Hand Book 2026

Aldgate DANCE

www.aldgatedance.com.au

Table of Contents

Aldgate Dance is committed to maintaining a safe and inclusive space for your children to learn and grow.
We take your child's safety very seriously and are continuously committed to promoting values of kindness, safety, respect, fairness, enjoyment and equality for all.

Table of contents

1. Contacts (page 3)
2. Term Dates & Public Holidays (page 3)
3. Health and Safety (page 4)
4. Online Registration (page 5)
5. Age Groups (page 5)
6. Classes (page 5)
7. Fee Structure (page 6)
8. Accounts Information (page 6)
9. Code of Conduct (page 7)
10. Terms and Conditions (page 8-9)

Contact, Term Dates & Public Holidays

Contact

- Phone Number: 0422 457 182
- Email: info@aldgatedance.com.au
- Website: www.aldgatedance.com.au
- Facebook: www.facebook.com/AldgateDance
- Instagram: @aldgate_dance
- Address: Bridgewater Hall. 1 Carey Gully Road Bridgewater SA 5155
- Parking: There is parking out the front of the hall along Carey Gully Rd and across the road in the Coles carpark.

Term Dates

Please note that term fees are based on a students enrolment in the class, not the number of lessons they attend. Refunds and discounts are not given if classes are missed, even if they are the first or last week of term.

- Term 1: 2nd February - 11th April
- Term 2: 27th April - 4th July
- Term 3: 20th July - 26th September
- Term 4: 12th October - TBC

Public Holidays

We do not run classes on Public Holidays and you will not be invoiced for any classes that fall on these days.

- Term 1: Adelaide Cup Day, Monday 9th March.
- Term 1: Easter, 3rd - 6th April. There will be no classes on Easter Saturday.
- Term 2: Monarch's Birthday, Monday 8th June.
- Term 3: No public holidays fall during this term.
- Term 4: No public holidays fall during this term.

Health and Safety

Parents and guardians must be aware that unforeseen circumstances beyond the control of Aldgate Dance may occur, despite the training, qualifications and care of our staff. Please ensure you read the Terms and Conditions upon enrolment – these must be agreed to upon enrolment.

Child Safety: Child safety information is available on our website. This includes: child safety policy, code of conduct and risk management plan.

Asthma, anaphylaxis and other illnesses: If your child has asthma or anaphylaxis, please be sure to email or bring in a copy of your child's action plan along with any medication required. If your child has any other illness, this should be noted during the online registration. Please email us if you forget to add this.

Staff training: All staff are appropriately trained in their respective areas of dance and acrobatics. All staff have their first aid and CPR certificates.

Outside of class time: Aldgate Dance takes responsibility for students during their enrolled class times – outside of this time, it is up to parents and/or guardians to ensure their child is safe. Please pick up and drop off your child/ren on time, ensuring they are dropped off and picked up from within the hall.

Covid-Safe: Aldgate Dance has a Covid-Safe Policy that stays updated with SA Health guidelines. Please refer to the Covid-Safe Policy on our website.

Online registration, Age Groups & Classes

Online Registration

Registering for classes is now even easier online. Follow the 'Enrolment Form' link on our website, fill in the form and press 'submit'. Once the 'submit' button has been pressed the enrolment will come through to us. For legal reasons, if the student is under 18, the enrolment form MUST be filled out by a parent/guardian. Please note invoices are done manually and will be sent out at the start of each term. Registration is made yearly, no need to re-register each term. It is important that you read the terms and conditions during the registration process. Your registration cannot be complete unless you agree to the terms and conditions. There is a $20 incl. GST registration fee that contributes to insurance for our dancers.

Age Groups

Tiny Tots 3-5 years (before school)
Junior 5-7 years
Pre Intermediate 7-9 years
Intermediate 10-12 years
Senior 13-18 years
Adult 18+ (after school)

Classes

Aldgate Dance offer a wide range of dance classes and styles. Contact us to discuss the correct style and age range for you/your child.

Jazz
Tap
Ballet (we use RAD syllabus)
Lyrical
Acro Beginners
Acro Level 1 (Invite only) Once the student can demonstrate a 'tic toc' with straight legs, a cartwheel, a forward and backwards roll with strong technique - they will be invited into this level.
Acro Level 2 (Invite only) A student from level 1 must demonstrate a forward/backwards walkover and round off before moving to level 2.

Fee Structure & Accounts Information

Fee Structure (All prices are inclusive of GST)

Please note there is an annual enrolment fee of $20 which contributes to the students insurance

30min	45min	1hr	1hr 15mins	1hr 30mins	*Unlimited Package
$13	$15	$16	$18	$20	$45/week

***Please kindly note our unlimited package is ONLY offered to our students 18 years and under. Once enrolled in 3 classes or more the student will be put on an unlimited package.**

Costume Breakdown

Tiny Tots	Jnr/Inter	Snr/Adult
$65	$85	$100

** Costume fees will be sent out separately. Invoices for costume fees will be issued in Week 5 of Term 2 and are due in full by Week 7 of Term 2. Please note that I begin purchasing and organising costumes during Term 2. Tiny Tots costume invoices will be sent out separately in Term 3.**

Accounts Information

Invoice Due Date

- All invoices are due two weeks from the date they are sent.
- Invoices not paid by the due date will incur a $10 late fee per week until payment is received.

