

2026 STUDIO POLICIES AND PROCEDURES

ExtravaDance Studios is committed to providing high quality dance education to all levels and ages, from 2.5 years to adults, in a fun, family friendly environment. We reserve the right to change these policies without notice as required.

ENROLMENT POLICY

- Any student wishing to enrol or attend ExtravaDance must first complete an ONLINE enrolment form. Participation in a class is not permitted until a registration form has been completed, received and processed by our office.
- Should an enrolment form not be received, acceptance of Studio Policies and Procedures is acknowledged until it is submitted.
- Enrolment is valid for one calendar year only. A new registration form must be completed to commence classes in a new calendar year.
- **Enrolment Fee is NON REFUNDABLE**
- Students will be allocated to the most suitable class level and age group according to ExtravaDance standards.
- Where a class has reached maximum capacity, students may be placed on a waiting list.
- Acceptance of enrolment and registration is at the sole discretion of the Studio Principal.
- Enrolment in ExtravaDance Studios is on a 'Studio Exclusive' basis. If for some reason a student needs to take a class (NOT provided by ExtravaDance Studios) at another studio, it is to be at the discretion and agreement of the BOTH Studio Principals. It is also agreed that information, fees, class structure, newsletters and any other documentation sent out by the Studio will not be shared with any Third Party.

FEES POLICY

- Fees for lessons are **calculated, invoiced and payable by the term**. Invoices will be sent prior to the start of each term.
- Fees for students who take less than 3 classes, must be received into the studio bank account by 5.00pm on the Friday of Week 1 of that term.
- Fees for students who take more than 3 classes can be split into 2 payments of 50% each. Payment 1 must be received into the studio bank account by 5.00pm on the Friday of Week 1 of that term. The remaining 50% must be received into the studio bank account by 5.00pm on the Friday of Week 6 of that term.
- If you are paying within 24 hours of the payment being due, you must email a copy of your transaction to admin@extravadancestudios.com.au to avoid late fees.
- Invoice payment plans are available at the discretion of the Studio Principal. Requests for payment plans must be submitted in writing to info@extravadancestudios.com.au before the start of week 1 of **each term** for approval. Payment plans from one term **will not** automatically be carried over to the next term. Once a payment plan has been agreed, the approved payment amount must be made as agreed each week in order for the payment plan to continue. Failure to make the agreed payments will result in the plan being cancelled and the balance of the invoice payable in full.
- Fees for students who join mid term, invoices must be paid by the due date showing on their Invoice.
- Fees can be paid via CASH, DIRECT DEPOSIT, CARD or EFTPOS payment. Preferred payment method is direct deposit quoting the Invoice Number as the reference.
- Payments not received by the due date will attract a 10% late fee (of full invoice) plus another 10% (of full invoice) if not received by end of Term. All queries need to be directed to the Studio Principal.
- External debt collection will occur when fees remain unpaid. Debt recovery costs will be added to any outstanding fees that have to be recovered by our debt collection agency. Currently this fee is up to 50% of the overdue amount.
- Students will not be allowed to participate in classes or perform in the end of year Showcase if fees have not been paid.
- Once a child is enrolled in a class **all missed lessons must be paid for and will not be credited or refunded**. There are no make-up classes for missed group dance classes.
- The parent or guardian who has completed the Enrolment Form is responsible for the fee payment. No split payments.

WITHDRAWAL/ CANCELLATION POLICY

- Where a student wishes to withdraw from a class or from ExtravaDance entirely, written notice is required.
- There will be no refunds or credits for withdrawal from classes. Classes are invoiced and payable by the term.
- Make-up classes for Private Lessons will be provided if the teacher cancels, NOT the student.
- If classes need to be cancelled due to extreme weather conditions or events beyond our control, classes will not be made up and no refunds or credits given.

