



INFORMATION 2020

PRINCIPAL

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It's our absolute pleasure to warmly welcome you into our family at KiX Dance Studio, which last year celebrated 16 years of operation. 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. 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 teachers are always here to help and will happily answer any queries you may have along the way. Nothing is too big or too small, we promise! 😊

OUR MISSION AT KiX is to provide quality dance instruction and instil an appreciation for the art in a safe and nurturing environment. We are committed to creating a positive and happy experience for all our students and parents. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all dance styles.

We are committed to teaching quality dance to all who come to KiX.

We are passionate about passing on our love of dance.

We are proud that the choreography and costumes at KiX are all age appropriate.

We care about each and every student and parent.

We love to teach.

We listen to what you need.

We promise to make dance a happy experience for all who come to KiX.

We focus on each student reaching their individual potential.

TERMS

KiX Dance Studio regular classes will commence on Saturday 2nd February.

Classes are held at Heathmont Uniting Church Hall, 89 Canterbury Road Heathmont.

KiX term dates are the same as public school terms.

TERM DATES 2020

TERM 1	8 Weeks	Monday 3 rd February	TO + Including Saturday 28 th March
TERM 2	11 Weeks	Tuesday 14 th April	TO + Including Saturday 27 th June
TERM 3	10 Weeks	Monday 13 th July	TO + Including Saturday 19 th September
TERM 4	10 Weeks	Monday 5 th October	TO + Including Saturday 12 th December

PUBLIC HOLIDAYS

Notices will inform parents of attendance requirements at classes which fall on public holidays.



REGISTRATION

Before slipping on those dance shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form and media release form (so we can show off photos and videos of our amazing dancers in and around the studio).

Our annual registration fee is \$20 per student, with discounts for families and Little KiX classes and must be paid in full at the beginning of each year (this fee is included on your first invoice of each year). This fee helps to cover some of the insurance, copyright, award and administration costs that are paid by KiX each year.

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.

A registration form will be sent via Email to all students. If you need a hard copy please do ask Natalie to bring one to your first class.

KiX DANCE STUDIO CLASSES

PRIVATE SINGING LESSONS

These lessons are held at the studio of Brendan Scott or at the Heathmont Uniting Hall.

30 Minute Private Lesson

\$20

Lesson times will be organised between, Natalie, parents and Brendan, keeping in mind that singing lessons must work around dance classes or rehearsals.

Lessons must be paid for at the beginning of each lesson.

If you are unable to attend a lesson you **MUST** give Brendan at least 24 hours notice by calling him on 0419 231 199, or you will incur the usual charge for the missed lesson.

You may also like to visit Brendan's website at www.brendanscott.com.au.

To find out more information about singing lessons please phone Brendan on 0419 231 199.

CLASS ATTENDANCE

Please arrive at your class 5-10 minutes prior to your starting time. Classes will start at the time shown on the timetable. In order for your child to reach their full potential, they must attend regularly. This ensures that they feel part of the group and are confident when it comes time for performing. A student who misses can impact on the whole class. 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 us as soon as you can so we can let the teachers know and preparations can be made to catch up on any missed work. Sometimes children may not be well enough to participate in class, but well enough to watch, KiX encourages watching if at all possible. Natalie can be notified by texting on **0418 593 813**.

If any students are going to be absent at the end of term 3 or during term 4, Natalie must be notified, as this is a crucial time for concert routine choreography and preparation for the concert. Poor attendance may result in the student being unable to participate in the end of year concert. Students are expected to attend ALL classes and rehearsals during term 4 and prior to the concert.

EXTRA CLASSES

During the year, as examinations or performance dates approach (usually about 2 – 3 weeks prior), students will be required to attend extra classes. **Students are expected to attend these extra classes in regular class uniform.** Parents will be notified at least 4 weeks prior to the extra class being held. These classes will impose an extra charge (About \$1.50 per 15 minutes, sometimes less), which will be included on your term fee invoice.

CLASS OBSERVATION

Parents are not permitted inside the classroom to watch their child. At intervals during the year parents will be invited to observe classes, so that they can see the progress of their child and help them with practice at home. Explanations will be given so that parents have a better understanding of stages through which dance is taught. Parents may watch their children's first class and parents of Little KiX students may stay in the classroom until they are happy their child is settled.

KiX DANCE STUDIO CLASSES PLEASE ALSO SEE ATTACHED FOR OUR 2020 TIMETABLE.

LITTLE KiX – PRE-SCHOOL TAP AND DANCE MOVEMENT

KiX Dance Studio welcomes pre-schoolers to learn ballet, jazz and tap in a fun and educational atmosphere. In our 45 minute class, we teach the basics of different dance styles to small children through fun activities.

This 45 minute class introduces these very young boys and girls aged 3-5 the basics of ballet, jazz and tap styles to familiar music such as nursery rhymes, Disney classics and other popular pre-school artists. Children will learn and strengthen for dance through fun and creative activities which will include, but not limited to, free dance, song, role playing, props and story telling. In this class children will love trying to balance, have fun learning how to run like a dancer on their tippy toes, and use lots of energy lifting their knees up high while skipping around the room. Children may be asked to play catch with bean bags or pick up “diamonds” (shhh...they're actually just feathers) from the ground to help develop their hand-eye coordination. A fun obstacle course is set up for warming up and at the end of class the children will cool down with gentle stretching.

In the tap part of the class your child will be learning super fun basic tap skills in an imaginative way while sometimes playing with instruments to help promote rhythm and timing. They will learn steps including toe-heel, heel-toe, stamps and shuffles as well as making as much noise finding their voice while singing in our fun, safe and educational dance environment.

This class is suitable for both boys and girls who are having so much fun that they don't even realise that they are learning the fundamentals of ballet, jazz and tap technique along the way.

Our experienced dance teachers know how to give your child personalised attention so that they can progress at their own pace.

Concerts are optional for this age group.

KiX is a Registered Member of IMAGINE “A Place To Be Me” – Australian Teachers Of Dancing Pre-school Program.

