



Sunshine Coast
Conservatory
OF DANCE

ENROLMENT PACK

2025

Included in this Enrolment Pack:

1. Welcome Letter
2. Fee Structure
3. Term Dates
4. Contact Details
5. Location – *(Map Included)*
6. Program Information
7. General Information
8. Enrolment Form
9. Timetable

Once you have read through each page of this enrolment pack, please return the completed and signed enrolment form along with your \$40 (inc. GST) registration fee to secure your child's place in their chosen classes.

The completed enrolment form can also be emailed to admin@sccod.com.au along with accepted class list. Please note we cannot process your child's enrolment until payment of the registration fee has been received. Please refer to page (10) of this enrolment pack for payment method options.

**Note:* We will send you a receipt to advise you of your child's successful enrolment.

Deliver in Person

8/2-4 Melaleuca Street, Kuluin QLD 4558

Studio Office hours

10.00 am – 6.00 pm - Monday – Friday
8.30 am – 12.30 pm - Saturday

By Email:

admin@sccod.com.au

Dear Parent/Guardian,

I would like to take this opportunity to introduce myself and welcome you to the Sunshine Coast Conservatory of Dance.

Dance has been a huge part of my life since I was 4 years of age. For over 30 years, I have had the pleasure of working with many young aspiring dancers as a Qualified Dance Teacher and have enjoyed considerable success. Opening the Sunshine Coast Conservatory of Dance is the realisation of a lifelong dream and one which I am thrilled to be able to share with you and your child.

The team at Sunshine Coast Conservatory of Dance is committed to instilling quality, artistry, musicality, strong technique, discipline, and a love of dance into each and every student and to provide them with the care and individual attention required to ensure they reach their full potential.

I look forward to working with your child and I am pleased to be able to welcome you to our dance family.

Please feel free to contact me at any time if you would like any further information or have any questions regarding your child's dance program.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "K. Manley". The signature is fluid and cursive, with a large, stylized initial 'K'.

Karen Manley A.R.A.D / R.T.S.
Artistic Director

2025 Fees

Standard Classes	Per Term
30 min class	\$145
45 min class	\$215
1 hour class	\$240

Unlimited Class Packages	Per Term
Junior (Up to 10 yrs)	\$845
Senior (11 yrs & over)	\$965

Extension Programs	Per Term
Classical or Jazz	\$150
Classical & Jazz (Combined)	\$275
Excellence in Classical Training Program	\$TBA

- We offer all new students an obligation free Trial Week to assist with class selection.
- Unlimited Class Packages also entitle the client to a further 10% discount off sibling fees.
- Extension programs are not included in Unlimited Class Packages
- Term Fees are priced and charged per term and all prices shown include GST.
- All invoices must be paid in full by the due date indicated on your invoice (refer page 10 & 11)
- (Term 4) payment is required prior to our End of Year Concert.
- Term fees are non-refundable.
- Late Payment Fee will apply, for payment received after due date indicated on invoice (refer page 11)
- Late Payment may also result in a student not being able to participate in class until Fee's are paid in full.

If you have any queries regarding payment of Term Fees, please email accounts@sccod.com.au

2025 Invoice Schedule – 14 day trading terms apply

Installment	Approx Invoice Date	Payment Terms	Approx Payment Due Date
Term 1	3/02/25	2 Weeks	17/02/25
Term 2	14/04/25	2 Weeks	28/04/25
Term 3	7/07/25	2 Weeks	21/07/25
Term 4	29/09/25	2 Weeks	13/10/25

Term Dates

All terms are as per QLD school term dates. *(with exception of Term 1 start and Term 4 finish dates)*
Any classes that fall on a public holiday within the school term will be held as normal.

