

# CANBERRA DANCE DEVELOPMENT CENTRE

## POLICY MANUAL 2009

### Foreword

At the beginning of each year students and parents receive handbook detailing enrolment information and requirements.

This booklet is constantly being revised to incorporate policy decisions made over the past year.

This new 2009 document replaces previous handbooks, policies and manuals.

I would like to thank teachers and staff who have contributed to the development and maintenance of the CDDC Policy Manual.

The Policy Manual will be given to existing students at the end of each year and completion of an enrolment form for the following year implies having read the CDDC Policy Manual and acceptance of the conditions of enrolment.

New students will receive a copy on enrolment.

We AT CDDC recognise that we have students with ages ranging from the very young to the quite mature. We have tried to make this a “one size fits all” document, and therefore apologise if some things do not directly apply to every individual student. No disrespect is intended to any person.

We use the term “Care-Giver” to mean the person responsible for a student still in the care of a parent, guardian, relative etc.

We use the term “Contact Person” to mean the person who is to be contacted for official purposes such as fees, emergencies etc.

Jaqueline Hallahan  
Director  
The Canberra Dance Development Centre Pty Ltd  
January 2009

**Canberra Dance Development Centre  
Policy Manual 2009  
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## Canberra Dance Development Centre (CDDC)

### Contact Details

All Correspondence to:

The Director

Canberra Dance Development Centre

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Belconnen ACT 2617

Telephone: 02 62591550

+61 2 6259 1550

Email: [ddc@iimetro.com.au](mailto:ddc@iimetro.com.au) Mobile: 0409 622738

+61 409 622 738

Website: [www.dancedevelopment.com.au](http://www.dancedevelopment.com.au)

Office Hours: Monday to Saturday – times on notice board

### Overview of CDDC

The Canberra Dance Development Centre (CDDC) was founded by Jaqueline Hallahan in 1985.

CDDC originally operated from premises in school and YMCA halls and then in the Belconnen Town Centre for many years.

In 2001 CDDC moved to the Mount Rogers Community Centre Spence.

The current premises are comprised of two studios, both of which provide a conducive ambiance and safe dance environment for the teaching of dance.

In 2001, CDDC reviewed its management practice to incorporate a more strategic approach to its business operations, marketing and human resource areas to reach the next level of organizational development.

CDDC is now in a position to expand its operation and service delivery.

The future will bring dance exchanges with dance organizations and artists from Australia and abroad.

### Our Mission

*‘The Canberra Dance Development Centre promotes excellence in dance training and performance and related arts’.*

## **Our Vision**

*“To strive for excellence in training and performance and be the very best we can in our field, continually research and learn from every source worldwide, to strike out into new territory and expand our practice, share the results and give purpose to all our endeavours.”*

## **The CDDC Difference**

We at CDDC:

- Employ professional instructors, guest teachers and choreographers, guest speakers and professional accompanists.
- Recognize that each student is unique in his/her pattern of development, interest and talent.
- Encourage students to obtain the highest personal standard through participation in classes, workshops and performances.
- Nurture and encourage students who have developed skills which they would like to continue developing through further study, leading to a career in dance performance or dance related fields.
- Involve students in production and composition providing experience in all facets of performance.
- Provide an inspiring, stimulating, enriching, and challenging learning experience for students to explore their capabilities and talents and gain self-confidence.
- Ensure assessment, course content and teaching and learning strategies comply and reflect the outcomes of the courses.
- Evaluate our courses and business practice through discussion, survey and benchmarking.

## **CDDC's Director**

Jaqueline has over 30 years teaching experience within the dance industry, including a vast number of year's experience in choreography, dance performance and production.

Highlights in her career include directing the annual CDDC concert for more than 21 years; producing Ausdance Dance Festival for 7 years for High Schools, Colleges and Universities; many years producing the Ausdance Young Chorographers Evening; various Dance Week Launches; as well as choreographing and teaching for many community productions in Canberra.

Jaqueline was awarded the 2003 Stuart and Norma Leslie Churchill Fellowship, to promote and assess reciprocal exchange programs in classical ballet, theatrical and contemporary dance in the USA, UK, and Europe. This fellowship was instrumental in building strategic alliances between CDDC and some of the best dance studios, institutions and teachers worldwide.

