

Monday 25 November 2025

Dear Parents

This year, we have truly enjoyed teaching our students and want to sincerely thank you for your support.

We are proud to offer the widest range of options for dancers in the Hills District, catering to all skill levels and levels of commitment. With a variety of dance genres and a strong focus on technique, we provide opportunities for growth and progression. Our exam program allows students to track their progress and opens pathways to future teaching qualifications.

Our dedicated team of teachers are passionate about nurturing each student's love for dance, fostering creativity, building confidence, and encouraging progress. In turn, our students inspire and motivate us every day, and we are grateful for this opportunity to enrich their lives through the art of dance.

This letter contains information about the re-enrolment process for 2025. We encourage you to take your time reading this note as in the past we have had families miss out on their desired class due to not reading this information.

#### **TROPHY WEEK**

All students will receive their trophy the last days of the term commencing Thursday 12 December to Wednesday 18 December (which is the final day of classes for 2024). If your child attends on multiple days we endeavour to present their trophy at their first day of classes (as we can start to run out of room in having all the trophies ready).

Students can wear whatever they like to the last week of lessons for the year but we do require dance shoes and clothing items that are suitable for movement/exercise.

#### **2025 TIMETABLE**

The 2025 timetable is now available on the 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 2025 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 2025**

We have the timetable available in the traditional table form as well as 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. You will find all the documents on the App under "Info and Enrolment".

## 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 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. For school age classes, 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 6-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. Enrolments will be refunded to families who enrol before their allocated time. They will then be asked to enrol again at the appropriate 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

### Priority Enrolment for Current Students:

Pre-School Classes	Tuesday 26 November from 11:00am
Caper Junior Program (Kindy & Year 1)*	Tuesday 26 November from 11:00am
Jazz Rep Team	Wednesday 27 November from 12:00pm
4 Classes or more	Friday 29 November from 10:00am

3 Classes	Monday 2 December from 10:00am
2 Classes	Tuesday 3 December from 10:00am
1 Class	Thursday 5 December from 10:00am

\*Must enrol in 3x classes (Ballet, Tap & Jazz)

#### **New Student Enrolment Sessions:**

New Students – Pre-School Classes	Monday 2 December from 11:00am
New Students – Junior Program and Up	Monday 8 December from 9:00am

#### **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 covers expenses such as the Stage Rehearsals (held on the same day) and the videography (all families receive professional edited footage). If you do not participate in the concert, there are no costume or participation fees.

#### **CLASSES THAT DO NOT PERFORM AT THE ANNUAL CONCERT**

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

- Ballet Exam Intensives
- Rep Extend
- Grade 5 Ballet and RAD Major Exam classes (Intermediate Foundation & up)\*
- Level 6 and up Tap\*
- Acrobatics

\*There will be concert routines for the above ballet and tap levels. However, the concert routine will 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, 2025.

#### **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 2025, but you have decided to wait until 2026 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.

#### **ACROBATICS POLICY**

We will be continuing acrobatics in our curriculum this year as a means to improving the skills of our dancers. Our priority is to help students fulfil their potential in dance and we believe acrobatics classes can help us achieve this goal. Please note that we view acrobatics as a program that you sign up for after making full use of the dance lessons available to you.

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. If we are over subscribed to acrobatics, we will assign positions in acrobatics by giving priority to the students who do the highest number of classes.

Please note that the Monday acrobatics classes will be held at the Caper Studio. The Wednesday acrobatics classes will be held at Hills Start Sport Centre, 157/28 Lexington Drive, Bella Vista.

#### **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.

## **RAD BALLET EXAMS IN 2025**

Students preparing for a ballet exam in 2025 are required to pay their exam fee by Monday 3 February. This is the fee we pay directly to the RAD on your behalf. More information will be emailed to students directly.

## **JANUARY BALLET INTENSIVE**

We have scheduled the January Ballet Intensive for 29 and 30 January (timetable TBC). Students entering an RAD Ballet Exam in 2025 are required to attend.

## **2025 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 (2025) and older.

## **SCHOOL HOLIDAY OPENING HOURS**

The Caper office will close on Friday 20 December at 3pm and will re-open again for phone calls and emails from Wednesday 8 January. The exact opening times of the studio over January will be confirmed in the coming weeks.

## **JANUARY WORKSHOPS**

Please keep an eye out on the App as we will be updating it as we confirm workshops for January.

## **2025 HANDBOOK & FEE POLICY**

Please ensure you read the Handbook and Fee Policy.

## **TERM ONE COMMENCEMENT DATE**

The 2025 term dates are listed below and have also been added to the Calendar on the App.

Term 1 First Day:	Friday 31 January - Saturday 12 April
Term 2 First Day:	Monday 28 April - Saturday 5 July
Term 3 First Day:	Monday 21 July - Saturday 27 September
Term 4 First Day:	Monday 13 October - Saturday 20 December

## **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\\_f82cac1fac7b4093986ef1a9e05123ab.pdf](https://www.caperonline.com.au/files/ugd/b89c9d_f82cac1fac7b4093986ef1a9e05123ab.pdf)

If you prefer not to use via an App, you can access it 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 2025**

We are very much looking forward to an exciting year in 2025. 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**