LITTLE KiX – ACROBATICS

All kids love to stand on their head don't they, and cartwheels are sooo much fun. KiX is introducing Little KiX Acrobatics in 2020. A 40 minute class where the children will warmup first with basic progression exercises. Next some fun exercises for engaging their core (we love fitball balancing and super girl holds). We then start on some basic acrobatic skills such as bunny hops that build strength to progress into handstands. The children will learn hand placement for cartwheels. Other skills will be introduced as the class progresses. At the end of class a cool down and gentle stretch will calm your child before heading home. This class will be held on a Monday and Friday morning, pending numbers, and parents will stay to watch and may be required to help their child in such things as holding the fitball while their child finds their centre.

PRIMARY COMPOSITE CLASSES

These classes are offered to primary aged children. Level depending on age and ability. Classes vary from 90 minutes to 3+ hours. Ballet, jazz and tap are offered as a composite class.

KiX has 5 levels for Primary School aged children.

Throughout these levels the main focus being on building strength, gradually improving flexibility, technique and confidence in each of ballet, jazz and tap styles. Core strength being a very important part of developing technique, at KiX we ensure that this is a fundamental part of each class and we introduce exercises that are heaps of fun for a child while doing this.

The ballet component of the class follows an examination level. Correct alignment of the body and posture being taught from day one. We believe in correcting technique in a positive manner. Your child will progress through the levels as they (physically and mentally) are ready. At ATOD Silver classical examination level students are encouraged to take a minimum of two classical classes per week to build the strength required for progression through higher levels.

Each jazz class comprises of a warm up followed by strength and an appropriate before class flexibility exercises. Students will then work on the learning of skills. Their dance skill vocabulary will be built up throughout the year, ensuring that all children are working at their own pace. A cool down and stretch will finish their class.

The fundamentals of tap technique are taught, ensuring a child understands the mechanics of each tap movement.

Both the jazz and tap classes are exam based as well, this ensures skills are taught progressively using an approved professional syllabus.

YOU MIGHT LIKE TO KNOW

KiX uses the Australian Teachers of Dancing syllabus of training for examinations, which is comprehensive in all genre (Ballet, National Character, Contemporary, Jazz Moves, Hip Hop, Tap, Street Tap and Musical Theatre) is updated regularly to keep up with changing trends in dance. Teachers attend an annual workshop to touch base with the leading members of the association and refresh with any updates or new syllabus requirements. Natalie is an Associate Member of Australian Teachers of Dancing.

Natalie is certified to teach Progressing Ballet Technique (PBT). PBT is an innovative program designed to train dancers in muscle memory to improve technique, flexibility and longevity in dance, while gaining a greater awareness of their muscles and how to use them properly to achieve their goals in ballet.

Natalie also attends workshops with Lisa Howell, whom is highly respected as a dance physiotherapist. Lisa runs workshops around the world to help teachers keep up to date with the latest information on how to build strength and flexibility safely in all dancers of all ages and abilities.

Students will work towards examinations and learn routines for Exhibition Day in the first half of the year. Whilst examinations are not compulsory they are encouraged as they build self confidence and improve technique. Students have a goal that they are working towards.

In the second half of the year students will learn routines for the concert. Song is also included in these classes.

INTERMEDIATE / SENIOR CLASSICAL

These classes are for high school and above aged students who wish to work towards completing classical examinations. Students are working on Silver and above ATOD examination levels. As part of their classical syllabus, classes will might include neo-classical, character and national dance. Once students reach Silver examination level they should attend a minimum of two classes per week if they would like to continue with their classical examinations. Students may continue to take classical classes once per week, but not participate in examinations, in doing this they will still have all the benefits that classical dance has to offer including being a part of routines and performances. Progressing Ballet Technique is included in these classes. Pointe preparation forms a part of conditioning classes and pointe is included in classes a required.

INTERMEDIATE / SENIOR JAZZ

These classes are for high school and above aged students who wish to work towards completing jazz examinations. It is preferred that jazz students will also participate in a classical class. Students are working on Silver and above ATOD examination levels. As part of their jazz syllabus, classes will possibly include some lyrical, and musical theatre styles as well.

SENIOR 1 JAZZ TECHNIQUE

This is an invitation ONLY jazz class for jazz students with strong technique who have completed a minimum of ATOD or equivalent Gold Medal Jazz Moves. Students in this class have shown dedication to their dance progress. This is an exam based technique class. Students will warm up, participate in strength and appropriate stretch exercises, this class then focuses on technical quality of jazz based skills. Routine work may include musical theatre stylised jazz, and jazz dance throughout the year. Students will cool down and stretch at the end of this class. Excellent attendance and knowledge of their work is expected from week to week. This is a 90 minute class.

SENIOR 2 JAZZ TECHNIQUE

This class is similar to Senior 1. These students are working towards Senior 1. This is a 90 minute class.

INTERMEDIATE / SENIOR TAP

These classes are for high school and above aged students who wish to work towards completing tap examinations. Students are working on Silver and above ATOD examination levels. As part of their tap syllabus, classes will include tap in it's various styles including street tap.

CONDITIONING - BEGINNER / JUNIOR and INTERMEDIATE and SENIOR

Each of these classes has a duration of 45 minutes. These are open to all students, eight years and above. It is encouraged that students from 8 years plus take these extra strength building class. Core strength is required to achieve all dance skills with a good technical quality. After a cardio warm up, Students, through PBT training program, will learn basic and fun conditioning exercises to improve core strength, flexibility and also classical technique. Students will finish with some foot and ankle specific strengthening exercises. There are three levels and exercises will vary with age and ability. These classes can be taken separately from contemporary, but are compulsory with contemporary. KiX provides mats, fits balls, balance boards, sliders and many other fitness apparatus to the students during the running of these classes.

CONTEMPORARY DANCE and CONDITIONING

At KiX Dance Studio we welcome you to our contemporary dance classes which promote self-expression and physical fitness. It is encouraged that students are also taking classical ballet classes, as this will enhance their contemporary style. KiX has 4 contemporary classes. Junior, Intermediate and Senior, and also a Teen / Young Adult class. Junior, Intermediate and Senior Contemporary classes are 90 minutes long with the Teen / Young Adult class being 1 hour. First part of each class being compulsory conditioning before the contemporary dance component begins.