ATTENDANCE POLICY

- Each dancer is essential to the whole class group and to their teacher and regular attendance is very important.
- Parents/students are responsible for communicating absences in advance of classes to ExtravaDance teachers by email, phone or text message. Solo students must advise any absence at least 30 minutes prior to their lesson.
- Term 4 attendance must be above 70% to be eligible to perform in the end of year Showcase.
- Acro Students attendance must be above 70% for Term 3 and 70% for Term 4 to be eligible to perform in end of year showcase for safety reasons.
- Performance team students attendance must be at least 80% to remain part of the team.
- Solo students attendance must be at least 80% to be able to represent the studio in competitions, and this may change any time at the discretion of the Studio Principal.
- In the event that more than 75% of the students will be absent for any class, the class will be cancelled. No credits will be given. Students are welcome to attend a similar class as a make up lesson.

COSTUME POLICY

- Costumes for competitions, public performances and the Showcase Concerts are hired from ExtravaDance Studios.
- All costumes provided are measured and fitted by ExtravaDance Studio staff. Costumes remain the property of the studio and must be returned at the end of each performance.
- For some routines, students may be asked to provide their own costume items.
- Showcase Costume hire fees are invoiced in Term 3 or 4. Performance Team Costume hire fees are invoiced in Term 1 or 2.
- Solo students are to provide / purchase their own costumes for solo routines. These must be agreed to by the teacher and/or studio principal to ensure it is suitable to the routines, genre and choreography. Please do not purchase before checking with teacher and/or principal.

UNIFORM POLICY

- It is extremely important that ALL students have the required uniform and correct shoes for each class they attend.
- All students are required to wear appropriate dance clothes or our ExtravaDance uniform for specific classes. School uniforms are not to be worn to classes.
- Correct footwear is to be worn at all times during all dance classes.
- Hair is required to be tied up neatly for all classes and classical bun must be worn for all ballet classes.
- All Hip Hop, Breakers, Junior, Intermediate and Senior Performance Teams, Intermediate Jazz, Pre Senior Jazz and Senior Jazz are required to have SOFT knee pads.
- ExtravaDance uniform shirts, leggings, shorts and jackets are available for purchase from the studio.
- For further clarification regarding clothing, shoes and hair, please refer to our detailed dance uniform policy for all dance classes or discuss with the Studio Principal or your class teacher.

PARENT-STUDIO COMMUNICATION POLICY

- Parents/ Guardians must have a valid email address and contact phone number.
- Important information, invoices and newsletters will be emailed to the parents/ guardians, at the provided email address.
- It is the responsibility of at least one parent/guardian to read newsletters and emails that are sent from ExtravaDance, to keep informed.
- Information provided in these Newsletters are strictly for the information of enrolled students and families and information is NOT to be shared with Third Parties.
- If at anytime you need to speak to the Studio Principal or a teacher, contact must be made via the studio principal and a suitable time made.

CHOREOGRAPHY POLICY

- All choreography, including solos, remains the property of the ExtravaDance, and may not be copied or used for any activity outside of the Studio without permission from the Principal. Should a student leave our studio, unless arrangements are made with the Principal to purchase solo choreography, they may not continue to use it at any place or venue.

PHOTOGRAPHY/ FILMING POLICY

- Students/ parents are not permitted to video or photograph classes at any time, unless permission is given by the studio Principal.
- Personal photography and filming of any performance is strictly prohibited.
- ExtravaDance may organise official recordings of our dancers at events such as, but not limited to our annual showcase concert, public performances and regular classes and make these recordings available to students/ parents.
- Official recordings are not to be posted on public websites or social media such as YouTube or Facebook, without permission from the studio Principal.
- ExtravaDance may use photographs/videos of the students to promote the studio via flyers, website, social media and advertising.