2025

Term	Dates	(Weeks)
1	Monday 3 rd February – Saturday 5 th April	9
2	Tuesday 22 nd April - Saturday 28 th June	10
3	Monday 14 th July – Saturday 20 th September	10
4	Monday 6 th October – Saturday 23 rd November	8

Contact Details

If you have any queries or would like further information, you can contact us on:

Phone: (07) 5450 1717

Business hours 10.00 am - 6:00 pm - Monday - Friday
8.30 am – 12.30 pm - Saturday

Fax: (07) 5477 1740

Email: admin@sccod.com.au

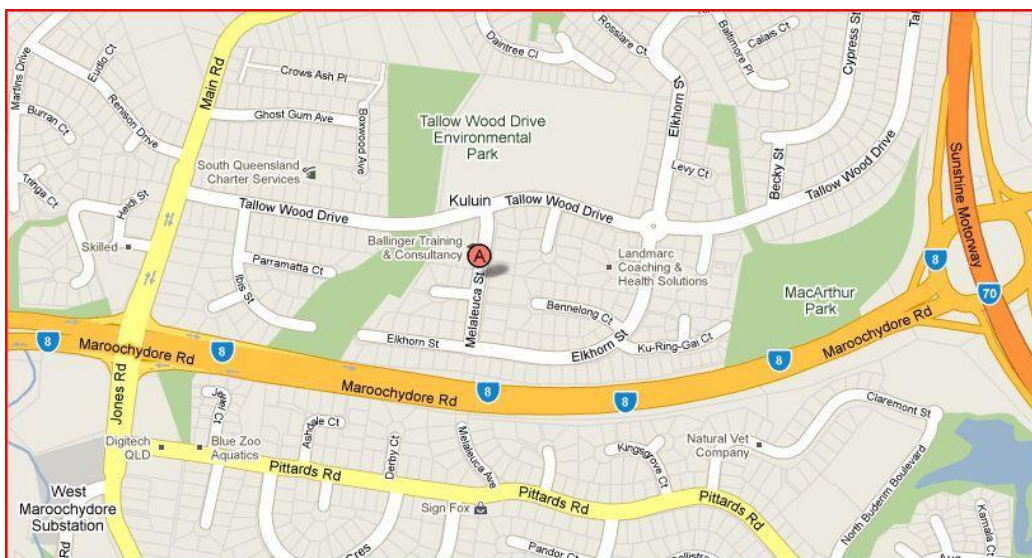
Website: www.sccod.com.au

Mail: PO Box 355, Buderim QLD 4556

Location

Our purpose-built studios are situated opposite the Kuluin Primary School:

Shop 8/2-4 Melaleuca Street, Kuluin Qld 4558



PROGRAM INFORMATION

CLASSICAL BALLET - Royal Academy of Dance (RAD)

Classical Ballet is a necessary foundation for all dance disciplines. Our school is fully registered with the R.A.D. (Royal Academy of Dance) which is one of the most well established, largest and most influential dance education & training organisations in the world. Our fully qualified and registered teachers offer the latest R.A.D. dance Syllabus which is currently taught to more than 250,000 students across 82 countries. All qualifications received through examinations with the R.A.D. are internationally recognised.

The syllabus incorporates classical, free movement (lyrical) and character (National) styles where students can develop and explore the world of dance in an enjoyable and fun way. Examinations are offered from Primary level up and are usually held mid to late July with entries closing in late April. **To qualify for the exam**, the student must be taking a **minimum of 2 classical ballet classes per week**, attend an intensive 5-day workshop held in the second week of the June/July school holidays as well as 2 extra Saturday lessons prior to the scheduled exam date. This ensures the student is suitably prepared for the exam.

Students will only be put forward for exams when they are deemed ready which will be at the discretion of their teacher. Students undertaking exams require 100% attendance of all classes and compulsory workshops. Individual certificates and reports are awarded to successful candidates.