ADULT BALLET DANCE

An adult ballet class is great for posture, flexibility, strength and general fitness.

The class will start with a warmup, appropriate stretch and some fitball strength work. The class will include basic barre and centre work. This is a 75 minute fun ballet class at the end of which you should feel like you have had a full body workout and used muscles that you forgot you had. This is a casual class and must be paid in cash prior to the class starting or by paying a discount term fee.

ADULT JAZZ DANCE

An adult jazz class is great for flexibility, strength and general fitness.

The class will start with a warmup, appropriate stretch and strength work. Some basic jazz technique will be taught throughout the class. At least half of the class will be spent on a jazz routine of various styles throughout the terms. This is a 60 minute class. This is a casual class and must be paid in cash prior to the class starting or by paying a discount term fee.

ADULT TAP DANCE - BEGINNER and INTERMEDIATE

Two levels of adult tap are offered in 2020. This class will include traditional tap technique and street tap. Each level is a 45 minute class. For adults this is a casual class and must be paid in cash prior to the class starting or by paying a discount term fee. Adults may also join the Senior Advanced 1 hour tap class if they require more of a challenge.

OPEN CLASSICAL CONDITIONING / TECHNIQUE CLASSES – MONDAY + SATURDAY MORNING

These classes have a duration of 60 to 75 minutes and are for students 13 years and above. These classes will focus on the technique of a particular basic classical skills. Students are expected to arrive at least 10 minutes prior to the class to do their own warm up and appropriate stretch.

CASUAL SENIOR EXAM STUDENT CLASSICAL TECHNIQUE CLASS – SATURDAY AFTERNOON

This class has a duration of 90 minutes and is structured for students who are studying silver star and above classical examinations. The class will focus on the technique of a particular classical skill. This class will also include pre-pointe or pointe. Students are expected to arrive at least 10 minutes prior to the class to do their own warm up and appropriate stretch. This can be a casual class and must be paid in cash prior to the class starting or by paying a term fee if preferred.

HIP HOP - PRIMARY

Classes for primary school aged children. This funky fun class for boys and girls will start with a warm up and stretch and then move into a routine. Children will work on hip hop technique and skills, learning how to pop and isolate to master the aesthetics of the hip hop style. In 2020 two classes are offered on Wednesday nights.

HIP HOP - TEEN and ADVANCED

There are two levels of classes for teens and young adults. One class is an open class for teenagers and young adults who may be beginner to intermediate level and the other by invitation for advanced students. This fast moving energetic class is great for general flexibility and fitness of a growing body. Both are 1 hour classes held on a Monday night.

ACROBATICS

Acrobatic moves are now incorporated into many dance routines. Students will warm up and work through exercises to improve on strength required for each acrobatic skill. Students will progress through levels following The Acrobatic Dance Association Syllabus. As they progress they will have fun trying skills with partners. KiX has 8 classes in 2020. Most levels being held on a Wednesday night and an advanced level held on Monday nights. Students will be assessed for ability prior to their class being finalised.

MUSICAL THEATRE

At KiX Dance Studio, we offer a musical theatre class to primary and early high school aged students. In this class students will work on vocal exercises to improve their voice. Students will take on rolls to perform mini drama skits. Basic dance using correct technique will be taught to enhance a song number. These three (vocal, drama and dance) skills are all required for a well rounded musical theatre performer. Students will participate/perform in the KiX mid year exhibition and end of year concert. I would love to see your child find their voice.

SINGING LESSONS

At KiX Dance Studio, we offer private and group singing lessons to students of all ages. Our professional teachers are dedicated to assisting you in all aspects of your vocal training. Our aim is to help you become comfortable with your own voice and be able to perform different styles of singing.

TERM FEES

At the end of each term, students will be given an invoice with the old and new fees and previous payment details. Please let Natalie know if you require a tax receipt. A minimum of \$15.50 (Except LITTLE KiX) must be paid per week to receive a discount on added classes.

***Prices below are per lesson/week or number of hours taken each week. Fees are paid by the term.**

40 Minute LITTLE KiX - Acrobatics	\$12.50
45 Minute LITTLE KiX - Tap and Dance Movement	\$13.50
Little KiX Dance and Acrobatics	\$17.50
45 Minute OTHER CLASSES	\$15.50
1 Hour	\$17
90 Minute	\$20
2 Hours	\$23
2.5 Hours	\$26
3 Hours	\$29
4 Hours	\$35
5 Hours	\$41

AFTER AN ADDED WHOLE CLASS IS GREATER THAN 5 HOURS
DANCE CLASS TERM FEES ARE CAPPED AT \$500 / TERM

ADD \$1 FOR EACH EXTRA 15 Minutes
(WITH SIBLING DISCOUNT LESS)

CASUAL ADULT CLASSES

Can be paid in cash each week or an invoiced "TERM FEE DISCOUNT" can be paid as a term fee.

ADULT TAP	45 Minutes	\$15.50 / Class
ADULT JAZZ	1 Hour	\$17 / Class
ADULT BALLET	1.25 Hours	\$18.50 / Class
ADULT JAZZ + TAP	1.75 Hours	\$21.50 / Week
ADULT JAZZ + TAP + BALLET	3 Hours	\$29 / Week

Once the first of a minimum of \$15.50 has been paid per week, just add \$1.50 for each 15 minutes of an added class.

IF PAYING AS A TERM FEE THE FOLLOWING **ADULT CLASS "TERM FEE DISCOUNTS"** WILL APPLY

TERM 1	8 WEEKS	(1 Free Week)
TERM 2	11 WEEKS	(2 Free Weeks)
TERM 3	10 WEEKS	(2 Free Weeks)
TERM 4	10 WEEKS	(2 Free Weeks)

TERM FEES continued

*CASUAL SATURDAY CLASSICAL TECHNIQUE

CHARGED AS \$9 / Class (< 5 HOURS OF OTHER CLASSES) or \$6 / Class (> 5 HOURS OF OTHER CLASSES)
NO CHARGE IF DANCE CLASS TERM FEES EXCEED \$500

*These fees are only applicable to students who are already taking other classes and have paid for the first hour of classes each week. If this is your only class at KiX the cost would be \$20 / Week paid as a term fee.

