



SOPHIE JEAN DANCE COMPANY

Student
Handbook
2023

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Contact: 02041578489

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Studio clothing/Merchandise: www.sjdc.digitees.co.nz

www.sophiejeandance.com

WELCOME TO ALL NEW AND RETURNING STUDENTS

We have prepared this handbook to assist you through the year and to answer any questions you may have regarding your dancing. Please keep it in a safe place for easy referral. We hope you have an enjoyable year with us at Sophie Jean Dance Company.

Sophie Jean Dance Company was formed by Sophie Follett wishing to create a central home for all those involved in, or having an interest in dance in its many forms in our community. And to create a safe space for all. We foster a supportive, family environment with strong values.

We want our students to grow as individuals and find a genuine platform for creativity and expression in a place that is welcoming, safe, and totally free of judgment. Giving our students opportunities for overseas exchanges to learn from world-renowned choreographers and teachers.

We work with each of our students based on their needs, offering more advanced and in-depth training for those who are working toward full-time courses, competitions, or greater achievements within the arts. But we also understand everybody is different, and we embrace that, ensuring each individual within our studio walls feels valued- regardless of their progression or training needs. We have something for everybody in order to allow our students to be as creative, open, free, and as incredible as they can be.

Above all we wish everyone to share in the joy of dance knowing that dance prospers in a space where it becomes a shared language.

- The Sophie Jean Dance Company Team

We do our very best to keep you informed but we ask that you please be pro-active in keeping up- to-date with what is happening around The Sophie Jean Dance Company. There are several ways you can do this:

- Go to www.sophiejeandance.com
- Follow us on Facebook and Instagram
- Check all emails from us - please make sure that we always have a current email address for you.

Term Dates

Term 1: Monday 13th February to Thursday 6th April

Term 2: Monday 24th April to Friday 30th June

COMPANY TRIP TO CANADA 20th July

Term 3: Monday 17th July to Friday 22nd September
(Recital Preparation Term)

Term 4: Monday 9th October to Friday 8th December
(Recital Term - Recital is on November 12th 2023)

End of year recital

Every student will perform in the end of year recital. The recital is a chance for parents, friends and family to come and watch what your dancer has been learning throughout the year. On average each class will do 2 dance items. Mini Movers will do 1 dance.

The end of year recital will take place on the 12th of November

The week of 6th - 10th of November class times may be changed due to rehearsals.

More information will be given out at the start of term 4

MEET YOUR TEACHERS

Sophie Follett



Sophie started Sophie Jean Dance Company in 2016. She has 27 years of dance experience. She studied a Bachelor of Dance Studies with Honours at the University of Auckland. Sophie is currently teaching NCEA dance in secondary schools and is a free lance choreographer and performer around Hawke's Bay in Fringe Festival and the Hawke's Bay Arts Festival. Sophie has also created She has also created an overseas education experience for her senior dance students to head over to Canada for dance workshops with world renowned teachers and choreograph.

Teacher of:

Contemporary, Jazz, Acro & Advanced tricks & Radar technique & choreography

Stacey Witt



Stacey is from Canada, and brings 27 years of dance experience to Sophie Jean Dance Company. She started teaching at Sophie Jean Dance Company in 2019 & was teaching dance for the past 4 years in Alberta, Canada at MacDonald Island Dance Academy (2014-2018). Stacey developed her dance training at the University of Auckland in New Zealand for 3 years (2011-2014), where she also met Sophie! She is extremely passionate and believes in providing a dance education that is fun, inclusive and inspiring for all ages & levels!

Teacher of:

Contemporary, Jazz, Tap & Mini Movers

Caroline Jones



Caroline has been dancing since she was 3, training in ballet, Contemporary, Jazz & Hip Hop. She studied a Bachelor of Dance Studies at the University of Auckland and Has just finished up her diploma in Primary school teaching. Caroline started dancing at SJDC in 2017 and went on the SJDC Canada exchange and we are so excited to have her back and now in a teaching role!