JAZZ and TAP– Commonwealth Society of Teachers of Dance (CSTD/Comdance)

The Jazz and Tap syllabus we offer is from the C.S.T.D (Commonwealth Society of Teachers of Dance)/ Comdance. The C.S.T.D. is a highly regarded International Dance society proudly serving Dance for over 80 years providing exams in all major dance disciplines from Tiny's to Teacher Qualifications.

Classes are offered in the "New Modern Jazz" and "Tap" genre. Examinations for these styles of Dance in 2025 will be held in early October with closing date for entries in late July.

To qualify for these Exams, students must attend a compulsory intensive 4-day workshop (including Dress Rehearsal) held in the first week of September school holidays prior to the Exam Day.

Students will only be put forward for exams when they are deemed ready, which will be at the discretion of their teacher. Students undertaking exams require 100% attendance of all classes and compulsory workshops. Individual certificates, reports & medals are awarded to successful candidates.

MUSICAL THEATRE

Designed to provide equal focus to singing, drama, dance & music and explore the development of skills & knowledge required for performances in these disciplines. This class is a fantastic opportunity for students to develop confidence and appreciation of this highly popular genre. With audiences flocking to shows such as Matilda, Chicago, Wicked, Mama Mia & Billy Elliot to name a few, it goes without saying that commercial musicals provide some of the longest & highly paid careers within the Performing Arts. As a dancer, it is highly desirable to develop skills in these areas.

CONTEMPORARY & LYRICAL

Contemporary & Lyrical Dance uses dance techniques and methods found in ballet, and modern dance and also draws from other philosophies of movement that are outside the realm of classical dance technique. It is characterised by its versatility and can be danced to almost any style of music, or united with other dance forms to create new styles of movement. Contemporary & Lyrical dance tends to combine the strong and controlled legwork of ballet with modern dance's stress on the torso, and also employs contract-release, floor work, fall and recovery, and improvisation characteristic of modern dance. Unpredictable changes in rhythm, speed, and direction are often used as well. It is highly recommended for students to take a classical ballet class in conjunction with a contemporary class.

ACRO

These classes focus on building individual strength to enable participants to try and master new tricks with correct technique. The strength and conditioning component assists in injury prevention with strength conditioning taught through repetitive exercises for beginner to advanced level in a safe and fun environment. Solos are available by invitation.

HIP HOP

This is a popular class as it provides a chance for the student to learn all of the latest dance styles and moves as seen on current chart-topping music videos. This class caters for students of all levels from the beginner up to advanced and is great for learning rhythm, co-ordination and style as well as being heaps of fun.

CARDIO & JAZZ TECHNIQUE (Junior 8-12yrs & Senior 13+ yrs)

This class will enhance a student's fitness level by including Cardio, Fitness & Strength Training as well as additional jazz technique.

MUMMY & ME CLASS - (2-3 Years)

Mummy and Me Saturday morning classes offer a great opportunity to get out of the house and interact with other new mums. At a mummy and me class, a parent or guardian is required to actively participate with children in this class, sharing the experience.

The class consists of a fun, friendly introduction to dance movements using props, engaging music and nursery rhymes, and is based on children's natural movements of running, skipping, galloping, jumping and turning. Toddler aged children have an innate need to move and our program provides an outlet for this energy. The class also builds imaginative and creative responses and aids in the development of gross motor skills and coordination.

TWINKLE TOES BALLET - (3-4 Years) – Saturday morning

Ballet is a great activity for boys and girls alike, encouraging fitness, flexibility and fun whilst learning new skills and meeting new friends. It is also great for building self confidence and discipline. This class builds the necessary foundations of classical ballet in a fun and engaging manner utilizing props.

MOVE AND GROOVE JAZZ - (3-5 Years) – Saturday morning

Our Move and Groove Jazz class is designed to inspire movement, musicality and develop the basics of jazz technique including jumps, leaps and turns. This class is a fun way to introduce the joy of dance while bonding with friends in a supervised studio.

