

# ITTY BITTY DANCE

2019 Information

## Welcome, you are going to love it here!

At Itty Bitty Dance we aim to be your child's favorite weekly activity.

Through our LOVE teaching our Itty Bitty Dancers we have discovered the secret recipe to grow your child's confidence with every class.

Our classes will delight and excite your dancer. Fun, friendships and confidence guaranteed.





## Here's a little bit about Itty Bitty Dance in 2019...

### Our locations

Itty Bitty Dance classes are located in East Lindfield, Willoughby, Gordon, Castle Cove and Lindfield.

Classes are held at local community centres and church halls.

All of our locations boast the following convenient features:

-  Ballet Barres
-  Pram access
-  Waiting areas for parents/students/siblings
-  Car parking



### Enrolment for 2019

To enrol for 2019 please complete our Enrolment Form online at our website

[www.ittybittydance.com](http://www.ittybittydance.com) When you enroll your dancer you will be securing their place to in your chosen class for the full calendar year being terms 1, 2, 3 and 4. This way we can ensure we are providing the best possible experience for your dancer as they twirl their way through 2019.

A \$35 enrolment fee is payable at the time of enrolment. Annual re-enrolment is compulsory and it secures a place in your chosen class. The annual enrolment fee covers the cost of our merit system, public liability insurance, stickers, stamps, certificates, and other great stuff that makes Itty Bitty Dance special!

Class size is important to us. Once classes reach capacity we will no longer accept enrolments. Your child's place is only guaranteed once we have received your completed Enrolment Form and the enrolment fee. Your enrolment fee invoice will be included in your initial enrolment confirmation email.

### Itty Bitty Term Dates 2019

Term	Dates
Term One	11.02.19 – 13.04.19
Term Two	29.04.19 – 29.06.19
Term Three	22.07.19 – 21.09.19
Term Four	14.10.19 – 14.12.19

Kindly note there are no classes on the following date in 2019 due to public holiday:  
Queen's Birthday – 10.06.19

### Contacting Itty Bitty Dance

**Telephone:**  
0421 571 144

**Email:**  
[info@ittybittydance.com](mailto:info@ittybittydance.com)

**Website:**  
[www.ittybittydance.com](http://www.ittybittydance.com)



### Very Important Information - We aim to be a nut free school!

We take our students' allergies seriously.

Food containing nuts cannot be brought into our classrooms, waiting rooms and events.

Thank you for your cooperation.

# ITTY BITTY DANCE

## Arrivals, Dismissals & Supervision Responsibilities

### **Dance with Me classes**

Parents or carers are responsible for the supervision of their child at all times during this class.

Siblings are welcome in the classroom during our Dance with Me classes.

### **Pre-school classes**

Please wait for your teacher to invite you into the classroom.

Your teacher will greet the class at the door and ask the students to make a line before they enter the classroom. This is important for safety and allows students to confidently enter into a calm and ordered space.

Pre-school parents are invited into the classroom to watch the last five minutes of each class. During this time students will show a dance or exercise. In the interest of safety, during the dismissal process it is expected that each student will have a carer in the classroom at this time. The students will be asked to sit down with the teacher. They are then given a sticker and dismissed to parents inside the classroom one at a time. If you are running late to pick up your child please call AND TEXT 0421 571 144.

Please kindly note that only enrolled students are permitted to be inside the classroom during lessons. Family members and friends must wait in the waiting area. Pre-school aged friends accompanying enrolled students into class must register and pay for a trial class.

### **Primary school aged classes**

Primary school aged class parents are invited into the classroom every three weeks to watch the students perform a dance or exercise during last five minutes of class. A schedule of the exact dates and times parents will be invited into each class will be posted on the app, website and the classroom door each term. Parents are invited to choose if they would like to watch the class – it is not expected that you will be available to watch. At all other times, families are asked to wait inside the waiting room.

Class times include a 5-minute window for arrivals and dismissals. The first few minutes of each class involve students being marked on the roll. The last few involve students being dismissed to their parents.

It is the responsibility of each parent to supervise their child in the waiting room before class begins. The teacher is NOT ABLE to supervise any students before their class begins. No responsibility is taken for students who are dropped off early.