CASH PAYG

If paying in cash each week, this must be paid at the beginning of the class and must be paid in cash.

TERM DISCOUNT

May be paid separately in cash, cheque or via EFT.

THE FOLLOWING FEES MUST BE PAID BEFORE THE LESSON STARTS AND DIRECTLY TO THE TEACHER

30 Minute	Private Singing Lesson	\$20
30 Minute	Private Dance Lesson Solo	\$20
30 Minute	Private Dance Lesson Duo or Trio	\$10 Per Student

Theatre Rehearsal Fee (Possible Intermediates + Seniors ONLY)	\$20-\$30	Term 4 ONLY
Theatre Rehearsal + Concert Fee (All Students – TERM 4 ONLY)	\$25-\$60	PHOTO DAY \$3-\$5

Family Discounts Are Only Available On Dance Class Term Fees

2 Children	10 %	3 Children	20 %	Etc.
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ADMINISTRATION /REGISTRATION FEE \$25 ADULTS N/A

This is an annual fee charged per student. This will help cover the rising costs of insurance, copyright fees, association membership fees, printing and will also be put towards the cost of awards handed out at the end of the year.

METHODS OF PAYMENT

Internet Transfer – Account Name KiX Dance Studio BSB 013 414 ACCOUNT NUMBER 5612 92365

Please ensure that you include your child's name in the reference.

Cheque – Made payable to KiX Dance Studio.

Cash – Please place correct amount into an envelope with your name CLEARLY stated on it.

Credit Card – KiX has credit card facilities via "SQUARE" payment hub. An extra 2% is added to credit card transactions.

TERMS AND CONDITIONS

All term fee payments must be made by the due date as stated on the invoice or a \$10 late fee WILL be charged in the following term.

Payments may be made in instalments, if discussed prior to the beginning of term.

No refund is given for missed classes, unless KiX is notified prior and when at least two consecutive weeks are being missed.

CONSECUTIVE WEEK REFUND DOES NOT APPLY IN TERM 4

KiX UNIFORM

Uniform and good grooming are an important part of dance. Students groomed appropriately are ready to dance and learn.

A uniform helps the teacher to be able to see a students alignment, posture, and more from head to toe in order to make corrections when needed.

Wearing a uniform cuts down on distractions in class such as who is wearing the latest cutest dance attire or trend and helps to promote class unity, thus bringing a troupe together in unison in their attire and also in their dancing.

Inappropriate clothing can cause discomfort and even injury, students sometimes spend more time hitching and fiddling with badly fitted attire.



Uniform is compulsory and guidelines are to be followed by all students Little KiX to Seniors.

All new students must be wearing the correct uniform by the fourth week of term one.

Please see the next two pages for requirement and where to purchase.

STUDENTS MUST COME TO CLASS WITH THEIR HAIR BRUSHED AND SECURED BACK OFF THEIR FACE IN A PONYTAIL OR A SECURE CLASSICAL BUN (KiX Primary RUBIES + ABOVE), clips should be worn to hold hair back and a red ribbon may be tied around the pony or bun.

For safety reasons NO jewellery other than earrings (studs only) may be worn to class. **Please leave watches at home also.**

New uniform and dance shoes can be purchased from the Croydon Ballet Shop "Dance Art" at 207 Mt Dandenong Road Croydon. Ask about becoming a VIP member (it's free).

Let them know you are from KiX and they will look up KiX uniform details.

See also where to purchase in the table below as many uniform items can now be purchased through KiX.

Please name all of your shoes and items of clothing. KiX Dance Studio will not be responsible for lost or stolen property.



KiX JACKETS

These are available throughout the year.

Current very limited stock on hand are \$55.

New jackets ordered will require a price increase (\$65).

No other jackets will be permitted to be worn at the beginning of a class.

KiX UNIFORM

GIRLS STOCKINGS FOR PERFORMANCE

UNDER NO CIRCUMSTANCES IS A STUDENT TO PERFORM PUBLICLY WITH HOLES IN THEIR STOCKINGS.

Please keep stockings for performances separate. Parents will be notified of stocking requirements prior to their performance.

Pink ballet tights NO seam	Energetiks Brand	or	Order Through KiX \$8 Each
Skin tone tights	Energetiks Brand CT27 SKN	or	Order Through KiX \$8 Each

Some groups may require convertible tights also. Acrobatics, and Contemporary / Conditioning. It is good to have a pair of convertibles for class, I sometimes have children remove shoes help explain and check foot and toe alignment.

Natalie will usually have spare tights at a performance.

If purchased at performances, these must be paid for in full before receipt of the stockings and will be charged \$10.

PERFORMANCE UNDERWEAR

Students who require a bra, will need to have a convertible bra with clear straps or depending on costumes may also require a convertible skin tone body suit with clear straps.

NO PATTERNED OR COLOURED UNDERWEAR IS TO BE WORN UNDER COSTUMES.

Only skin tone undies or skin tone G-string may be worn, such that they do not come out from under leotard style costumes.

Dancewear shops have appropriate skin tone underwear, KiX also has underwear for sale for students, neat under their uniform for classes. Please also see further information on separate notice.

All younger students, Little KiX to Diamonds, will require their own bodysuit in 2020 for performances.

HAIR WIGLETS

At some performances curls in hair are required.

Younger students will each be required to have their own curled wiglets, these are available from the Croydon Ballet Shop

"Dance Art" for about \$45. KiX now has wiglets that can be ordered for \$35.

You will be notified if your group requires a wiglet.

Please do not purchase OTHER wiglets from other outlets as these may be different.

MAKEUP

Please see further information on separate notice. A makeup demonstration will be held for all students early in Term 2.

SECOND HAND SHOES and UNIFORMS

There are a limited number of second hand shoes and uniform items available from KiX Dance Studio. These will be on display and for sale in week 2 of Term 1. If you have shoes or uniforms that you would like to sell please give them to Natalie in a bag labelled with your name (otherwise I will not know whose they are when I get home). Shoes and uniforms may only be given to me on the allocated dates. Leotards, dance shorts and ballet skirts must be ONLY the Energetiks brand, other brands will not be sold second hand.

