



Garvey School Of Dance



2025 Handbook

WWW.GARVEYSCHOOLOFDANCE.COM

0412 319 498

Welcome	2
Contact us	3
Teaching Staff	4
Studio rules	5
Behaviour policy	6
Uniform policy	7
Enrolment information	8
Fees	9
Information for parents	10
Query and complain policy	11
Injury policy	11
Social media policy	12

Dear Parents

Enrolments for 2025 are now open. Our classes include Jazz, Tap, Classical Ballet, Contemporary, Hip Hop, Pom Squad, Eisteddfod, Acrobatics and private solo lessons. Exams are held each year in Jazz, Tap, and Ballet with Australian Teachers of Dance. We, the dancers and staff of Garvey School of Dance are a vibrant community of people who have a high regard for each other, the art of dance and the respectability and value of the work we do. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below. In all of our endeavours to learn, perform and compete as an expression of our love of dance, we show respect to the parents, students, and staff of Garvey and all of the wider dance community, including our competition. As dancers & athletes we consider it a privilege to participate in a community for the performing art of dance exemplifying the values of integrity, character, leadership, responsibility and professionalism. For our dancers we wish to foster a lifetime love of dance with team spirit and perseverance for all.

A **student assistant mentoring program** is available for anyone over the age of 10 years. This builds confidence, resilience, teaches students commitment, reliability, grooming & effort as well as giving them responsibility with a group of younger students.

Classes recommence on Monday 3rd February.

We are able to accept ACTIVE KIDS AND CREATIVE KIDS vouchers. Please download the voucher and email to me with the child's date of birth. I will then lodge and activate the voucher(s).

I look forward to working with the students again this year. Please note that my mobile is 0412-319-498 and email address is garveydance@hotmail.com. If your child is going to be away, I ask that either a text or email is sent confirming their absence and for how long.

Thanks for your co-operation and I look forward to another successful year of dance.

Miss Maureen Garvey
Principal

Contact:

Principal: Maureen Garvey

Email: garveydance@hotmail.com

Phone: 0412 319 498

Website: www.garveyschoolofdance.com

Concert 2025:

The date for the concert is Saturday 6th December and the rehearsal is Saturday 22nd November. Venues to be advised.

Teaching Staff:

MISS MAUREEN GARVEY

Maureen Garvey is the owner and director of Garvey School of Dance. For 35+ years, she has trained dancers of all levels in ballet, tap, jazz, lyrical and many more styles. Maureen has a Diploma in Dance Teaching & Management, Rhythm Works Integrative Dance certification and Acrobatic Arts certification. Her dance training began at a young age in Melbourne and over the past years she has shared her passion with many students. She has attended many conferences over the years and 2017 completed the Studio Owners University course in Palm Springs USA. Maureen is a member of Australian Teachers of Dance and the Imagine Preschool program. In 2014 Maureen was nominated by one of her students and won the Capezio “My dance teacher award”.

Above all, Maureen believes that dance should be fun for and accessible to all.

MISS TORI WHITEFORD – Teaching Jazz, Cheer, Tap, Hip Hop and Conditioning.

MISS COURTNEY SMALL – Teaching Jazz, Contemporary, Acrobatics and Private lessons.

MISS CLANCEY BURTON – Teaching Hip Hop, Jazz, Ballet and Private lessons

MISS RUBY GOULD – Teaching Cheer, Hip Hop and Private lessons

Studio Rules

- All members must clean up after themselves. Change areas and amenities are to be kept clean and tidy. Food is only to be consumed in the waiting area and outside. Please be aware that only recyclable items are to go in recycle bins and rubbish goes in the rubbish bins. These are clearly labelled.
- There is to be no running or acrobatics in waiting areas. Siblings must be supervised at all times.

- We are a smoke free environment so please don't smoke in or around the property.
- There is to be no chewing gum. Drinks must be in sealed containers only.
- No food or drink (excluding water) in a sealed container is allowed into the studios. This includes all attending watching day.
- All mobile phones must be switched off whilst in class.
- Students are responsible for their own property. We will not be responsible for lost or stolen items.
- Lost property is found at the front desk and is emptied at the end of every term. Please check for lost items. Ensure all dance clothing & shoes are labelled.
- Please do not use spray deodorants inside the waiting room. Please use outside or bring roll on deodorant. Some students are allergic to sprays which can cause breathing problems.
- Parking must only be in the carpark across the road from the dance studio. Do not park in the staff car parks or disabled car park.
- All students must remain inside the studio until they are collected by their parents or a responsible adult. This is for the safety of all students and must be adhered to.
- No dance shoes should be worn outside.
- No member is permitted to record or take photographs at our studios without permission from the teacher.
- We provide an Open week at the last class of each term and an annual concert for parents to see their child's progress. Parents at open days must supervise siblings who need to remain seated, and all must watch quietly.
- Students are not permitted to bring friends to classes or rehearsals.
- Newsletters are emailed out regularly during term and our Parent Facebook page has any relevant information.
- Students need to practice improving their skills especially when exams, competitions or shows are approaching.
- Consistent practice is required at home each week to achieve and maintain flexibility.

Behaviour policy

- All students are expected to show consideration and respect to all teachers & parents in the school and to each other. This will ensure a happy and pleasant environment for everyone.
- All students must conduct themselves with honesty and courtesy and show consideration to all teachers and parents, fellow students and staff.
- Students need to remember they are a role model for other students and show leadership by setting an example through their actions and speech. They need to embrace the dance family rules.
- All students need to take responsibility for adhering to the rules of our studios. To bring up concerns with the appropriate person and be willing to receive direction and coaching as appropriate.
- All students need to represent a high level of integrity and avoid gossip, criticism or disparaging comments about fellow students, teachers or others involved in our studios. Have the willingness to face issues and concerns with maturity and dignity.
- Be committed to giving 100% at all times.
- Parents will be notified if student behaviour becomes unacceptable.