HEALTH & SAFETY POLICY

- ExtravaDance Studios has, and will maintain, safe dance environments for their students and staff by ensuring safe dance practices.
- ExtravaDance Studios follows the NSW Government Regulations in regard to COVID-19 and is a registered COVID SAFE business. It is expected that all students, parents and guardians follow these guidelines for the safety of everyone.
- ExtravaDance staff has the responsibility and authority to ensure that health and safety objectives are achieved. They will identify and eliminate unsafe acts, procedures, conditions, equipment, and hazards of all kinds.
- Behaviour from students, parents or visitors that may cause an unsafe environment will not be tolerated.
- ExtravaDance will not be held responsible for injury incurred by students, parents or visitors inside or outside the studio premises.
- Parents must be responsible for students before and after class times. ExtravaDance is not responsible for the safe drop-off or collection of students from the studio premises. Siblings of students who remain on the premises for the duration of the class must be fully supervised by a parent/guardian.
- No student (under 18 years) is to wait outside or leave the studios unaccompanied by a parent or guardian. Parents must be at the studio door prior to the end of class to meet their child. Students under the age of 12 will not be permitted to cross the road outside the studio on their own.
- ExtravaDance MUST be notified of any allergies that a student may have and will not be held responsible for allergic reactions outside of class time, however first aid will be provided. Any student who may require an EpiPen must have access to their own EpiPen whilst in the studio.
- Emergency evacuation maps are located around the studios.
- Fire extinguishers, fire hose reels and fire blankets are located within the premises.
- No jewellery is to be worn during classes.

SICKNESS POLICY

- Any student experiencing fevers, gastro symptoms, infectious illness or who has tested positive to COVID, Influenza, RSV or Pneumonia must be excluded until symptoms have passed.

FOOD, DRINK, ALCOHOL AND DRUG POLICY

- Food and/or drink are not permitted in the studios, with the exception of a water bottle.
- Food and/or drink must only be consumed in the waiting areas.
- The possession or consumption of illicit or non-prescribed drugs is not acceptable at any time.
- Parents, students, volunteers and/or employees must not arrive at ExtravaDance or any event representing ExtravaDance, impaired by the effects of illicit drugs or alcohol.

INJURY POLICY

- Where an injury occurs, the student will receive first aid treatment. Physical contact may be required.
- In the event of an injury, ExtravaDance will administer First Aid treatment. If medical services are necessary and an ambulance required, the student/parent will accept full responsibility for all costs of medical care and any emergency treatments.
- If an injury occurs, the student's parent/guardian will be contacted by ExtravaDance using the contact information given on the student's enrolment form.
- It is the responsibility of the student or parent/guardian to inform ExtravaDance of any prior or current illnesses or injuries.

BEHAVIOUR/ CONDUCT POLICY

- ExtravaDance will not tolerate swearing, indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from students, parents/guardians, family members, or visitors.
- Any individual who demonstrates any of the above will be asked to withdraw from ExtravaDance immediately. This behaviour includes at the studios or outside of the studios, social media or on the internet.
- Negative, slanderous comments & communications from or between parents and/or students will not be tolerated by ExtravaDance. Where negative slanderous comments communications take place, the parents and students involved will be asked to withdraw immediately. This includes at the studios or outside of the studios, social media, or on the internet.
- Any person who does not comply with ExtravaDance Terms and Conditions will forfeit their position at ExtravaDance and, to the extent permitted by law, will not be entitled to refund.

BULLYING POLICY

- Verbal abuse or shouting, physical abuse, excluding or isolating a person, psychological harassment, humiliating a person through sarcasm, criticism or insults, ignoring or belittling a person's contribution or opinion will not be tolerated in person, via email, text messaging or the internet application.
- Where any persons feel that they are the victim of bullying, they should discuss the matter directly with the person/people concerned and request an end to the behaviour. Should this approach fail or be inappropriate, the victim can contact the Principal of ExtravaDance for assistance in resolving the matter.

PHYSICAL CONTACT POLICY

- Physical contact between a teacher and student may be required to demonstrate, correct or assist with dance movements.
- In the event of an injury, physical contact may be required between a First Aider and injured student or visitor.

CLASS VIEWING POLICY

- To avoid distraction of all students within the class, all parents/guardians and siblings are asked to remain outside dance studios for the full duration of the class.