Another great place to purchase second hand dance shoes is from Market Place on Facebook.

I do a biannual drive around and purchase myself for students.

CLASS	CLOTHING	SHOES	HAIR
LITTLE KiX	<p>Red BALERA Tutu Skirt Red STUDIO 7 Leotard Red STUDIO 7 Cross Over</p> <p>ACROBATICS – Children will need footless tights and just the leotard.</p>	<p>Pink Ballet Shoes</p> <p>Caramel Tap Shoes</p> <p>Pink Ballet Tights + White Bobby Socks Just White Bobby Socks On Hot Days</p>	<p>Hair Ponytail or Bun May wear a red ribbon.</p>
BOYS ENERGETIKS	<p>Black Bike Shorts OR Black Plain Knee Length Shorts</p> <p>Black Tshirt or Red Tank Top Black Roll Neck For Winter</p> <p>Black Socks</p>	<p>Black Ballet Shoes (Bronze Level +) Black Jazz Shoes Black Lace Up Tap Shoes</p> <p>Little KiX Boys may wear black buckle style tap shoes.</p>	
PRIMARY BRONZE SILVER GOLD ALL UNIFORMS ENERGETIKS RED	<p>Energetiks Gather Front Leotard CL04</p> <p>Energetiks Wrap Skirt SC01 Or Energetiks Shorts CT58 or AT58</p> <p>Energetiks Cross Over CX01</p> <p>Pink or Tan Dance Tights Just White Bobby Socks On Hot Days</p>	<p>Pink Ballet Shoes Caramel Jazz Shoes Caramel Tap Shoes</p>	<p>Hair Ponytail or Bun May wear a red ribbon.</p>
PRIMARY RUBIES + DIAMONDS ALL UNIFORMS ENERGETIKS RED	<p>Energetiks Gather Front Leotard CL04</p> <p>Energetiks Wrap Skirt CS01 or AS01 Energetiks Shorts CT58 or AT58</p> <p>Energetiks Cross Over CX01</p> <p>Pink or Tan Dance Tights NO BARE LEGS</p>	<p>Pink Ballet Shoes Caramel Jazz Shoes Caramel Tap Shoes</p>	<p>Hair Bun May wear a red ribbon.</p>
INTERMEDIATES ALL UNIFORM ENERGETIKS RED	<p>Energetiks CL11 or AL11 Princess Line Thick Strap Leotard</p> <p>Energetiks Wrap Skirt CS01 or AS01 Energetiks Shorts CT58 or AT58</p> <p>Energetiks Cross Over CX01 Red or Black</p> <p>Pink or Tan Dance Tights NO BARE LEGS</p>	<p>Pink Ballet Shoes Caramel Jazz Shoes Caramel Tap Shoes</p>	<p>Hair Bun May wear a red ribbon.</p>
CONTEMPORARY + CONDITIONING THURSDAY CLASSES OPEN CLASSICAL SATURDAY CLASS	<p>CONTEMPORARY + CONDITIONING Energetiks Leotard + RED Shorts Pink or Tan Convertible Tights</p> <p>CLASSICAL Energetiks Leotard Wrap Skirt – Ballet (NO SHORTS)</p> <p>Pink or Tan Convertible Tights NO BARE LEGS</p>	<p>CONTEMPORARY Foot Undeez (KiX Has These \$10) Knee Pads – COMPULSORY (KiX Has These or DanceArt)</p> <p>CLASSICAL Pink Ballet Shoes Pink Pointe Shoes As Approved</p>	<p>Hair Ponytail or Bun May wear a red ribbon.</p> <p>Bun expected if attending a classical class.</p>

CLASS	CLOTHING	SHOES	HAIR
SENIORS 1 + 2 JAZZ SENIOR TAP ALL UNIFORM ENERGETIKS	RED Energetiks CL11 or AL11 Princess Line Thick Strap Leotard Energetiks BLACK Shorts CT09 or AT09 / Christina Short OR Energetiks BLACK Wide Band Capri Pants CT61 or AT61 / Madison Capri Pink or Tan Dance Tights NO BARE LEGS	Caramel Jazz Shoes Caramel Tap Shoes Heeled tap shoes if you need a new pair. Show Stopper Tap Shoes SO323 SENIORS 1 2020 Bloch Cabaret Heel CODE S0306 Caramel colour Please wear only hidden socks in your jazz shoes. No white or colourful socks to be worn.	Hair Pony A bun is preferred for turns. May wear a red ribbon.
SENIOR TEEN HIP HOP	RED Energetiks CL11 or AL11 Princess Line Thick Strap Leotard BLACK LOOSE BALERA CROP TOP Energetiks BLACK Shorts CT09 or AT09 / Christina Short OR Energetiks BLACK Wide Band Relaxed Pants KENZIE PANTS COTTON CAP17 or AAP17	HIP HOP – Black Dance Runners + Black Socks	Hair Ponytail or Bun
ADVANCED MONDAY ACROBATICS	RED Princess Line Thick Strap Leotard Energetiks BLACK Christina Short OR Energetiks BLACK Madison Capri		Hair Ponytail or Bun
WEDNESDAY MUSICAL THEATRE HIP HOP ACROBATICS	Energetiks Gather Front Leotard CL04 OR FOR TEENS Energetiks CL11 or AL11 Princess Line Thick Strap Leotard Energetiks Shorts RED CT58 or AT58 HIP HOP – Add Balera Black Crop Top RED SHORTS OR Energetiks BLACK Wide Band Relaxed Pants KENZIE PANTS COTTON CAP17 or AAP17 Tan Dance Tights ACROBATICS – Convertible Tights RED LEOTARD + RED SHORTS	MUSICAL THEATRE – Caramel Jazz Shoes HIP HOP LEVELS 1 + 2 – Any Runners HIP HOP LEVELS 3 + 4 – Black Runners ACROBATICS – Bare Feet	Hair Ponytail or Bun May wear a red ribbon. Please ensure hair is pulled back off the face for all classes.
ADULT DANCE	Any Comfortable Dance or Gym Attire	BALLET – Ballet Shoes JAZZ – Can wear jazz shoes or runners TAP – Tap Shoes	