Teacher of:

Hip Hop

2023 TIMETABLE & FEES

Class	Classes Per Week	Class Length	Cost (inc GST) Per Term x10 weeks
Mini Movers 3-4	1	30mins	\$98
Mini Tappers 4-5	1	30mins	\$98
Mini Movers 4-5	1	45mins	\$109
Mini Movers 5-6	1	45mins	\$109
Beginner Hip Hop	1	45mins	\$109
Beginner (No Experience)	1	45mins	\$109
Beginner	1	60mins	\$132.5
Intermediate	1	60mins	\$132.5
Pre Advanced Jazz	1	60mins	\$132.5
Pre-Advanced Contemporary	2	60mins	\$194
Advanced Jazz, Tap, Hip Hop & Acro	1	60mins	\$132.5
Advanced Contemporary	2	60mins	\$194
ALL ADULT CLASSES ARE DONE BY CONCESSION CARDS	5x Classes = \$60	10x Classes = \$109	

- IF YOU'RE DOING MORE THAN 2 CLASSES, YOUR 2ND CLASS WILL BE DROPPED DOWN \$10. 3RD & 4TH CLASS WILL BE DROPPED DOWN \$20
- PAYMENT PLANS CAN BE PUT IN PLACE. PLEASE EMAIL US AT THE BEGINNING OF THE YEAR TO ORGANIZE THIS.
- PRIVATE LESSONS AND COMPETITION WORK WILL BE SEPARATE TO TERM FEES.
- IF YOU ARE PARTICIPATING IN RECITAL, THERE IS AN EXTRA COSTUME FEE GIVEN OUT IN TERM 3.
- 10% LATE FEE APPLIES IF YOU HAVE NOT PAID YOUR TERM FEES BY THE INVOICE DUE DATE.

Enrolment Policies & Procedures

- By enrolling into a class, you agree to Sophie Jean Dance Company Terms and Conditions.
- Enrolment into a class will be on a first come, first served basis. All classes have a maximum capacity. A waiting list is available if you miss out on the first intake.
- Enrolments will automatically roll over each term for the calendar year. **If you are not returning next term please notify by email to sophiejeandance@outlook.com.**
- Previous enrolments do not carry over into the next year.

Teachers Policy

- We SJDC will provide a qualified teacher to our standards for each class.
- We reserve the right to replace a teacher at any time without notice as a result of other professional commitments.
- Any issues regarding our teachers or classes may not be discussed before, during or after class with the teacher and must be directed to Sophie Follett at 02041578489 or sophiejeandance@outlook.com

Fee Policies & Procedures

- All term fees are due by the start of term, unless an instalment plan has been arranged and approved prior with the SJDC team.
- The fees list is available from the website and in this booklet. This provides full details about multi-class packages and discounts.
- Additional fees that will come up during the year will be costume fees for the recital which will be sent out at the end of term 3
- Fees that are unpaid by the invoice due date will occur a 10% late fee
- Students with outstanding fees may be excluded from concerts

Refund Policies & Procedures

- We will refund any Term Fees paid for:
 - Classes cancelled by SJDC, only on the basis there is no future makeup class.
 - Classes missed if the timetable is changed and the student is unable to make the new time.

IF YOUR TEACHER IS SICK OR AWAY YOUR CLASS WILL BE COVERED BY ONE OF THE OTHER TEACHERS. BUT ON THE OFF CHANCE YOUR CLASS IS CANCELLED THEN THERE WILL BE A MAKE UP CLASS ADDED INTO THE TERM.

PAYMENT OPTIONS

AN INVOICE WILL BE SENT OUT IN THE FIRST WEEK OF EVERY TERM BY EMAIL. IF YOU DO NOT RECIVE THIS PLEASE LET US KNOW AS WE MAY HAVE AN ERROR IN YOUR EMAIL ADDRESS.

ONLINE PAYMENT (PREFERRED) 02-0700-0001661-066

PLEASE PUT THE TERM AND STUDENTS LAST NAME AS REFERENCE

PAYMENT PLANS:

AT THE START OF THE YEAR IF YOU ARE WISHING TO START A PAYMENT PLAN PLEASE LET US KNOW AND WE WILL SET UP A WEEKLY AMOUNT TO PAY

- Classes missed if a student has an illness/injury and is no longer able to complete the term, providing the studio is informed immediately of the condition and a medical certificate is provided.