TINY TOTS BALLET/JAZZ - (3-5 Years)

Our Tiny Tots Thursday afternoon and Saturday morning class is a combination of Ballet and Jazz. This class provides a fun and engaging introduction to the foundations of Classical and Jazz Technique and is the perfect preparation for our Royal Academy of Dance Classical as well as CSTD Jazz Syllabus classes offered from the age of 5 years onwards.

EXTENSION PROGRAMS

We offer specialised Extension classes in Classical and Jazz. These classes are by invitation only and incur an additional cost.

EXCELLENCE IN CLASSICAL TRAINING PROGRAM

Specialized half day program with Classical and Contemporary Training for dedicated students looking for a career path in Classical Ballet. Entry via application and audition with Director, Karen Manley.

PERFORMANCE TEAM TROUPES/EISTEDDFODS

Performance Team Troupes allow the more experienced dancer to put into practice the techniques learned in the pre-requisite dance classes and focus mainly on performance. Team members learn a selection of well-choreographed competitive dances, perform in different styles of dance and are exposed to competitors of many levels. Performance Team Troupes encourage confidence, team spirit, commitment and good sportsmanship and are a particularly inspirational component of a dance education.

All Performance Team students are expected to satisfy the requirement of 100% attendance of rehearsals in order to fulfil and maintain their position in the team. Please refer to our Performance Team Membership Terms and Conditions for more information.

***Note:** *Performance Team Members should be aware that extra rehearsals may be required closer to performance and competitions. Performance Team is by invitation only, and students must be working towards exams to qualify for selection by their teacher. Solos/Duos/Trios may be offered to select Performance Team students who show a high level of Performance quality & Technique.*

In 2025 we will be working towards 5 Eisteddfods – dates to be confirmed

<i>Sunshine Coast Dance Eisteddfod:</i>	3rd – 11th May 2025 Junior & Senior Groups
<i>Sunshine Coast 'Get the Beat' Eisteddfod:</i>	24th – 25th May 2025 Junior & Senior Groups
<i>Supreme Dance Experience:</i>	21 - 22nd June 2025 Junior Groups
<i>Gold Coast Dance Eisteddfod:</i>	22nd – 24th August 2025 Senior Groups
<i>National Finals 'Get the Beat':</i>	21st – 28th September 2025 Junior & Senior Groups

***Note:** *Costumes and accessories for Performance Team Troupes will need to be purchased by parents.*

CONCERT

All students are invited to be a part of our End of Year Concert, Saturday 22nd November 2025 at Flinders Performance Centre, Buderim. An EOY Concert Agreement form will be handed out at the end of Term 2. Parents and students can accept the routines they wish to participate in. There is a \$90 Participation Fee/family and \$35 costume deposit per routine payable when the Agreement is signed and returned. This allows for a costume to be sized and ordered. Costume invoices are then issued with balance of payment required prior to Concert Day. ****Participation Fee includes a digital download, concert program and concert rehearsals.**

Compulsory Rehearsal Dates:

- Full Dress Rehearsal at SCCOD Studio – (Sunday 9th November 2025)
- Stage/Technical Rehearsal **and** Full Concert Run at Flinders venue – (Saturday 15th November 2025)

**Note: End of year concert costumes will need to be purchased by parents however we are committed to minimizing these additional expenses as much as possible..*

GENERAL INFORMATION

ENQUIRIES

All enquiries can be directed to our office during business hours either by

Phone (07) 5450 1717 **Email** admin@sccod.com.au or **online** at www.sccod.com.au

Please send a request via Facebook to access our private parent page [SCCOD SQUAD](#) to keep up to date with studio information.

If you would prefer to speak directly with our Director Karen Manley, please feel free to make an appointment by contacting the office during business hours.

PAYMENT OF FEES

Fees are charged per school term regardless of the number of weeks in the term (*avg 10 weeks*) and will be invoiced at the beginning of each term. All fees need to be paid in full by the due date indicated on your invoice to avoid Late Payment Fee. Payment of fees by the due date secures your child's place and allows participation in their chosen class. It also assist's us in our goal to keep all fees as affordable as possible while maintaining a very high standard of teaching and professionalism throughout the dance centre.