Jaqueline has since traveled overseas to USA, UK and Ireland to raise CDDC's profile and to maximize CDDC's potential as an International Dance Centre.

## CDDC's Professional Links and Resources

### Australia

- The Australian Ballet School
- Queensland University of Technology
- West Australian Performing Arts Academy
- Victorian College of the Arts
- The Australian Choreographic Centre

### USA – New York

- Steps
- Peridance
- Broadway Dance Centre
- New York City Ballet School
- Julliard School
- Battery Dance Company
- Dance Theatre Workshop
- Dance Space Centre

### UK – London

- Pineapple
- Danceworks
- London Contemporary Dance School
- Urdang Academy
- Royal Academy of Dance
- Central School of Ballet
- Laban

### Leeds

- Northern School of Contemporary Dance
- University of Leeds
- Phoenix Dance
- RJC

### Scarborough

- University of Hull

### China – Shanghai

- China Welfare Institute Children's Palace

### Ireland – Dublin

- College of Dance
- Association for Professional Dancers Ireland
- Sallynoggin Dance College of Further Education

### Ireland -- Limerick

- University of Limerick

### Europe – Netherlands

- Rotterdam Dansacademie
- Henny Jurriens
- Koninklijk Conservatorium

### Germany

- Hamburg Ballet School
- Duetch Opera Ballet
- Palucca School Dresden
- John Cranko School Stuttgart
- Bayweisches Staatsballet

### Switzerland

- Rudra Ballet

### Monaco

- Academie de Danse Classique Princess Grace Monaco

### Italy

- La Scala Milan

### Spain

- Scaena
- Company National De Danza Spain

### France

- Palais Garnier Paris

It is proposed that these links with key organizations will be utilized as resources for a range of activities from master classes, residences, collaborations and student/teacher exchanges in the coming years.

## **Dance Studies**

Students attend weekly classes for skill development and enrichment.

The primary benefits of attending CDDC are:

- learning and developing skills
- improving coordination
- increasing fitness
- meeting new friends
- having fun

CDDC caters for student needs by offering the following courses:

- ballet
- repertoire/pointe
- contemporary Dance
- contact improvisation, duo and composition
- jazz funk
- tap dance
- street jam
- strength and stretch
- singing
- drama
- fencing
- junior and senior performance groups
- youth dance company for ballet and contemporary students

CDDC also provides a performing arts course for students seeking all round theatrical experience.

## **Part and Full Time Dance Courses.**

Through our graduated training programs at CDDC students who demonstrate the ability and ambition to work towards a career in dance are encouraged to progress into Part-time and Full-time Dance Courses. These studies enable students to continue their academic studies at ACT high schools in conjunction with participation in rigorous dance training at CDDC. Course entry into these studies is through annual auditions held at CDDC

## **Conditions of Enrolment**

Acceptance of enrolment at CDDC implies both the care-giver and student accept all aspects of the policies of CDDC.

## **Class Schedule (Timetable)**

CDDC's class schedule is available online at [www.dancedevelopment.com.au](http://www.dancedevelopment.com.au) and is reviewed regularly. Printed copies are available from the CDDC office.

Extra classes may be scheduled in the time leading up to performances or special events.

## Pricing

Students are charged on a per term basis. Multiple classes of six or more receive a discount.

Families with one or more members attending CDDC receive a 10% discount on all class fees.

All prices are gauged to be competitive in the market and are reviewed annually.

A schedule of fees is available online at [www.dancedevelopment.com.au](http://www.dancedevelopment.com.au) or please phone 02 6259 1550 for all enquiries.

A range of options for payment of fees is available to suit your budget.

## Fees

### Term Fees

New students pay a single class rate on the first class. Upon enrolment the amount paid will be deducted from the term fee.

All other students are required to pay their term fees within the first two weeks of each term.

Students attending multiple classes have the option to pay weekly/fortnightly instalments arranged through the office. Payment must be complete within the term.

### Continuing Students

Dance Students must give notice in writing at the end of each term if they will not be continuing into the next term.

If this notice is not given, it is CDDC's policy that you will be charged for the following term fees. CDDC has waiting lists for classes and such a policy is necessary to allow CDDC to enrol new students for the up coming term.

Additionally, at the beginning of term 4 care-givers and students are required to notify CDDC if students will not be returning the following year.