ITEM	WHERE DO I PURCHASE THESE ITEMS?	APPROXIMATE COST RRP
RED LEOTARD RED CROSS OVER RED TUTU SKIRT	<p>These items are purchased through KiX Dance Studio.</p> <p>NEW KIT – Leotard, Skirt, Crossover, Tights and Socks - \$70</p> <p>SECOND hand items will be available in 2020.</p>	<p>Red Tutu Skirt BALERA \$18</p> <p>Red Leotard STUDIO 7 \$22</p> <p>Red Cross Over STUDIO 7 \$31</p>
Pink and Tan Stockings FOOTED OR CONVERTIBLE	<p>These are available through KiX.</p> <p>They can be purchased via an order form or see Natalie throughout the year. They are also available on Second Hand Shoe sale day in week 1 of term 1.</p> <p>Parents may also purchase Energetiks dance tights from Dance Art.</p>	<p>KiX Stockings \$8</p> <p>Energetiks Stockings \$15</p>
BALLET SHOES	<p>These are available from Dance Art.</p> <p>KiX recommends MDM brand split sole ballet shoes. These have special support around the heel and under the foot to help children not to roll inwards when they learn how to turn out. They provide superior support under the arch also.</p> <p>KiX also has limited second hand ballet shoes available for purchase.</p>	<p>Ballet Shoes \$30 - \$60</p> <p>The same ballet shoes are available for boys but in black.</p> <p>MDM Ballet Shoes are more expensive, but much more supportive for your child's feet</p>
JAZZ SHOES	<p>Split soled caramel elastic slip on jazz shoes.</p> <p>For older students the preferred brand, which will last longer and are more comfortable, is Bloch or Energetiks. These are available from Dance Art.</p> <p>KiX also has limited Balera, Jazzies and second hand jazz shoes available for purchase.</p>	<p>Limited Balera and Jazzies Jazz Shoes \$35</p> <p>Bloch or Energetiks Jazz Shoes \$50 - \$75</p> <p>The same jazz shoes are available for boys but in black.</p>
TAP SHOES CHARTER SHOES	<p>Caramel Bloch (preferred) or Energetiks brand tap shoes through Dance Art.</p> <p>Boys black lace up tap shoes can also be purchased through Dance Art.</p> <p>KiX also has a good quality and a good selection of second hand girls and boys tap shoes available for purchase.</p> <p>Natalie does a Market place run around twice a year.</p>	<p>Bloch Tap Shoes \$60 - \$80</p> <p>Bloch Show Stopper Tap Shoes \$80 - \$90</p> <p>Bloch Cabaret Shoes \$90 - \$100</p> <p>Boys Lace Up Tap Shoes \$60 - \$90</p>
ENERGETIKS UNIFORM UNIFORM ITEMS TO BE PURCHASED IN RED	<p>Available from KiX and soon ONLINE Orders through KiX. See above previous page for codes.</p> <p>Limited nearly new red Energetiks uniforms available through KiX.</p> <p>Boys bike shorts can be purchased through Dance Art, who also have boys tops.</p>	<p>Leotard \$30 - \$45</p> <p>Skirt \$20 - \$30</p> <p>Shorts \$25 - \$30</p> <p>Capri Pants \$45 - \$55</p> <p>Cross Over \$30 - \$40</p>
HIP HOP	<p>Available from KiX. Limited stock, can order.</p>	<p>Balera Top - \$15</p> <p>Hip Hop Pants \$45 - \$55</p> <p>Balera Runner - \$45</p>

COSTUME HIRE FEES

Many costumes at KiX Dance Studio are sewn new each year. The beautiful costumes at KiX are made from good quality materials. Your child will feel special in each costume and we do our best to ensure that the costume is nicely fitted and comfortable for each and every child. All costumes are washed after use before being stored away.

All costumes are hired by students from KiX Dance Studio.

Approximate hire fees for 2020 for each class are as follows and can also be found on the summary of fees 2020. The cost of costumes is spread out over 2 to 4 terms (depending on group) and added to term fees, with the final payment being added to term 4 fees. **A due date to advise KiX of your child's non-participation is advised in term 3. Where we are not advised by this date, all costumes hire fees are payable by you.**

Families do not receive a discount on costume hire fees. Fees are structured on the number items a student is in at the end of year concert.

EXHIBITION DAY COSTUME HIRE FEE

\$20 / Student

This will be charged in Term 2 and shown on your invoice. Costumes for this show are basic. This fee is to help cover the cost of cleaning all costumes after the show.

CONCERT COSTUME HIRE FEES

- Costumes 1 - 4
- Costumes 5 + 6
- Costumes 7 +



\$25 / Costume If TuTu \$30
 \$20 / Costume
 \$15 / Costume



- Opening Items
- Finale Costume

\$10 - \$15 / Costume This Will Depend On The Type Of Costume
 \$5 / Costume

- Little KiX
- Primary KiX – Bronze + Silver
- Primary KiX – Gold
- Primary KiX – Rubies + Diamonds
- Intermediates
- Seniors

(4 Costumes) \$80
 (4 Costumes) \$80
 (4+ Costumes) \$100+
 (5+ Costumes) \$110+
 (6+ Costumes) \$130+
 (7+ Costumes) \$150+



- Singers
- Competition Hire Fee

\$25 / Costume or Arrange Their Own
 Dependant on Costume

- Shoe Hire Fee

\$5 / Shoe



PROP FEE

\$5 / Little KiX – Diamonds
 \$10 / Intermediates + Seniors

This MAY be charged in Term 4. This fee is to help cover the cost of props being made for the concert. This also includes the use of hats, sticks, tambourines etc.

IMPORTANT DATES / EVENTS THROUGHOUT THE YEAR

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via email as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let Natalie know at your earliest convenience.

The following table lists events and dates. This will be updated regularly and sent to parents via Email.

Dates highlighted in red are confirmed as at 01/01/2020.