It is expected that students will be picked up immediately after class. If you are running late to pick up your child please call AND TEXT 0421 571 144. Your child will be required to wait inside the classroom with the teacher until you arrive. Students are not permitted to wait in the waiting room unsupervised.

Please kindly note that only enrolled students are permitted to be inside the classroom during these lessons. Family members and friends must wait in the waiting area. School aged friends accompanying enrolled students to class must register and pay for a trial class.

# ITTY BITTY DANCE

## Itty Bitty Dance Uniform and Shoes

We do not have a uniform – Itty Bitty Dancers create their own dance style!

### Pre-school aged classes

Most shoe requirements are compulsory. Attire options are suggested.

Class	Shoes	Attire Options
Dance with Me	We prefer our tiniest dancers to wear pink (for girls) or black (for boys) leather or canvas ballet shoes to class. This is not compulsory. Students can wear other shoes that allow the child's foot to be pointed (not too rigid). Thongs, sandals and bare feet are not appropriate dance attire.	Students are encouraged to wear comfortable clothing to class. Tutu's, fairy wings and other amazing outfits encouraged ☺  Dance with Me participants (Mums/ Dads/ carers) wear comfortable or gym style clothing to class.
Pre-school Classes	Please ensure your child wears appropriate footwear to class. Girls: We prefer pink leather or canvas ballet shoes. Boys: We prefer black leather or canvas ballet shoes. Thongs, sandals and bare feet are not appropriate dance attire.	Students are encouraged to wear comfortable clothing to class. Tutu's, fairy wings and other amazing outfits encouraged ☺
Pre-school Tap	We prefer students wear black tap shoes. If you are buying second hand, tan is absolutely fine.	Students are encouraged to wear comfortable clothing to class. Tutu's, fairy wings and other amazing outfits encouraged ☺

### Primary School aged classes

All shoe requirements are compulsory. Attire options are suggested, we do not have a uniform.

Class	Shoes	Attire Options
Ballet	Girls: Pink leather ballet shoes Boys: Black leather ballet shoes	Girls: Ballet skirt must be worn. Boys: dance shorts or bike shorts. Optional: Leotard, socks, stockings, tights, cross over, singlet etc.
Jazz	Black full or split sole leather jazz shoes	No ballet skirts to be worn for Jazz. Optional: Shorts, leotard, socks, stockings, tights, cross over, singlet etc.
Tap	Black tap shoes	No ballet skirts to be worn for Tap. Optional: Shorts, leotard, socks, stockings, tights, cross over, singlet etc.
Hip Hop	Street shoes or jazz shoes	Optional: Shorts, t-shirt, tracksuit pants, leotard, socks, stockings, tights, cross over, singlet etc.

# ITTY BITTY DANCE

## Purchasing New Dance shoes

Dance shoes can be purchased at any dancewear shop.

The closest Dancewear shop is Bloch, Shop 520, Westfield Chatswood

This store has an Itty Bitty uniform card. This means if you mention you are buying shoes for classes at Itty Bitty Dance the staff will be able to show you the shoes we prefer our Itty Bitty Dancers to wear. Itty Bitty Dance receives no commission from sales at Blochs.

Thongs, sandals and bare feet are not appropriate dance attire.



## Second Hand Shoe System

Our second hand shoe buy/sell system can be accessed by a list that is available to view via our newsletters and the families only area of our website. Sellers are required to email the information of shoes they are wanting to sell including shoe style, size, condition, price and their contact details to [info@ittybittydance.com](mailto:info@ittybittydance.com) it will then put up for Itty Bitty Dance families to browse.

Second hand shoes are then purchased by contacting the seller directly.

## Hair

Students are expected to have their hair tied back for all classes. Students with short hair should wear a dance headband to keep their hair off their face and minimize distractions when dancing.

## Itty Bitty Dance Recitals

We love to give our Itty Bitty Dancers the chance to dance for their family members that cannot attend regular classes. Our recital is held in Term Four.

The proposed date is: 17.11.19

At the time of printing we are waiting for the venue to confirm. As soon as they confirm we will let everyone know this exciting date for your diary.



At the end of Term 1, 2 and 3 we have our exciting mini concerts.