PAYMENT METHOD:

In Person:

Credit card & Eftpos facilities are available.

Internet Banking:

Sunshine Coast Conservatory of Dance

BSB: 064420 ACCOUNT: 11068359

(Please quote your surname and/or Invoice # as a reference)

(If you have any queries regarding payment of Term Fees, please email accounts@sccod.com.au)

LATE PAYMENT FEE

Term Fee's that are paid after the due date will incur a Late Payment Fee as indicated below:

Overdue Late Fee	7 days	14 days	21 days	30 + days
	\$15	\$20	\$25	\$35

UNIFORM

Dance is a discipline, and a uniform is essential for helping students to take pride in their appearance and to feel part of a team. The uniform also allows the teachers to see that the student is dancing correctly and safely and ensures correct body placement and use of muscles.

After a maximum of 3 weeks, uniforms must be worn to every lesson with correct footwear. Please refer to our 2025 Uniform List. Our uniform is available from Showtime Dance Wear (Maroochydore) www.showtimedancewear.com.au and Dance Jam (Nambour) www.dancejam.com.au

Our SCCOD Cosi G Uniform pieces are available via order only through reception.
admin@sccod.com.au

Grooming plays an important part in the overall dance experience. We encourage correct grooming for our students from the beginning of their training. Students are expected to come to class wearing correct uniform with **hair in a bun**, covered by a hair net, short hair must be held off the face with a headband.

Appropriate shoes must be worn to class at all times and Ballet shoes are to be clean and tied correctly. No jewellery or nail polish is to be worn.

**Note: Additional items for Exam preparation, Performance Team, special events & costumes for End of Year Concert, will be required. We will endeavour to keep all associated costs to a minimum for parents.*

CANCELLATION OF CLASSES

Students are **automatically enrolled** for a **full year** unless we receive 14 days written notice via email admin@sccod.com.au . This is to assist us with planning class allocations etc.

Term Fee Invoice will be issued on a Pro Rata basis including 14 days notice unless written notice is received prior to the Term start date.

PUNCTUALITY

To assist our teachers in keeping all classes running to schedule, we ask that all students arrive for class at least 5 minutes before the start time, fully groomed and wearing the correct uniform.

**Note: Parents/Guardians of younger students should ensure your child has been encouraged to use the toilet prior to class starting. This will help to minimise disruptions during class time.*

BEHAVIOUR

We are committed to making your child's dance experience a positive one and therefore we ask that all students, parents & guardians conduct themselves in an appropriate and respectful manner toward Staff, other students and patrons. Any negative or inappropriate behavior could jeopardise your child's position at our Dance School.

** Sunshine Coast Conservatory of Dance has in place a **ZERO TOLERANCE** bullying policy.*

STUDENT SAFETY/SUPERVISION

All staff at Sunshine Coast Conservatory of Dance take the safety of your child very seriously and we have all undergone the *Government working with children check* and hold current *blue cards*. We will endeavor to ensure the highest safety standards are always adhered to. Unfortunately, we do not provide supervision for students waiting for classes, therefore we ask that you make sure to supervise your child, outside of their allotted class times.

Dance/Fitness classes can involve a risk of personal injury. Sunshine Coast Conservatory of Dance accepts no responsibility for any injury caused during activities at the studio or any associated performance/competitions. It is the responsibility of the individuals or parent/guardians to ensure that the enrolled student is physically and medically fit for class and performance.

In the event of an accident /injury whilst involved in dance activities, Sunshine Coast Conservatory of Dance has the parent/guardian's permission to administer required medical treatment/assistance to an enrolled student.