PRIVATE LESSONS

- Private Lessons are booked in on a term by term basis. If you do not wish to continue your private lesson after the completion of the term, a request must be made in writing to the studio principal.
- All students must take at least one regular group class to ensure correct technique is maintained.
- Students are able to learn up to 3 solos in one half hour class.
- Private Lessons will only be made up if the teacher cancels, private lessons missed by the student will not be made up.
- Solo students are to provide / purchase their own costumes for solo routines. These must be agreed to by the teacher and/or studio principal to ensure it is suitable to the routines, genre and choreography. Please do not purchase before checking with teacher and/or principal.

2026 UNIFORM POLICY

JEWELLERY

- Jewellery such as necklaces, watches (including fitness trackers), bracelets and earrings are not permitted in class as they are a safety hazard. Please leave them at home and if worn to the studio the student will be asked to take them off.

RECREATIONAL JAZZ

- Compulsory – Black Jazz Shoes, ALL Students must have the correct footwear for their safety, and they must be worn for EVERY class. Hair must be pulled back off face into a neat ponytail.
- Skin Coloured Knee Pads are compulsory for Intermediate, Pre Senior and Senior Jazz.
- Clothing: Black tights and Black T-shirt / Leotard, ExtravaDance Muscle T's or Crop T's are encouraged.
- Please keep in mind that students should dress in appropriate clothing, No denim shorts, shorts, skirts or school uniforms or anything that will restrict movements.

PERFORMANCE TEAMS

Correct Dance attire is required. All students who wish to participate in performance teams must take the required classical ballet class and/or PBT class every term for 2026.

- All Performance Team members should arrive to class with their hair pulled back off their face and in either a Leotard (any colour), ExtravaDance Singlet or Crop Top and in black tights. Males will be required to wear a tight fitting black or white t-shirt with shorts above the knees.
- Performance Team Members are also required to purchase our Team Uniform and deposits will be taken Term 1, 2026.
- Footwear: Black Jazz shoes, Pink Leather Ballet shoes for females and canvas for males, half soles for lyrical and contemporary.
- All members must also be prepared to purchase theatrical pink convertible stockings, matte stirrup stockings and convertible matte stockings from the Dance Dreams Dancewear.
- Skin Coloured Knee Pads are compulsory Performance Teams during class time.
- Students are required to bring all shoes to ALL classes and bare feet are not acceptable for any style other than Contemporary.
- Optional for all Performance Students: Small hand towel.

READY SET DANCE

- Requirement: Pink Ballet Shoes with pink ballet stockings or white socks– JIFFIES ARE NOT PERMITTED
- Our Ready Set Dance Classes require the students to be in their Ready Set Dance Uniform. This is a directive from Ready Set Dance Headquarters.
- This can either be the Ready Set Dance Tutu Dress or the Ready Set Dance T-Shirt and can be purchased at the Studio or through your class teacher at Wauchope.
- We also have additional hair bows, hair pom poms, winter jackets and cross overs for purchase if you wish. These are optional extras over and above the compulsory Dress and/or T-Shirt.
- Please ensure hair is tied back and kept off the face.

MY BALLERINA

- Compulsory: Lilac Leotard, Pink Ballet Shoes, matching lilac skirt, pink ballet socks or stockings, lilac crossover for winter.
- Males: White Canvas Ballet Shoes, White Bond's style T-Shirt, black shorts and white socks.
- Hair: Neatly pulled back into ponytail or ballet bun

CLASSICAL BALLET

- Compulsory: ALL students will be required to have their hair in a Classical Ballet Bun, with hair net for ALL Classes. Please ensure that you come to class with your hair pulled back into a neat bun. No watches or jewellery are to be worn in any classes.
- **Examination Students from Grade 1 and upwards must attend 2 classes per week.**
- **All Ballet Students: Small hand towel**

PRE PRIMARY & PRIMARY BALLET

- Lilac Leotard, Pink Ballet Shoes, Matching Lilac Skirt, Pink Ballet Stockings or Pink Socks
- Male: White Canvas Ballet Shoes, White Bond's style T-Shirt, Black Shorts above the knees and white socks