### Late fees

If there has been no attempt to pay fees after week five of each term a late fee of an additional \$20.00 will apply.

### Additional Fees

#### Performance Fees

Students performing in CDDC's Concert pay a non-refundable \$20.00 performance fee. The cost is based on the previous year's expenses.

#### Assessment Fee

Students will be required to pay a \$5.00, non-refundable, assessment fee in the second semester

## **Refund Policy – Dance Students**

### Occasional Absences

Students who occasionally miss classes due to illness and injury must inform management and a suitable make up class will be advised.

### Prolonged Absence

In the advent of prolonged absence from training, care-givers/students must inform management and a pro-rata refund of fees will be arranged.

### Cancelled Courses

The CDDC reserves the right to cancel any classes or course offered. All efforts will be made to provide an alternate class for students to attend.

### Method of payment

Refunds will only be made on receipt of a written application, signed by a care-giver in the case of a minor. Any refund that may be payable will be sent to the students home address.

No refunds will be made other than those in the terms of this policy statement.

## **Admission to classes**

Students/care-givers are responsible for ensuring their medical fitness for enrolment and attendance at individual classes and for informing CDDC of any medical condition which may require assistance, support or consideration, such as allergies, special medications etc.

Students should not attend classes if they are ill or not well enough to sit and view the class.

## **Attendance Policy**

CDDC values attendance of students at classes. Procedures are in place to ensure attendance is monitored for course requirements and for student welfare.

### General:

Teachers maintain class rolls which are marked at the beginning of each session.

Absences should be reported either verbally or in writing to CDDC as soon as possible.

Attendance and absences are recorded and compared to an absentee list.

Care-givers are phoned as soon as practicable of irregularities.

Persistent or recurrent irregularities will be followed up by an interview\\

### Illness or Injury:

All students are expected to provide a medical certificate for *prolonged absence* due to illness and injury. The medical certificate will be filed in the students file.

On return to classes, please provide any details to the class teacher of any special needs or considerations. (see Admissions to Classes above).

## **Attendance Policy (cont)**

### Late Arrivals

If a student arrives late care-givers should provide a note if unable to verbally provide an explanation.

### Leaving Early

A note from the care-giver must be brought to CDDC by the student, explaining any need to leave early, and given to their teacher during roll marking. If the student does have to leave early it is recommended that the care-giver arrange transport to pick the student up from the CDDC car park. Please describe the transport arrangements in the note. Please avoid early d`epartures during the performance seasons and students assessment periods.

### Longer Absences – Holiday

All dance students need to notify the Office of long absences due to family holidays.

Students who are absent for extended periods and who fail to notify the office or supply adequate explanation may be refused credit for the term or semester.

## **Illness and Accidents at CDDC**

Our general illness policy is that if a student is too ill to remain in class, then they are too ill to remain at CDDC.

Please do not send students to class who are ill, as students should not attend dance classes if they are unable to participate or view the class.

Students should tell a teacher if he/she is not feeling well, or teachers may notice a student is not well.

If a student is taken ill at CDDC the following will occur:

- The teacher may send the student to the first aid officer or get them to lie down.
- If necessary, care-givers or contact persons will be contacted to arrange for transportation of a student home if the student still feels poorly after 30 minutes of rest.
- In the case of an emergency an ambulance will be called and contact persons will be notified immediately.

Accidents can sometimes happen. In the event of an accident the following will occur:

- First Aid will be rendered by a trained person
- Emergency Services will be contacted immediately if needed
- Care-givers or contact persons will be informed

Students should report any accident, near accident or any hazard (no matter how small) to the office or the teacher.

We recommend that all students have ambulance cover, as the ambulance service does not provide free transport from CDDC, and these costs can be quite expensive.

*It is important to notify CDDC if your contact numbers change to enable appropriate communication should illness or accident occur!*

## Privacy of Personal Information

CDDC maintains a computer record system which is used for billing, attendance, and reporting purposes as well as for contacting care-givers in an emergency.

Please notify the CDDC office of any change of details.

Your details are treated as confidential and not provided to any other person or organisation.

CDDC will adhere to the requirements of the Privacy ACT 2001 in relation to the way it handles personal and sensitive information about students.