If an enrolled student has a specific health care need, allergy or relevant medical condition, every effort will be made to manage the condition with the scope of the experience, knowledge and abilities that can be reasonably expected of our teachers and staff. The additional needs of a student should be clearly identified on the Student Enrolment Form and a copy of a any current medical management plan is also to be submitted. Parents/Guardians are to ensure that the student attends class with relevant medication that may be required. This must be in date and labelled appropriately. ie Puffer, Epinephrine autoinjector/EpiPen

To ensure the safety of all students, we ask Parents/Guardians of younger students to ensure that where possible they arrive 5 minutes prior to the class end time to pick up their child. All children 7 years & under must be collected from inside the studio. No child under this age will be allowed to exit the studio without a parent or guardian present. We also ask that all other students wait inside the Dance Centre until their parent/guardian has arrived. Students are asked not to wait outside of the studio to be collected by their parent or guardian. This includes the dance centre car park.

If you are running late for your child's pickup, please notify studio reception prior to the end of the class so that we can arrange suitable supervision for your child until you arrive.

CLEANLINESS

Although the studio is cleaned regularly, students are encouraged to take pride in their dance centre and assist in maintaining a high level of cleanliness and tidiness at all times. Please ensure that all Food & Drink is consumed in the Student Lounge ONLY. (No food/drink is permitted in the studios or change rooms at any time, with the exception of resealable water bottles). Students are responsible for cleaning their own dishes and all containers etc must be taken home by the student at the end of each night.

High touch surfaces will be sanitized before and after each class. Hand sanitiser is to be used on entry and exit of the studio.

Note: For the comfort of all patrons, no pets will be allowed in the dance centre at any time. An exemption maybe available if you require the aid of emotional support or service animals for a disability. Please contact our office to discuss suitable arrangements.

SOCIAL MEDIA POLICY

At Sunshine Coast Conservatory of Dance, we use a number of Social Media platforms to promote our school. Pictures and videos may be taken in class and at selected performances and posted to Instagram, Facebook and our own website. No content will be posted using a Sunshine Coast Conservatory of Dance social media account without prior consent from our Director, Karen Manley. We will promptly consider any concerns regarding posted content. Please note that we do not allow the viewing or participation of the platform **Tik Tok** whilst on Sunshine Coast Conservatory of Dance premises. If a student is found in breach, the device will be confiscated, and parent/guardians contacted.

MISSED LESSONS

To ensure your child receives the full benefit of their dance program, we encourage all students to attend every class. In the event, that your child is unable to attend a class, no fees will be refunded for missed classes unless arrangements are made due to special circumstances. We ask that any student that is unable to attend a class due to illness or any other reason, please notify us via email admin@sccod.com.au prior to the commencement of the class.

EXTERNAL CLASSES

To ensure your child receives the maximum benefit from our program, no student whilst registered with Sunshine Coast Conservatory of Dance will be permitted to attend private lessons or class tuition with any other dance studio or similar establishment without prior consent from the Director (Karen Manley).

AUDITIONS

Permission will also be required for all performances and or audition outside of those organised and endorsed by Sunshine Coast Conservatory of Dance. Written request should be emailed to the Director, Karen Manley admin@sccod.com.au before any participation.

TEACHER CONSULTATIONS/GREIVENCES

We understand that you may have questions from time to time regarding your child's class, their progress or other issues. To ensure that teachers are not delayed between classes, we encourage you to contact our administration via email admin@sccod.com.au to schedule a phone call/appointment with the relevant teacher and/or director.

We are committed to continual improvement in all areas of the Dance Studio. As we are only able to address issues which have been brought to our attention, we welcome your feedback (positive or negative). As part of our commitment, we will endeavor to work towards a positive outcome for all parties in the event of any issues.

*Note: If you have an issue that cannot be resolved by your child's teacher, we ask that you contact our front office to schedule an appointment with Karen Manley (Director) to discuss.