Payment Methods

- Invoices can be paid via the link in the invoice, bank transfer, or cash.
- For bank transfers, please ensure the invoice number is included as the reference.
- Cash payments can only be given to Miss Kim. Exact amounts are required as the studio does not carry change.

Cancelling or Changing a Class

- To drop, swap, or add a class, please contact the studio via email, specifying the exact class you wish to adjust.
- Refunds are not provided for dropping a class, except in cases of medical or extenuating circumstances.
- Term fees are based on a student's position in the class, not the number of classes attended.

Starting Mid-Term

- Students beginning partway through the term are only required to pay for the remaining weeks of the term, minus their free trial week.

Code of Conduct

Code of Conduct

General

- Treat each other with kindness, honesty, and respect.
- Aldgate Dance has a zero tolerance policy for bullying of any kind. Gossiping about students, staff, or families is not acceptable. Please speak with Miss Kim if any issues arise.
- Aldgate Dance is a nut-free zone.
- Please keep noise to a minimum while in the foyer.
- Students will not be able to participate in the annual concert if there are ANY outstanding fees or invoices.
- Costumes will not be handed out if ANY fees or invoices remain outstanding.
- It is assumed that children will participate in the concert unless the studio is advised otherwise.
- Filming anyone under the age of 18 who is not your own child is illegal. Child protection is taken very seriously at Aldgate Dance. Permission to publish photos/videos is requested during the enrolment process. Please email the studio if you do not wish for photos of your child/ren to be used.

Students

- Bullying of any kind is not acceptable or tolerated.
- Please enter and exit the hall quietly.
- Do not leave the premises without a parent or guardian.
- If there is an issue, please speak with your parent/guardian and reach out to Miss Kim.
- Mobile phones must not be used during class.
- Have fun and always do your best!

Parents

- Punctuality is important and an insurance requirement. Parents are responsible for ensuring their child arrives on time and is collected promptly once class ends. Teacher supervision covers only the duration of the class.
- If there is an issue, please email the studio to arrange a time to speak with Miss Kim.
- Please do not disrupt any class.

Aldgate Dance reserves the right to change any policies without notice.

Terms and Conditions

Terms and Conditions

All students enrolled in any class or activity at Aldgate Dance are subject to the following Terms and Conditions.
Please note: All fees listed include GST.

Enrolment & Participation

- Students and Parents/Guardians must complete the enrolment form in full.
- By enrolling, students confirm they are in good health and physically able to participate in all activities associated with Aldgate Dance.
- Students participate at their own risk in all classes, lessons, competitions, concerts, events, and activities associated with Aldgate Dance.
- Students must notify Aldgate Dance if they are unfit or unable to participate in any activity.
- Parents/Guardians must also inform Aldgate Dance if their child is unfit or unable to participate.
- Any past or current injuries, physical limitations, or concerns must be disclosed prior to the commencement of any activity.
- Registration of students is annual.

Fees & Payments

- Invoices are emailed at the beginning of each term.
- Payment is due within 14 days of the invoice being issued.
- A late fee of $10 per week will apply for overdue invoices (e.g., 1 week = $10, 2 weeks = $20, 3 weeks = $30, etc.).
- Fees for non-attended classes are non-refundable.
- If enrolment is cancelled before the completion of a term, term fees and registration fees are non-refundable.
- Additional rehearsals may be scheduled throughout the year, and additional costs may apply for concerts or performances.
- Students with unpaid, late, or outstanding fees will not be permitted to perform in the end-of-year concert.

Terms and Conditions

Communication & Media

- All newsletters, notices, and information packs will be sent via email. All information distributed via email is considered read and acknowledged.
- By participating in any Aldgate Dance activity, students give permission for Aldgate Dance to publish photos or videos of them on social media, the studio website, and promotional material.
- Parents/Guardians or Students who do not wish for media to be published must inform Aldgate Dance in writing via email.

Cancellations & Events Beyond Control

- Aldgate Dance is not financially liable for classes, concerts, activities, or dates cancelled due to circumstances beyond our reasonable control. Refunds cannot be issued in these situations.
- As the Bridgewater Hall is council-owned, the venue will close on days declared a Catastrophic Fire Danger Day. All classes will be cancelled, and an email notice will be sent to all enrolled families.

Liability Waiver

By enrolling and participating in any Aldgate Dance activity, I (or the Parent/Guardian on behalf of a child) agree that Aldgate Dance, its staff, employees, and volunteers will not be held responsible for personal injury or loss/damage of property to myself or my child:

- When on the premises of Aldgate Studio
- When involved in activities external to the studio but organised, approved, or endorsed by Aldgate Dance
- When external groups or individuals are using the studio space
- When external individuals are involved in other events (lessons, competitions, performances, activities)

Medical & Emergency Authorisation

- I give permission for Aldgate Dance staff or contractors to administer first aid if necessary.
- In the event of an emergency requiring urgent medical treatment, I authorise Aldgate Dance to have the student taken to a medical or hospital facility for treatment.