

SCHOOL RULES

- Students should arrive to the studio no earlier than 5-10 minutes before class commencement.
- Students need to be collected immediately after class. Parents running late should phone before the class has ended. Students not collected after class will wait at the Reception Desk until their parent/carer arrives.
- Class times include up to a 5-minute window for arrivals and dismissals. This means that the first and last few minutes of class involve students being marked on the roll or dismissed to their parents.
- Students in the Pre-Intermediate level and younger should be collected by their parent/carer from reception or the class dismissal point. Students in the Intermediate level who have parental permission to walk down to the car park should wait at Reception until their parent/carer arrives in the car park. No student should wait alone in the car park.
- Students are within the responsibility of their parents before and after class. Teacher supervision extends only to students in class.
- Parents should ensure that when they drop off their child, that their child proceeds to class and has their name marked off the roll. Caper cannot be held accountable for students who truant.
- Students having a break between classes should remain in the reception area during that time. Students should not leave the studio premises whilst on a break. High School students may walk downstairs to Domino's unattended with parental permission.
- For pre-school age students, parents/carers are to stay on site for the duration of their child's class.
- Food containing nuts cannot be brought into the studio or to Caper events by a parent, student or sibling.
- Parents, students and siblings are not permitted inside the dance studio unless accompanied by Caper staff.
- By entering the premises, visitors accept that risks may exist in attending or participating in the events or activities held in the venue. Caper does not accept any responsibility arising from attendance or participation in an event or activity or the actions or negligence of other persons present.
- Visitors and students/parents are liable for any damages caused to studio property.
- Opportunities to perform at concerts, shows, competitions, exams and similar events are provided to current students. Requests to be included in performances from students who no longer attend classes cannot be met.
- Trophies and similar rewards are provided to current students at the time of distribution. Requests to provide trophies and awards to students who no longer attend classes cannot be met.

FEE PAYMENTS & CANCELLATIONS

- Fee payments must be up to date in order to participate in Caper events (such as the Annual Concert and exams) or to collect costumes and uniforms.
- A warning may be provided in cases where consecutive term fees are late and services may no longer be provided to these families.
- Families who are eligible to make weekly payments must do so in accordance with the Caper fee policy or they will have the opportunity to pay weekly withdrawn.
- Fees are required for the full term and are not credited or refunded to reflect absences.
- Pre-schoolers can be withdrawn from classes within the first three weeks of commencing enrolment and will have the remaining weeks refunded. Payment is required for the first three weeks.
- If a pre-school child withdraws after the first three weeks, families will not be refunded or credited for the remaining weeks in the term.
- For all other students, enrolment is a term commitment. Class cancellations must be emailed before the end of the previous term.
- Term fees are not adjusted through credits or refunds to reflect attendance.

TEACHER LIAISON

- Caper students and their parents are not to communicate with Caper employees via social media, email, phone or other forms of communication. This is a child safety measure designed to protect our students and staff.
- If advice or feedback from a teacher is sought, please contact the Caper office to arrange an appropriate meeting time. Teachers should not be disrupted during class, student arrivals and student dismissals as their attention needs to be with the students.

IMAGE CONSENT

Students may be photographed or filmed by Caper staff during classes or at Caper events. These images could be used for promotional purposes. Parental permission is assumed unless otherwise advised.