PARENT VIEWING WEEK

To ensure all students get the most out of their time in class and are not distracted, parents are not permitted to view classes, however during the last week of Term 1 and 2 all Parents/guardians are given the opportunity to watch classes and view the student's progress. There is no viewing in Term 3 and 4 as the students are working on their End of Year Concert routines.

LOST/STOLEN PROPERTY

Whilst all reasonable measures are taken to ensure the security of your child's belongings while attending class, Sunshine Coast Conservatory of Dance cannot be held responsible for any misplaced or stolen property. *(Security Cameras are fitted throughout our Premises)*

To assist us with minimising lost property, please ensure all belongings are clearly marked with your child's name so that items can be returned promptly. Our Lost and Found box is located in the Student Change Room.

WATER

Although our Dance Centre is fully air conditioned, students are undertaking physical activity and need to keep hydrated. **To avoid dehydration and discomfort during class, we recommend all students bring a re-sealable named water bottle to class.** A refrigerator is available in the student lounge for all students to store their water bottle and keep their drinks cool in-between classes.

PARKING

Students can be dropped off and picked up from the front or rear of the studio. We ask that all parents utilise the dedicated parking at the rear of the building as much as possible to avoid congestion in the front car park.

HEAD LICE

Outbreaks of head lice are a common and difficult problem in any school environment. We would like to reassure parents/carers that every step possible is taken to restrict the spread of head lice infestation at our Dance School. To ensure the comfort of all students and teachers, parents/carers are responsible for assisting in the prevention and management of outbreaks.

When head lice are detected, we will take appropriate steps to notify all parents/carers as soon as possible. We will also ask the parents/carers of the affected child to commence immediate treatment. Please note that your child may not be permitted to attend class until the treatment has proven successful.

ENROLMENT FORM 2025

STUDENT INFORMATION:

RAD CANDIDATE ID:

Student Name:

Date of birth:

Age turning in 2025:

Student Phone:

Student Current address:

Suburb:

State:

Post Code:

Student Email Address:

PARENT/GUARDIAN – PRIMARY CONTACT:

Name:

Phone:

Mobile:

Relationship to Child:

Current Address:

Suburb:

State:

Post Code:

Email Address:

PARENT/GUARDIAN – SECONDARY CONTACT:

Name:

Phone:

Mobile:

Relationship to Child:

Current Address:

Suburb:

State:

Post Code:

Email Address:

PREFERRED METHOD OF CORRESPONDENCE:

Email

Mail

Hand to Student

HOW DID YOU HEAR ABOUT US?

Advertising

Social Media

Website

Referred by a friend

(Name of Referral): _____

MEDICAL INFORMATION: Does the student have any medical conditions/allergies/learning difficulties: Yes / No

(If yes, please provide details)

Anaphylaxis / Ashma / Medical Action Plan (current copy to be kept on file)

Class Selection: Please ensure all selected classes have been highlighted on our current timetable & attached to this enrolment form

SIGNATURE

I HAVE READ AND AGREE WITH ALL TERMS & CONDITIONS OUTLINED IN THE 2025 ENROLMENT PACK.
Enrolment pack can be downloaded from our website www.sccod.com.au

Signature Parent/Guardian:

Date: / /

1. Registration Fee \$40 is payable upon initial enrolment and at the commencement of each year to secure your child's place in all chosen classes. Payment can be made in person or by direct deposit to **Sunshine Coast Conservatory of Dance BSB 064420 – ACCOUNT 11068359 (reference Name/INV #)**
2. Enrolment form and registration fee must be received by Sunshine Coast Conservatory of Dance prior to the commencement of any dance class, including trial classes

OFFICE USE ONLY

Date Received ____ / ____ / ____

Database

Unlimited Package (please circle)

Performance Team

Xero Inv# _____

Roll

Junior / Senior

Trial Class Date/s

Last RAD Ballet Exam

Last CSTD Jazz/Tap Exam

XERO

MAILCHIMP