



Steppe School of Dance - Policies

Enrollment Forms

Parents / guardians are required to complete an enrollment form prior to students' commencement each year. Students will not be accepted into the school without completing an enrollment form. Existing students must also complete an enrollment form each year.

Fees

Fees must be paid prior to commencement of each term. Please refer to the current price list for fee structure. Fees not paid by the end of first week of each term will incur a 10% surcharge. If fees are not paid by the end of the second week of each term, the student will not be able to attend any more classes until all outstanding fees are paid.

Re-enrollment Policy for the next term

Due to the high level of interest in some classes, and the fact that class numbers are limited, the following procedure for re-enrollment has been made. It is the responsibility of the student's, parents or guardian to re-enroll students for the following term. Steppes will not automatically re-enroll students. During the 2nd last week of each term all students will be given the opportunity to re-enroll in the same class for next term. This priority will remain open until the last day of term, at which time, if the student's fees are not paid in full for the following term that position becomes available on a "first paid, first in" basis. Payment must be received at the time of booking and re-enrollment. Students cannot be booked into a class unless full payment is received and there are no part payments. We accept cash, cheque, credit cards (visa, master card, bank card) and EFTPOS. No allowance is made for occasional classes missed, and no refunds will be given (refer to make-up class and refund policies).

Make-up Class Policy

If your child is ill or on school camp and cannot make their lesson please let us know and we will schedule them into another class. Anyone who is unable to make up the class will forfeit the missed lesson. Make-up classes can not be carried forward into the following term.

Refund Policy

Steppe does not give refunds under any circumstances. A credit may be issued if your child sustains an injury that prohibits their participation in class. Parents must notify Steppes of the situation immediately as the credit note will be affective from the day we are notified. There are no refunds or credits for student absence due to families taking holidays, moving interstate or any other reasons.

Student Collection

Students are to be collected from the front of the school or in the foyer, and should be wearing a tracksuit or clothing of some kind over their dance wear. We encourage students to be covered up especially when waiting for parents to collect them from the street. Students should also change shoes as to keep shoes in a good condition. The school cannot be responsible for students once they have left the building.

Foyer/Reception

We would ask that any parents who are waiting in the foyer/reception area to be considerate of the noise level, as it can be distracting for the students and teachers.



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Classes

Please refer to the timetable to select the appropriate class for you or your child (teachers will assist in the recommendation of classes). The minimum number of students in a class is 5, and Steppes School of Dance reserves the right to change class times or cancel classes if necessary. Parents are asked not to enter the dance studio whilst students are in class to allow the smooth running and full concentration of all students.

Observation Windows

We have observation windows in our main studios, which means parents may view classes from the hallway, however we ask that parents and children do not touch the windows or distract the classes taking place. If we find we have distractions the curtains will have to be closed. Steppes will no longer hold open days during the last week of term.

Parking and Collection of Students

We ask that when parents drop off, or pick students up from Steppes that they are considerate of our neighbors and other cars in the street. Please be courteous and do not leave your car parked across drive ways or in no parking zones. Parents may choose to car pool where possible, alternatively for those students wishing to catch public transport there is a bus stop located 3 doors from the school on Bay Road.