## Recruitment, Marketing, Advertising

CDDC will recruit students and conduct advertising and marketing in an ethical and responsible manner, consistent with industry standards.

## Student Services

CDDC will ensure students have access to:

- orientation on commencement of classes
- information resources (library and video/dvd)
- assistance and information about their dance progress
- information regarding further studies.

## Counselling

Students with problems associated with CDDC or the CDDC community, may, depending upon the nature of the problem, approach one of the following:

- a teacher whom the student feels can help
- their class teacher at the time
- the office staff
- the Director

Students can also contact

- |  |              |
|--|--------------|
| • Lifeline (personal counselling)      | 13 11 14     |
| • Crisis centre (rape/child abuse)     | 1800 688 009 |
| • Al-Anon family Group (re alcoholism) | 6251 7726    |
| • Kids Help Line                       | 1800 55 1800 |

## Behaviour at CDDC

CDDC welcomes students of all ages and abilities and backgrounds to join us in dance and performing arts studies.

A Code of Conduct has been developed which aims to build communication and mutual respect for teachers, students and their care-givers who attend the centre. Students, care-givers and teachers each have their respective Codes of Conduct.

The ***CDDC Dance Student Code of Conduct*** and the ***Care-giver Code of Conduct*** are attached to this document.

## **CDDC Health and Safety Policy**

Canberra Dance Development Centre is committed to providing a healthy and safe workplace for all employees, clients and general public who enter our work areas. This commitment includes establishing and maintaining safe systems of work and safe equipment together with appropriate training and competent supervision.

Occupational Health and Safety is an area where all persons at CDDC have a shared or joint responsibility.

For its part the Director at Canberra Dance Development Centre accepts overall responsibility. The Director will always regard health and safety as their highest priority and will not knowingly place employees, clients or members of the general public at risk.

All standard operating procedures, regulations and codes of practice relating to health and safety will be followed without exception.

### **Canberra Dance Development Centre will:**

- Develop and document safe systems of work
- Ensure that those safe systems of work are adhered to
- Ensure that there is effective consultation and communication on health and safety issues
- Monitor and maintain the safety of plant and equipment
- Provide appropriate health and safety training for all employees
- Provide our staff with safe products, materials and equipment for their work
- Provide appropriate facilities for staff
- Assess occupational health and safety issues when designing, purchasing or installing equipment or services
- Develop key performance indicators to measure the effectiveness of the health and safety management system in achieving continued improvement aimed at elimination of work-related injury and illness

### **Students can assist through:**

- Using appropriate equipment and not alter, misuse or interfere with anything provided in the interest of health and safety.
- Conducting themselves in a manner which ensures both their own health and safety, and the health and safety of others.
- Reporting all hazards, accidents and near misses.

### **Accident and Incident Reporting**

CDDC takes all reasonable steps to prevent accidents happening at the Centre and during performances, yet unfortunately accidents may still happen.

All accidents and incidents including near misses involving CDDC staff, students and the general public and equipment **must be** reported to CDDC's Director and First Aid Officer. You may be required to also complete a report form available from the office for administration purposes.

### Electrical Safety

All electrical equipment used on CDDC premises complies with the Relevant Australian Standard and is tagged to industry standards.

### Emergency Procedures

CDDC has a comprehensive emergency evacuation system and procedures are prominently displayed to ensure the safety of all persons in case of emergency.

Visitors should ensure that they make themselves aware of the emergency system by reading the available notices on display.

In the event of an evacuation designated CDDC staff have total authority to take any appropriate action they deem necessary in the circumstances.

### Drug and Alcohol Policy

CDDC does not permit drugs and alcohol to be brought onto the premises. If a student enters CDDC premises intoxicated or under the influence of drugs the police will be called and the student will be expelled immediately. See also **CDDC Code of Conduct**.

### No Smoking

The CDDC has an absolute no smoking environment. The policy applies to all employees and the general public in all internal areas of the CDDC premises.

### Violence and Harassment Policy

**Violence** includes any action against a CDDC staff member, student, visiting teachers or members of the general public which has the potential to cause either physical or psychological harm. CDDC management has zero tolerance towards violence and where a threat of violence exists the police will be called. See also **CDDC Code of Conduct**.

**Harassment** can be defined as any unwanted, unwelcome or uninvited behaviour which has the potential to cause psychological harm. Behaviour which is consensual, welcomed and reciprocated and based on mutual attraction, friendship and respect is not harassment.

