

2025



STUDIO HANDBOOK



INFLUENCE
Performing Arts

INFORMATION

Address: 2/68 Railway Crescent

Lisarow NSW 2250

Phone Number: 0450 550 337

Email:

info@influenceperformingarts.com

Website:

www.influenceperformingarts.com

Principal/s - Tayla Jae

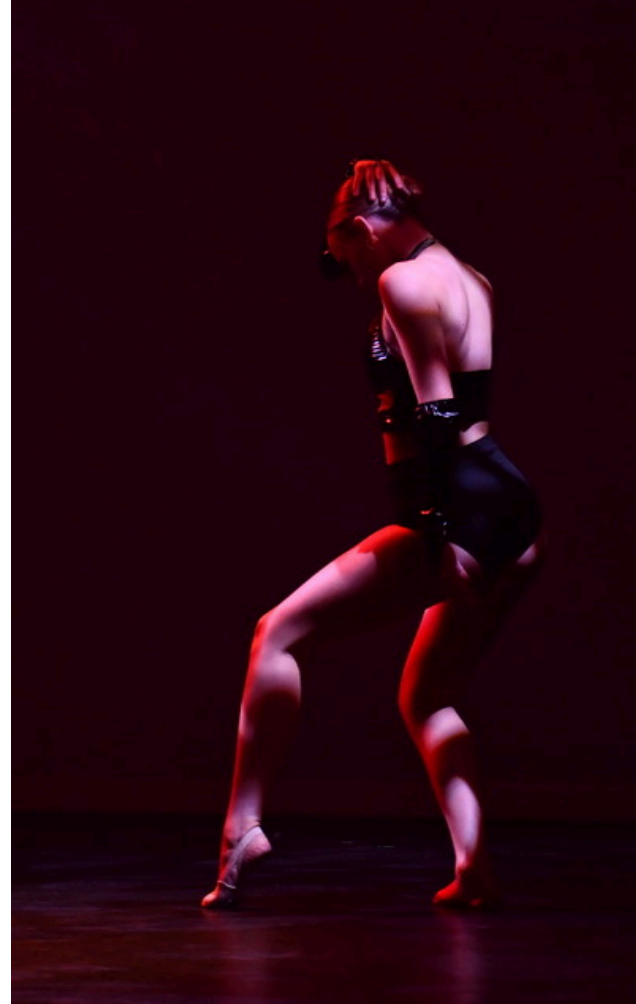
Studio Office Hours

Monday - 3:00 - 6:00 pm

Tuesday - 3:00 - 6:00 pm

Wednesday 4:00 - 6:00 pm

Saturday 9:00 - 12:00 pm



INTRODUCTION

It's our absolute pleasure to warmly welcome you into our family at Influence Performing Arts. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! ☺



Studio Manifesto

To start us off, it's important to us at Influence PA that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

IPA is a place where kids of all ages, shapes and sizes learn to dance, develop and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

Our Central Coast dance studio is - by design - a specialised, friendly and professional dance school. We recognise that children thrive on the kind of close, supportive student - teacher and peer based relationships that we offer here at IPA.

We believe that we have a studio that caters for dancers with a variety of goals and that every opportunity is given to each student to pursue their dreams.

We have a proven track record that our style of teaching develops a well rounded dancer and our students have gone on to achieve great results in the dancing community. Our individual focus, innovative curriculum, unmatched technical expertise - and the fact our dancers simply love to dance - yield results.

IPA is the place to be, for dance on the Central Coast!!

REGISTRATION



Before lacing up those shoes, it's important that all students and/or parents – whether returning or new – fill out and sign your Enrolment Form online via our website so we can ensure we have the most up-to-date contact details for you. This information includes your enrolment form and media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and Health and Safety Approval.

Our annual registration fee is \$40 per student and must be paid in full upon invoice. Make sure you get your Enrolment Form in and registration paid as failure to pay your registration fee in time may result in losing your place in the class.



We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact Admin if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).



COMMUNICATION

By now you have probably noticed that we are BIG on communication here at IPA. It is our promise to aim at responding to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on 0450 550 337 or via email info@influenceperformingarts.com.