Uniform policy

- Ballet uniform must be worn to all classes. Black leotard with matching skirt. Tights must be worn by all students.
- Correct footwear must be worn at all times. Only dance shoes are to be worn in the studios by students.
- Garments must be clean and washed without holes in them and appropriate for dance.
- Hair must be worn in a bun for all ballet dance classes with hair off the face.

JAZZ, CHEER AND TAP: Uniform is Garvey dance singlet, jazz shorts, flesh coloured stocking (in winter), black crossover and black jazz or tap shoes.

CLASSICAL: require black leotard and purple dance skirt, pink ballet stockings and pink ballet shoes.

CONTEMPORARY: require a singlet, jazz shorts and foot paws.

HIP HOP: require a Garvey dance shirt (Purchased from the front desk \$30), black shorts and hip-hop shoes.

ACROBATIC: Studio Acrotards (purchased from GSOD)

If you require any new dance clothes or shoes, they can be purchased from Mahalo Interiors at 48 Elbow St, West Kempsey (directly in front of our studio) or online at www.dancedreamsdancewear.company.site This can be done as a click and collect. If you are unsure of sizing please speak to me.

Dance jackets can be worn in winter. Please note that NO joggers, tracksuit pants school uniforms or bulky clothing are to be worn to lessons.

HAIR

Hair must be neat and tidy at all times. Parents, please make sure that your daughter's hair is in a ponytail. All classical students must have their hair in a bun for every lesson before entering class.

Students whose hair is hanging down will be asked to tie their hair up. There is a basket at the front desk with hair accessories if you have forgotten anything.

I would ask all parents to remind their child to always be respectful to all teachers and helpers, front office staff, to wear the correct uniform and have their hair done.

Enrolment information

- To enrol at our studio a parent/guardian and student must read and agree to our policies and procedures.
- An enrolment form with photography permission must then be completed and handed to reception. Fees will then be charged accordingly. Most terms are 10 weeks closely following school terms.
- Students will be enrolled into suitable classes according to age and experience and this is determined by a qualified dance teacher.

- Enrolment is for an entire term. Cancellation must be made in writing to garveydance@hotmail.com. No refunds are given for term fees paid in advance. Two weeks' notice is required.
- The studio must be contacted if a student will be absent from class for any reason.
- Enrolment information must be updated at reception if it changes. This includes your email address and mobile phone numbers.

Fees

- Fees are payable within the first 2 weeks of the term. If payments are not made in advance or prior to the commencement of class, your child will may not be able to participate in class until all monies due are paid in full.
- Payments can be made by direct debit either by the term, weekly or fortnightly.
- If parents have difficulty paying fees, please email garveydance.com.au or hand a note to reception to discuss financial arrangements prior to due payments.
- No refund or credit is given for missed classes (extreme medical conditions considered).
- There are no refunds for concert fees once costumes are organised.

Fees for 2025 are as follows:

Preschool dance \$9.00

Lessons are priced at \$10.00 (40 minutes) per class.

Acrobatic classes are \$17.50 per class (1 hour) or \$25 per class (1 ½ hours)

\$30 per ½ hour for private lesson (must be prepaid – Term fee)

Enrolment fee \$50



Students will be requested to pay for lessons whether they attend or are absent. If your child is sick or unable to make class please message me so I can let the teacher know. If they have an injury that makes them unable to perform certain exercises, again please let me know.

At the end of each term an account will be issued for any outstanding fees and this must be paid before commencing the next term.

Class sizes must have at least 6 students participating in each lesson or the class will be combined with another group.

DANCE INSURANCE

Compulsory dance insurance is included in your enrolment fee. This is to cover any costs that may occur for students who injure themselves either at lessons or dancing under my name. This fee is for a 12 month period.

ACTIVE & CREATIVE KIDS VOUCHERS

We are able to accept ACTIVE KIDS AND CREATIVE KIDS vouchers. Please download the voucher and email to me with the child's date of birth. I will then lodge and activate the voucher(s).

Information for Parents

Students who are waiting for classes to begin, those who are waiting to be picked up or others not attending lessons are asked to sit in the waiting room at the dance studio. If your child is coming straight from school we have snacks and drinks for sale.

KEMPSEY: Please make sure you park over the road and NOT IN THE TEACHER PARKING. Please bring/collect your child from class. It is very dangerous when you just pull up and blow the horn. NO CHILD will be let out of the studio without suitable supervision.

Query & Complaint policy

- We appreciate sometimes parents need to talk to teachers about their children, but this should not be during class time. Please make a time outside class time when the teachers are free.
- If your query about your child is lengthy or of a private nature, please arrange to make an appointment with Maureen & your teacher. Requests can be made in writing to reception or by emailing garveydance@hotmail.com or phone the studio. Please advise if you need a specific teacher at the meeting.
- If you wish to lodge a complaint about another member of the studio please email or write to garveydance@hotmail.com
- All complaints and queries will be dealt with promptly, seriously and with sensitivity and remain confidential.

Injury policy

- Dancing is an activity where injuries can occur.
- Injuries must be reported to the teacher by the students. This is important to be aware they have hurt themselves.
- When an injury occurs at our studio, we will complete an injury record for the parent. Depending on the severity of the injury we do expect the parent to take the student to a physiotherapist or appropriate medical practitioner of choice.
- We are not liable for personal injuries.

Social Media policy

- This is to clearly define our expectations and guidelines for members engaging in social media that relates to its studio or members.
- You must be clear and ensure any information is factual and accurate.
- Any information must respect individuals and the studio.
- Information must not damage in any way the studios or members reputations or bring disrepute.