EVENT DESCRIPTION	DATE	WHO IS INVOLVED?
A.T.O.D. FUNDRAISING CONCERT	Sunday 22 nd March Dandenong Drum Theatre	OPTIONAL – SENIOR STUDENTS
EXHIBITION DAY TICKET SALES	Friday 8 th May 9:00PM ONLINE Try Booking	ALL PARENTS
CHOREOGRAPHIC EVENING	Friday 8 th May FROM 6:00PM	OPTIONAL
HAIR and MAKEUP SESSIONS	TBC	ALL STUDENTS
EXHIBITION DAY PRACTICE AT THE VENUE - RINGWOOD	POSSIBLE MAY TBC	ALL STUDENTS
EXHIBITION DAY (2 SHOWS 1:30PM – Junior SHOW + 5:00PM – Senior SHOW)	Sunday 24 th MAY	ALL STUDENTS
A.T.O.D. TROUPE COMPETITIONS	Sunday 14 th June TBC	OPTIONAL
A.T.O.D. SOLO EXAM DANCE COMPETITIONS	Sunday 26 th July TBC	OPTIONAL
A.T.O.D. EXAMINATIONS – DATES TBC	AUGUST TBC	BRONZE LEVEL + ABOVE
THEATRE REHEARSAL 1	POSSIBLE NOVEMBER TBC	DIAMONDS + ABOVE
FIRST REHEARSAL AT HALL	Saturday 9 th November	SOME STUDENTS
CONCERT TICKET SALES	Friday 1 st November 9:00 PM ONLINE Karrayka?	ALL PARENTS
PHOTO DAY	Saturday 28 th November	ALL STUDENTS
THEATRE CONCERT DRESS REHEARSAL	Monday 7 th December	ALL STUDENTS
ALL STUDENTS FINAL LESSON	Saturday 12 th December	ALL STUDENTS
CONCERT 2020 (2 SHOWS)	Sunday 13 th December	ALL STUDENTS
BREAKUP PARTY IN THE PARK	Friday 18 th December	ALL STUDENTS

EVENTS THROUGHOUT THE YEAR

COSTUME WORKSHOPS

Depending on need, parents may be invited to spend a day helping with some basic costume sewing or ensuring that the costume sewers are well fed!

MID YEAR EXHIBITION DAY

This is a very casual concert in which students will perform items that they have learnt so far (much of which is examination work). It is an opportunity for students to dance on stage in front of an audience. Tickets are sold prior to the event which is set up in a cabaret style and there are two shows. Younger students only perform at one show. The attending audience may bring drinks and light refreshments. Costumes on this day are very basic.

CHOREOGRAPHIC EVENING

During the year students will be guided and encouraged to make up their own dances. Students may choose to do this as a solo, duo, trio, quartet etc, in ballet, jazz or tap styles. The competition is within KiX Dance Studio only. \$10 entry fee. Audience entry fee is free.

A.T.O.D. COMPETITIONS (TROUPE + SOLO EXAM DANCES)

These are held over two Sundays involving ATOD schools from around Victoria. Students who have reached the required standard may enter solo/duo, performing their current exam level dance or choreographic dances as solo, duos or trios. KiX may also enter Troupes depending on age level interest. All entries and fees need to be sent in by early May. Fees are about \$5 per item per student, less for troupes. You will receive information at the end of Term 1. Students wanting to perform exam items as solos will require at least 1 private lesson, which will be charged at \$20 per 30 minutes of tuition.

EISTEDDFODS and DANCE FESTIVALS

As students are deemed ready by their teacher they may be asked to join a KiX troupe. Students may also have private lessons and enter into a competition as a solo, duo or trio item. KiX will enter students in the Beachside, ATOD, Bon Beach and Southern Dance Federation competitions held during terms 2, 3 and term 3 school holidays. Competition troupe classes or private lessons will incur an extra cost and also an extra costume hire fee. These classes will give students the opportunity of more performances throughout the year. Troupe work is team work and hence dedication on the part of the student and parent will be required.

FETES + OTHER PERFORMANCES

If anyone knows of any fetes or other groups who would like to be entertained with a show that can be tailored to their requirements please let me know, ie elderly citizens etc.

THEATRE REHEARSAL

Rehearsal for Diamond Level and Above.

This is a rehearsal at the theatre in class uniform. Each group will run through all their items with the focus being on awareness of each students' position on the stage. THERE IS NO VIEWING OF THIS REHEARSAL

CONCERT REHEARSALS

As required students MUST attend at their allocated times.

Younger KiX Students have their normal class on this day. This rehearsal will be held at the Heathmont Uniting Church Hall. Segments of the concert will be run through on this day, especially focusing on the opening and other segments where more than one group is involved. This gives students a good idea their entrance and exit on and off stage for each item. This is vital to the smooth running of the show with minimal breaks between items. Remember that students are working together as a team and if a child misses out on any direction they can spoil the item for those who attend all classes. THERE IS NO VIEWING OF THIS REHEARSAL.

OPENING REHEARSAL

All students in the opening MUST attend at the allocated time.

This rehearsal as required is held on a week night after the concert first rehearsal. It is a run through of the opening only with costume changes. This is imperative to a smooth running of the opening. These items are short and students may be in up to 2 dances in the opening. THERE IS NO VIEWING OF THIS REHEARSAL.

PHOTO DAY (Performance hair and makeup will be required)

All students MUST attend. Held at Rangeview Primary School.

According to a time table, students will try on costumes and have their photos taken in costume, both in solo and as a troupe. Parents must be present on this day to help dress their child and receive guidance on how the costume should sit (all costumes and hats should be the same on all students). Photos will be available for viewing and purchase at a date to be advised.

THEATRE CONCERT DRESS REHEARSAL

(Practice hair positions, but no make required)

ALL students MUST attend.

This is a full dress rehearsal at the theatre with sound and lighting. All students will familiarise themselves with the stage, and entrance and exits through the wings. Parents must be present to help dress their child.

Confirmed date to be announced in late February. Students, parents, family and friends are NOT permitted in the auditorium or backstage to watch this rehearsal.