For convenience, our primary means of communication for Invoicing is via email. You will receive your invoices via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our office email address info@influenceperformingarts.com to your contacts so we don't end up in the dreaded Spam folder! In the infrequent case of urgent information (for example, unexpected class cancellations, student illness or injury during class), we will send an SMS and/or telephone families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch and share news and photos with a large number of people at once, so we encourage all families to follow us on Facebook – www.facebook.com/influenceperformingarts We always display important information, dates and studio details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 0450 550 337 during office hours to chat with one of our helpful team members.

CODE OF CONDUCT

To ensure the smooth, safe running of IPA and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct. Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a IPA staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed unless invited in by the teacher.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. Students 7yrs and above may be supervised by Admin staff during Studio Office Hours only – in between classes and on scheduled breaks.

Any questions or complaints must go through Admin or direct to Director Tayla Jae in writing – parents and students are not permitted to contact IPA teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Director first. Personal meetings with the Studio Director can happily be arranged via Admin. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and will result in dismissal from the studio.

IPA takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible. Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

IPA management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of IPA and may not be reproduced or sold by any students, parents or staff without permission of the principal/s.



Safety

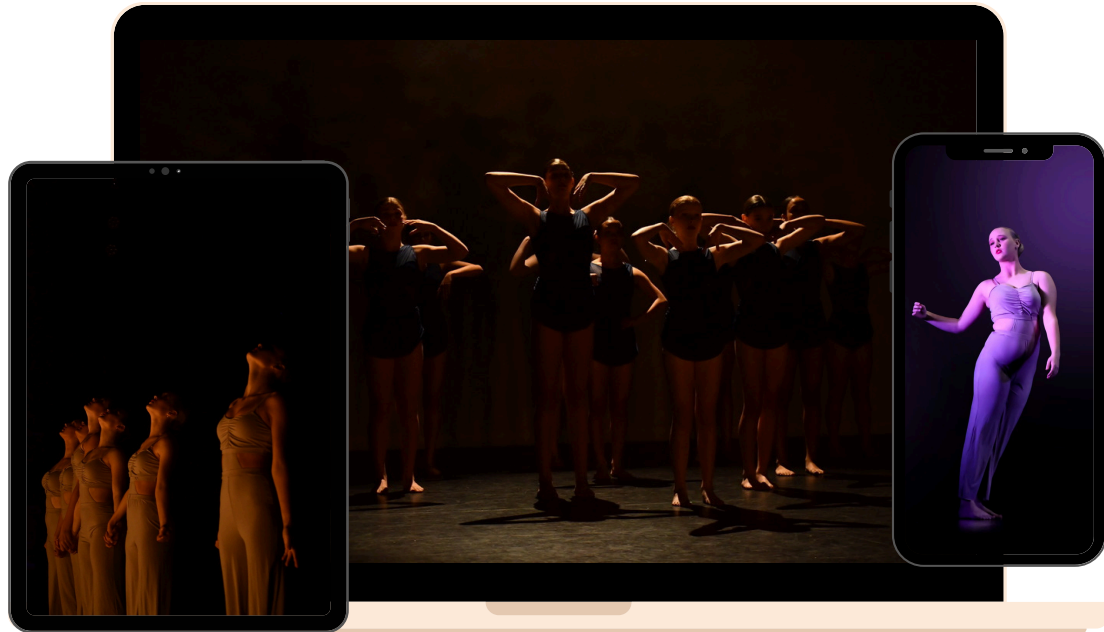
With the safety of our families a number one priority, IPA is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our Admin staff who will happily assist you.

The directors and staff at IPA are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music.

Our staff members have been trained in first aid – there will always be someone at the studio during weekly classes that holds their First Aid Certificate.

PRIVACY



When you purchase or hire a product or service with IPA, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact 0450 550 337.

EXAMS AND CONCERT

EXAMS – As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in RAD Classical Ballet as a part of our program. This year, our exams will be held in October with the exact date to be confirmed at a later date via email. We encourage all students who attend 2 x Ballet Exam classes each week to enter for exams.

CONCERT – The opportunity to perform in a concert is an exciting, empowering and confidence-building part of the training process. This is where we love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Concerts are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved. If there is any reason why your child will not be able to perform at the concert on the dates and times provided in this handbook, please let us know so we can make amendments to the class routines involving them.



Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find a copy of our 2025 Timetable via our website.

Uniform

At IPA, we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
 - Help identify non-students in the studio
- Diminish economic and social barriers between students
 - Increase a sense of belonging and school pride
 - Improve attendance

Uniforms can be purchased year-round from the studio in-house IPA Shop! All shoes can be purchased from Dance Stuff in Gosford.