Harassment will not be tolerated under any circumstances and incidents are to be reported to CDDC staff and immediate action will be taken. This may involve the **Dispute Resolution Policy**.

## **CDDC Health and Safety Policy (cont)**

### **Social Justice Policy**

CDDC values Social Justice. CDDC is committed to equal opportunity and recognizes its responsibilities under both State and Federal anti-discrimination legislation.

CDDC acknowledges and provides for the right of all people to have fair access to the services of society, to be treated in caring and equitable ways, and to live with dignity in an environment free from bias, prejudice and discrimination.

CDDC is striving to support non-discrimination against any person on the grounds of marital status, pregnancy, sex, sexual preference, race, political or religious conviction, disability or age.

CDDC promotes a harmonious work environment and encourages members of staff, students, visiting teachers and members of the general public who feel that CDDC's Social Justice Policy has been breached to follow the guidelines in the Dispute Resolution Policy to satisfactorily resolve the issue.

## **Dispute Resolution and Complaints Policy**

Disputes, grievances, appeals and complaints can arise from time to time. CDDC's staff have a genuine desire to help, advise and resolve problems of both a dance or any other nature.

In an effort to reach an agreement or resolution the following steps may be taken:

- Step 1 - the student and/or care-giver will discuss the issue with a staff member, and if necessary record the grievance, complaint or incident using forms available from the office.
- Step 2 - if the issue is not resolved at this level it shall be referred to a meeting with the Director and those involved.

If you are involved in a dispute, or make a complaint it will be investigated in a fair and timely manner. Management will make sure of confidentiality and that any involved person is not victimized in anyway.

Please make an appointment with the following for:

Complaints about Office Staff	Director
Complaints about a Teacher	Director
Complaints about a Student	Class Teacher
Class Selection and fees	Office Staff
Student Progress	Class Teacher
Policies	Director
Student Behaviour	Director
All other matters	Office Staff

## **Clothing Policy**

We recommend that students wear the required dance clothing and footwear appropriate to the style of dance being studied.

CDDC notice board provides information on second-hand clothing and footwear for sale or swap. If clothing becomes a problem, please speak to your teacher or the Director.

Up-to-date details are online at [www.dancedevelopment.com.au](http://www.dancedevelopment.com.au).

## **Assessment Program for Dance Students**

All students are assessed each year by a panel of professionals.

Level 1 – 7 skills are graded on a continuum from “developing’ through to ‘beyond achievement’.

Level A, B and C are graded on descriptor based criteria which focus on technical development, musicality and artistry.

## **Reporting and Recognition of Achievement**

A written report reflecting the student’s achievements and developments is provided with comments from every member of the assessment panel.

At the end of every year each student receives a certificate of completion.

An Award Night (level 7-A) and Awards Day (level 1-6) are held towards the end of each year. Students receive their certificates and achievement awards.

## **CDDC Functions and Events**

Families are encouraged to attend CDDC functions and events throughout the year including: CDDC Concert, Open Week, Awards Night/Day, Youth Ballet and Senior and Junior Performance group activities.

## **Lost and Found**

CDDC expects students to look after, and be responsible for all their belongings. All clothing and equipment should be clearly named. Valuables and large sums of money should not be brought to CDDC. If they must be brought, they should be given to a teacher for safe keeping during the training period.

If a student loses something they should:

- Check with their class teacher
- Check the lost property box located near the office
- Ask at reception
- As a last resort place a message on the notice board and the CDDC newsletter

If a student finds something which does not belong to them they should:

- Return the item to the student whose name is on the item
- Hand it to the class teacher
- Hand it to the office staff

## **Newsletters**

CDDC newsletter will be sent home with students once a term - usually around the 5th week. The newsletter will also be published on CDDC's website [www.dancedevelopmentcentre.com.au](http://www.dancedevelopmentcentre.com.au).

Newsletters are a valuable form of communication between CDDC, care-givers and students.

## **Parking**

CDDC has a car park and drop off area at the front of the building in Crofts Crescent. Please do not park on Croft Crescent residences' lawns as residents have previously voiced their concern as to not having access to their own premises.

CDDC studios are located within a community and we respect these people's rights by parking only in the spaces provided.