GRADE 1 & GRADE 2

- Lilac Leotard, Pink Ballet Shoes, Matching Lilac Skirt, Pink Ballet Stockings or Pink Socks, Black Character Shoes (Character Shoes are a requirement for students sitting Examinations)
- Male: White Canvas Ballet Shoes, White Bond's style T-Shirt, Black Shorts above the knees and white socks

GRADE 3, GRADE 4, GRADE 5, GRADE 6, GRADE 7 & GRADE 8

- Deep Purple thick strap camisole leotard, Pink Ballet Stockings, Pink Ballet Shoes, Black Canvas Character Shoes (Character Shoes are a requirement for students sitting Examinations)
- Male: White Canvas Ballet Shoes, White Bond's style T-Shirt, Black Shorts above the knees and white socks

INTERMEDIATE FOUNDATION, INTERMEDIATE & ADVANCED

- Female: Pink Ballet Shoes, Demi Pointe Shoes & Pointe Shoes. Leotards can be Deep Purple or Cobalt Blue.
- Male: White Canvas Ballet Shoes, White Bond's style T-Shirt, Black Shorts above the knees and white socks

PROGRESSIVE BALLET TECHNIQUE

- ExtravaDance Crop Top and Tights or Leotard and stockings. Students will have their hair pulled back of their face. A towel or Pilates mat is recommended.
- Footwear: Bare feet, Jazz or Ballet Shoes.

HIP HOP / BREAKDANCE

- Compulsory: Black Knee Pads
- Free Uniform and Street Shoes such as Converse and DC's. ALL Students must have the correct footwear for their safety, and they must be worn for EVERY class. Please ensure that clothing is appropriate to move in such as baggy pants/shorts and T-shirts.
- ExtravaDance branded Muscle T's or Crop T's encouraged.
- All Break-dancers will need beanies or bandanas (for headstands and spins).

TAP

- Compulsory: Tan Tap Shoes.
- Black tights and T-shirt, ExtravaDance Muscle T's or Crop T's are encouraged.

CONTEMPORARY

- Compulsory: Black tights and T-shirt, ExtravaDance Muscle T's or Crop T's are encouraged.
- Footwear: Bare feet or foot thongs/half soles.

MUSICAL THEATRE

- Compulsory: Black Jazz shoes. Black tights and T-shirt, ExtravaDance Muscle T's or Crop are encouraged.

ACRO

- ExtravaDance Crop Top and Black Tights. Please no loose clothing.

ADULT CLASSES

- Anything comfortable to move in. Bare feet are fine but Jazz shoes or ballet shoes (depending on which class) would be encouraged.

2026 STUDIO FEES

ENROLMENT FEE

One Child	\$53.00
2 nd Child	\$49.00
3 rd / Additional Children	\$45.00 per child

CLASS FEES (per student per class, **invoiced each term**)

Ready Set Dance / My Ballerina	\$15.50
Mini Tap/Acro (extension)	\$ 9.00
¾ Hour Class	\$15.50
1 Hour Class	\$20.00
1¼ Hour Class	\$22.00
1½ Hour Class	\$27.00

Students taking more than one dance class receive 5% discount. Students taking 3 or more classes receive 10% discount.

PRIVATE LESSONS

½ Hour Class	\$ 35.00
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EXTRAVADANCE STUDIOS MERCHANDISE

Ready Set Dance Dress	\$48.00
Ready Set Dance T-Shirt	\$28.00
Ready Set Dance Crossover	\$48.00
Ready Set Dance Jackets	\$60.00
Ready Set Dance Hair Bows	\$12.00
ExtravaDance Singlet Tops	\$32.00
ExtravaDance Cropped T-Shirt	\$32.00
ExtravaDance Tights	\$62.00
ExtravaDance Shorts	\$50.00
Extravadance Crop Tops	\$48.00
ExtravaDance Winter Jackets	\$55.00
Performance Jackets	\$115.00

(UPDATED 12/25)