries. This fee goes towards the expenses of five eisteddfods per year but does not cover the full amount.

2024 DANCESTEP

Applications for DanceSTEP will open in December. More information will be confirmed next month. DanceSTEP is a student teacher education program for students in Year 8 at school (2024) and older. There are some conditions involved such as students needing to train in both ballet and tap.

SCHOOL HOLIDAY OPENING HOURS

The Caper office will close on Friday 22 December at 1pm and will re-open again for phone calls and emails from Tuesday 7 January. The exact opening times of the studio over January will be confirmed in the coming weeks.

There will be Summer Ballet Intensive for 2023 RAD exam candidates will be held on January 22, 23, 24 & 25. Please save the date for now and the App will be updated with more details in the new year.

2024 HANDBOOK & FEE POLICY

Please ensure you read the Handbook and Fee Policy. They will both be available on the App.

TERM ONE COMMENCEMENT DATE

Term 1 will resume on Saturday 27 January. The 2024 term dates are listed below and have also been added to the Calendar on the App.

Term 1:	Saturday 27 January – Saturday 13 April
Term 2:	Monday 29 April – Saturday 6 July
Term 3:	Monday 22 July – Saturday 28 September
Term 4:	Monday 14 October – Wednesday 18 December

PUBLIC HOLIDAYS/NO CLASSES

Classes will not be held on the dates below (no charges apply)

- Good Friday, Friday 29 March
- Easter Saturday, Saturday 30 March
- Easter Monday, Monday 1 April
- King's Birthday, Monday 10 June

GET SOCIAL WITH CAPER

We have a Facebook and Instagram page that are updated regularly. Please like or follow "Caper School of Performing Arts" and keep up to date with all the studio news and events and great photos.

CAPER APP

The majority of the Caper community have downloaded and use the App. The App is our method of communication so it is essential to download the App to receive important news and updates. Please click on the link for details on how to join:

https://www.caperonline.com.au/files/ugd/b89c9d_d4e31357f9f44c6590213d4cee6f945a.pdf

If you prefer not to use via an App, you can join via a PC.

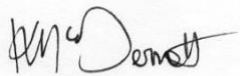
THANK YOU

We wanted to take this opportunity to thank the wonderful people we have working at Caper. The team at Caper make our studio such a special place to be!

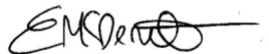
ONWARDS TO 2024

We are very much looking forward to an exciting year in 2024. We would like to wish all our families a wonderful time over the festive season and a relaxing break in January.

Kind regards



KATE VALDEZ



BETH McDERMOTT