There is also a large car park at the rear of the building.

## **CDDC Volunteers**

CDDC care-givers and family are welcome to volunteer and assist in fund raising, working bees, performance supervision, open week and award night presentations.

# CANBERRA DANCE DEVELOPMENT CENTRE DANCE STUDENT

## CODE OF CONDUCT

### Introduction:

CDDC welcomes students of all ages to join us in dance and performing arts studies. We recognize that our community has the shared goal of gaining skills, knowledge and understanding in dance and related performing arts.

CDDC aims to nurture our students holistically and for students wishing to continue with further dance studies prepare them for a career in dance.

Students and teachers share the right to classes free from distractions and in the knowledge that they are in a safe, healthy and happy environment.

CDDC's Code of Conduct is one of many ways we try to ensure these rights are protected.

The Code of Conduct draws attention to rights and responsibilities and important issues related to dance training and teacher and student conduct.

The Code of Conduct aims to build communication and mutual respect for teachers, students and care-givers who attend the centre.

The CDDC Code of Conduct has three main parts:

***Student Code of Conduct***

***Care-giver Code of Conduct***

***Teacher Code of Conduct***

Each part of the Code is related to the others.

For ease of administration, each part is distributed as a separate document to the relevant persons.

Copies of any of the parts are available from the CDDC office.

# STUDENT CODE OF CONDUCT

## Respect for the rights of other students

Students and teachers share the right to classes free from distractions and in the knowledge that they are in a safe, healthy and happy environment.

## Student responsibilities to preserve these rights

### In Class

- Arriving for classes on time
- Wearing appropriate clothing
- Participating actively in class
- Listening to instruction
- Behaving in a responsible manner

### Around the Building

- Stowing your gear in the right places and taking valuables into the class room
- Keeping noise to a minimum
- No playing or sitting/standing on or near the stairwells
- No running in studios, wet areas, stairwells and ramps

## How are student rights protected?

From time to time, as within any dynamic community, incidents may arise that can interfere with these rights. If a staff member feels a student is not operating within the code, the following steps may be taken:

- A polite reminder/correction
- The reminder may be repeated several times
- The staff member may then warn the student of imminent removal from the class
- An interview with CDDC Director and the Student will follow if appropriate
- A written note will be sent to the care-givers if appropriate
- An interview with care-givers may be requested if appropriate
- Alternative measures may be arranged e.g. change of class
- If the issue cannot be resolved, the student will be suspended for an agreed amount of time.

## Student rights to a Safe and Happy Dance Environment

CDDC has **ZERO TOLERANCE** for some behaviours which will result in AUTOMATIC SUSPENSION from CDDC and referral to official agencies.

- Carrying or taking prohibited drugs – Police will be informed
- Bringing of weapons on or near the CDDC – Police will be informed
- Assault of another person – Police will be informed
- Any indecent behaviour – Police will be informed

# CARE-GIVER CODE OF CONDUCT

The CDDC Care-giver Code of Conduct is based on the Parent Code of Behaviour in "Safe Dance II" by Tony Geeves, published by Ausdance in 1997. It is used with the permission of the author.

*In the area of dance where the student is often a high achiever, perceived pressure to please parenting figures can add to the stress, both positive and negative, of daily living and growing.*

*The following are intended to support parents in their efforts to reassure their offspring that dance is for the child's own enjoyment and that they are loved for themselves rather than for their achievements.*

## *Suggestions:*

- If children are interested, encourage them to dance. However, if children are not willing to dance do not force them*
- Encourage dance students to see live professional performances as often as possible*
- Focus upon the child's efforts and performance rather than the overall outcome of the examination, performance or audition. This assists children in setting realistic goals related to their ability by reducing the emphasis on winning*
- Teach children that an honest effort is as important as a victory, so that the results of each examination or performance are accepted without undue disappointment*
- Encourage children to always participate according to the rules*
- Never ridicule or yell at a child for making a mistake or not passing an examination*
- Remember, children are involved in dance for their enjoyment not yours*
- Remember children learn best from example. Applaud good performances by all of the performers*
- If you disagree with an examiner, adjudicator or critic, raise the issue through the appropriate channels rather than question the official's judgment in public*
- Support all efforts to remove verbal and physical abuse from dance activities*