END OF YEAR CONCERTS

Students will have 2 concerts to perform in on the same day. Parents will be required to help dress children backstage for one concert and can therefore watch the other if they wish to do so. One of the concerts will be professionally videoed. Tickets for the concert are sold early in term 4. APPROXIMATE COST OF TICKETS - Child/Pensioner \$27.50 and Adult \$32.50. Sales of tickets help to pay the cost of hiring a properly equipped theatre.

EXAMINATIONS

Natalie is an Associate Member of A.T.O.D. Ltd, Australian Teachers of Dancing. This association offers syllabi in each genre from pre-school level up to advanced standard. It also offers a recognised teaching course. For each level schools purchase DVD, CD, syllabi and theory books. For students to enter an examination they will have reached the required technical standard and, from bronze medal and above, know the theory associated with each step. A.T.O.D. sets guide lines for etiquette in the exam room, hence providing students with dance discipline guidelines that must be followed in all their dance studies throughout the year.

Examination costs range from \$40 at the lower levels up to \$100+ for an advanced examination, note that students may do more than one exam per year. Theory books are \$30 each for classical and tap. Parents will receive a notice that their child is ready for an examination 8 weeks prior to the examination being held. The examination fee will be added to term three fees. Students receive a certificate and a medal on successful completion of an examination. Examination days will be held in late July or early August (dates to be confirmed with the board). As examinations approach (2 – 3 weeks prior) students will be expected to attend class twice per week, this helps greatly in their preparation and confidence. Examination uniforms are as per KiX uniform.

Once the fees have been paid by KiX to ATOD (28 days prior to the exam date), there will be no refunds without a doctors certificate and then only 75% will be refunded.

Refer to exam notice for further details. Fees must be paid at least 5 weeks prior to date of examination or your child will not be registered to do the exam.

THEORY BOOKS

All students studying for examinations from Bronze Medal and higher in Ballet and Tap will be required to purchase a theory book. These theory books are for Ballet and Tap and are \$30 each. Theory books contain theory for all grades from Bronze Medal to Gold Star, hence it is a one off purchase and I do remind children regularly to look after them. Students are required to present their OWN theory books at the beginning of their examination. Theory books are added to fees in term one and will be received by students by the middle of term one.

CLASS FOLDERS

All students might receive a class folder at the beginning of Term 1. The folder will be for all notices, information, song words and exam steps to be kept in. This folder must be brought to each class.

MUSIC

If you would like dance class music recorded, please bring a blank CD with your child's name on it.

CONCERT DVD

At the end of the year you have the option of purchasing a professionally recorded DVD of the concert for \$40. Order forms will be handed out during term 4.

REFRESHMENTS

Students **MUST** bring a water bottle to class, please do not fill it with anything other than water, ie no fizzy drinks or cordial. KiX Primary to Senior classes have a short break. Please pack a light refreshment which is quick and easy to eat, ie muesli bar (not chips or lollies or cakes). Students will remain inside the classroom during this time. No gum is to be brought into the classroom.

GENERAL SAFETY AT KiX

The hall is locked from the outside during class time. Please arrive on time to limit the disturbance to other students. Students are not permitted to leave the classroom without a parent or guardian. Please let me know if someone else is picking up your child. If you are running late to pick up your child, please send me a quick text. Students are accompanied by a teacher to the bathroom during allocated drink or snack breaks. Windows are kept covered to keep concentration inside the classroom. A First Aid kit is kept in the classroom and teachers are trained according to regulatory requirements. Working With Children Certificates are held by all staff and volunteers who make contact with the children.

LOST PROPERTY

KiX Dance Studio 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 and please name your drink bottles, dance shoes and clothing so that they can be returned to you promptly if found.



COMMUNICATION

For convenience, our primary means of communication is 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 email address kixdance@live.com.au to your contacts so we don't end up in the dreaded Junk folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an TEXT to all 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 as well with event news and lots of great pictures.

We will also often provide hard copies of notices and send a TEXT with friendly reminders as events come up.

We also ask that you check your child's bag and class folder for notices that have been handed out.

We always display important information, dates and studio details on the window as you enter the hall, 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 0418 593 813 to chat with Natalie or Email kixdance@live.com.au.

CODE OF CONDUCT

To ensure the smooth, safe running of KiX Dance Studio 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.

KiX will not tolerate verbal or physical abuse, intimidation by a Student or another Student or intimidation by a Parent or Guardian of any Student (including the Student that is child of the Parent or Guardian), discrimination in all its forms as defined under the *Anti-Discrimination Act*, and harassment or threats of any nature towards Student, Parents and Guardians, or any employees or sub-contractors or third parties attending the studio.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency.

Any questions or complaints must go through Natalie – parents and students are not permitted to contact teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the principal first. Personal meetings with Natalie can happily be arranged.

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 principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

KiX Dance Studio 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 KiX Dance Studio and may not be reproduced or sold by any students, parents or staff without permission of the principal. KiX Dance Studio holds all the required copyright certification. Please note that photographing and videoing of studio work and students is in breach of the copyright and privacy acts, this will not be tolerated without permission and penalties may apply.

OUR COMMITMENT TO CHILD SAFETY

KiX Dance Studio is committed to child safety.

We want children to feel and be safe, happy and empowered.

We will treat each child, parent, staff member and volunteer equally with respect and dignity.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety.

Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our organisation has procedures in place for recruitment practices for all staff and volunteers, ensuring that our staff and volunteers meet the legal requirements, having the minimum of a Working with Children Check.

We have specific policies, procedures and training in place that support our team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

STAFF and VOLUNTEERS

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

TRAINING and SUPERVISION

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate. Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

RECRUITMENT

We take all reasonable steps to employ appropriately skilled people to work with children. We have selection criteria which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

We carry out interviews and reference checks to ensure that we are recruiting the right people.

RISK MANAGEMENT

Health and Safety Legislation applies to all workplace practices.

We are currently updating our policies and procedures to undertake risk assessments to identify hazards and implement control measures.

Accidents, injuries and incidents are reported and recorded through our Incident Reporting procedure. These are kept secure for privacy protection.