Full Uniform is compulsory from Term 2 Onwards

For a complete price list, see our Admin Office for all your enquiries.

Please ensure all parts of your child's uniform are clearly labeled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

READY SET DANCE & Ballet - RSD Dress, Tan Jazz Shoes or Ballet Shoes and white ankle socks.. Please note that Long Sleeve Wrap tops and Stockings are available for winter.

CLASSES

BALLET CLASSES

- Pre Primary and Primary
- Jacaranda Leotard Dress – only at IPA Shop (Matching Crossover/Wrap is available for cooler months)
 - Ballet Pink Socks, Ballet Pink Stockings or Ballet Stockings to match your skin tone
 - Pink Canvas, Pink Leather Ballet Shoes or Ballet shoes to match your skin tone
 - Grade1-4
- Purple String Style Leotard – only at IPA Shop (Matching Crossover/Wrap is available for cooler months)
 - Theatrical Pink Ballet Stockings or Ballet Stockings to match your skin tone
 - Pink Canvas, Pink Leather Ballet Shoes or Ballet shoes to match your skin tone
 - Grade 5 Upwards
 - Black String Leotard – only at IPA Shop
 - Theatrical Pink Ballet Stockings or Ballet Stockings to match your skin tone
 - Pink Canvas, Pink Leather Ballet Shoes or Ballet shoes to match your skin tone
 - Intermediate Upwards Exam Students are to wear Demi Pointes for at least 1 lesson per week

LYRICAL/CONTEMPORARY/MUSICAL THEATRE/JAZZ/TAP AND HIP HOP

Petite's – Leotards as listed above, Black Tap Shoes, Black Jazz Shoes for Jazz and Hip Hop plus optional extras listed below

Junior & Teen – Leotards as listed above, Black Tap Shoes, Black Jazz Shoes for Jazz and Hip Hop plus optional extras listed below

Senior – any options below plus Black Tap Shoes and Black Jazz Shoes

Nb: If Sneakers or High Tops are worn for Hip Hop then they MUST have White Soles



FEES

Please find the fee structure for our classes on the individual program sheet found on our website.

We offer the following options for fee payment:

Upfront Payment – you will receive your Termly invoice prior to the commencement of term and have until the First day or Term to pay these fees in full. Payment options include cash, cheque, EFTPOS, credit card or Internet Bank Transfer (Details on Invoice). Overdue fees will accrue a late fee of \$30 per week that it is past due (from week 3 onwards) and if fees remain unpaid in Week 3 of classes students will not be permitted to participate in their lessons.

Direct Debit – This is our most popular and simple payment method, in which you may choose to pay your fees in 45 weekly, 22 fortnightly or 11 monthly installments through our Direct Debit providers Ezypay. There is a small fee for this service and paperwork must be filled out at reception prior to the commencement of classes.

Clients who have previously paid by direct debit will still need to complete their adjustment paperwork at the beginning of each year.

Please note: All students are invoiced based on a 10 week term so your invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire invoiced period – this includes Direct Debit customers.

Refunds will not be issued for missed classes due to cancellation or public holiday – where possible, we will endeavour to arrange make-up lessons for classes cancelled and Public Holidays by IPA or will offer an alternative class.

Casual Payment Our casual classes can be paid as you attend via cash, eftpos, direct bank transfer. credit card or cheque to be paid to your teacher / office staff.

Withdrawing or Cancellation

If you wish to withdraw from classes at IPA for the following term, it is a requirement that you notify the studio in writing via email. All invoices will still be payable for the current term and if your child is not returning the following term and notice must be given 14 days prior to the term commencing otherwise the next term invoice will be issued and owed. No refunds are given for any withdrawals during the term.

Social Media

IPA's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with IPA's code of conduct as outlined in chapter 6 of this handbook.
 - Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards IPA staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in IPA uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
 - All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
 - We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- You may not post photographs / videos that feature IPA dancers other than your own online without the proven consent of their parent/guardian.



Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Contact info@influenceperformingarts.com or call 0450 550 337

SHOULD YOU HAVE ANY QUESTIONS PLEASE CONTACT US VIA THE DETAILS ABOVE AND WE ARE ONLY TOO HAPPY TO HELP.



STUDIO DIRECTOR | TAYLA JAE



STUDIO MANAGER | KAITLIN WHITTAKER