TERMS & CONDITIONS

We are unable to refund fees paid for:

Refunds are not given for students who are absent from class due to illness, injury or personal circumstances unless the student is absent for more than 3 consecutive weeks and the office has been notified via email.

- Classes missed because the student changed their mind about wanting to do the class.
- Classes missed due to holidays. If you foresee a period of absence due to planned holidays
Classes missed due to Public Holidays will not be refunded.

Events & Notice Board Procedures

- Any information about events happening in the studio are sent out via email, pinned on our notice board and available to view on our website. It is the parents and student's responsibility to check the notice board.

Health, Safety, Injury & Medical Policies & Procedures

- SJDC is not liable for personal injuries sustained or any loss of, or damage to, personal property whilst on the premises.
- SJDC aims to provide a safe environment to reduce the risk of injury. It should be recognised by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.
- It is the responsibility of the student, parents/guardians to notify the teacher in the event of an injury or medical condition prior to class.
- A first aid kit is available to any student. We do not dispense, pain relief or medication to any students.
- SJDC students are under supervision whilst in class only. Teachers and staff are not responsible for students outside their allocated class time and children in waiting areas must be respectful of the classes that are in session and can start warming up in the couch area.
- For safety reasons, students under the age of 13 must be collected from the front door. It is the responsibility of the parent/guardian to ensure their student does not wait outside by the gate.
- Fire safety - In the event of a fire, students are to follow their teacher's instructions and walk to assemble in front of the building

Class Attendance Policy

- Regular class attendance is vital for students to develop and keep up with their technique. Students must be punctual to classes to ensure they receive a complete warm up.

If you are going to be late or not able to attend your class a parent/caregiver needs to advise us by texting 02041578489

Photography & Videoing Policies

- Photography or videoing of students (by anyone other than SJDC staff) in class is not permitted except by SJDC staff. This is for the safety & well-being of each individual student and to comply with the Privacy Act 1993 regulations.
- Images or video footage of students may be used for marketing and website purposes.

Please let us know (this is on the registration form) if you do not wish for your child to appear in any photos or videos.

Behavioural Expectations

- All students are expected to show up on time for class each week with appropriate attire.
- All students and parents/caregivers must show respect towards the teacher at all times during the class. If you are having ANY issues with your teacher please come and discuss with Sophie.

Choreography

- Choreography for classes, performances and competitions remain the artistic and intellectual property of The Dance Studio and/or the syllabus providers. Choreography must not be copied or used without prior permission of Sophie Jean Dance Company
- Students who leave the studio are not permitted to perform choreography that was developed specifically for them by Sophie Jean Dance Company teachers as a solo or as part of a team/group without prior permission.

Privacy Act

Dismissal

We have a strict no bullying clause at Sophie Jean Dance Company. This is to keep all of our students safe and to feel comfortable in the studio. If there is any bullying happening you must let Sophie know so a meeting can be arranged and action will be taken after that meeting. If the bullying continues the dancer will be asked to leave the studio.

Sophie Jean Dance Company maintains the right to dismiss any student who breaches any of the stated in the Term & Conditions, damages property or causes severe disruptions to any classes. This decision is at the discretion of the Studio Director.

All students must wear appropriate dance clothing and must be in **all black**. SJDC Dance clothing can be purchased in any colour and style and can be worn to all classes. Shorts/ leggings are recommended but must be in ALL BLACK.

The link to the company clothing is linked at on the front page of this Handbook.

- Appropriate dance shoes must be worn for all classes, no dancing in socks apart from your contemporary classes but must be taken off if the teacher advises.
- All students should bring their own water bottle to class. Due to health and safety regulations SJDC does not provide glasses.

Hair must be tied back and out of the dancers face in every class

We may have some second hand shoes at the studio. If you would like us to sell items on your behalf, please leave clean items in the office or at reception. Please clearly mark your item with: name, phone number, size & price. Payment for second-hand items goes directly to the seller so we are unable to accept bank transfers - cash is required.