Held during your normal class time at the last class of each term, we welcome family members into the classroom to watch a special in class performance. We look forward to giving your dancer the confidence of a superstar complete with a special costume and award.

Here are the dates for our 2019 mini concerts for your diary.

Term One: Week of the 8<sup>th</sup> to the 13<sup>th</sup> of April during your normal class time.

Term Two: Week of the 24<sup>th</sup> to the 29<sup>th</sup> June during your normal class time.

Term Three: Week of the 16<sup>th</sup> to the 21<sup>st</sup> September during your normal class time.

Term Four: Week of the 9<sup>th</sup> to the 14<sup>th</sup> December during your normal class time.

## Make Up Classes

If your dancer is unable to attend their usual class for any reason, including public holidays you are welcome to do a make up class on another day. Make up lessons can be booked from week two to week eight of each term. Make up lessons must be booked in the same term as the absentee.

To book in a makeup class simply email [info@ittybittydance.com](mailto:info@ittybittydance.com) with your child's regular class details, absentee date and proposed make up class date.

Please kindly note no makeup lessons are offered in the first week and last week of each term.

# ITTY BITTY DANCE

## Explanation of class Levels

Class name	Age/ Grade at school
Dance with Me	1.5 & 2 year olds
Tiny Itty Bitty Dancers	3 year olds
Pre-Primary	4-5 year olds
Pre-school Hip Hop	3-5 year olds
Pre-school Tap	3-5 year olds
Primary	Kindergarten and Year 1
Juniors	Year 2 and Year 3
Intermediate	Year 4 and Year 5
Pre-Senior	Year 6 and Year 7
Senior	Year 8 to Year 10
Opens	16 year olds to 99 years old

## Studio Locations

East Lindfield Community Hall, 9 Wellington Rd, East Lindfield  
Willoughby Uniting Church Hall, 10 Clanwilliam Street, Willoughby  
Lindfield Community Hall, 259 Pacific Hwy, Lindfield  
Gordon Uniting Church Hall, 18 Cecil Street, Gordon  
Castle Cove Primary School Hall, Kendall Rd, Castle Cove



## Waiting Lists

Waiting lists are created for classes that have reached their capacity. Families who are on the waiting lists will be contacted when a place in the class becomes available. There is no obligation to take the place if one becomes available. Current or previously enrolled students and their siblings are given priority placement on class waiting lists.

## Fee Policies

Fees for lessons are charged by the term. Term dates can be found on page one of this document.

Terms are 9 weeks in length.

Term Fees are due before the commencement of your child's first class each term (Week One). Once enrolled your dancer is registered for a full calendar year being terms 1, 2, 3 and 4.

Outstanding fees will result in a temporary exclusion from classes until fees are paid.

Four weeks notice in writing is required for any changes to enrolment before the start of the next term.

Once enrolled in a class for the term, fees are payable for the whole term.

Once paid Term Fees are non refundable if you decide to withdraw your dancer during term.

If a public holiday falls on your child's regular dance day you are encouraged to do a makeup a class. Details on how to book in a makeup class can be found on page 4 of this document.

# ITTY BITTY DANCE

## 2019 Fee Structure

Annual Enrolment Fee: \$35

Itty Bitty Dance Class	Class Fee Per Term
Dance With Me	\$175
Tiny Itty Bitty	\$185
Pre-Primary	\$195
Pre-school Tap	\$77
Preschool Tap and Tiny/Pre-Primary combined class discount rate	\$241
Pre School Hip Hop	\$185

The London Centre for Performing Arts Fee Schedule	Class Fee Per Term
30 mins per week	\$175
45 mins per week	\$210
1 hour per week	\$230
1.5 hours per week	\$275
2-3 hours per week	\$280

Term Four award levy \$10

End of term mini concert week costume hire \$10

## Payment Methods

Fees can be paid via cash, bank deposit or via our EFTPOS machine at the welcome desk.

### Bank Details:

Meghan C Simpson

Commonwealth Bank of Australia

BSB: 06 2336

ACC: 1031 6034

Please put your child's full name and invoice number as the reference.



**Cash** payments must be put into an envelope with your invoice payment slip and the correct change enclosed. A receipt will be issued to your email address.

If the reception desk is unattended please hand cash payments (in envelope) to your child's teacher.