

2021

# PROSPECTUS



Shilleena's  
**dance**  
Academy



0439 763 082

[www.shilleenasdanceacademy.com.au](http://www.shilleenasdanceacademy.com.au)

[shilleenasdanceacademy@gmail.com](mailto:shilleenasdanceacademy@gmail.com)

## CONTENTS

School Aims .....	1
Studio Location .....	1
Our Principal .....	2
Our Teaching Team .....	2
Dance Styles .....	5
Timetable .....	6
Fees .....	7
Uniform Requirements .....	8
General Information .....	10
Enrolment Form .....	13
Student Protection Policy .....	14



## OUR VISION

**Working hard, aiming high & having fun!**

At Shilleena's Dance Academy, it is our mission to provide quality dance tuition and care that encourages and supports the physical, emotional and cognitive development of the individual.

We aim to –

- Provide a high standard of tuition in Creative Movement, Ballet, Jazz, Tap, Contemporary, Acrobatics, Hip Hop, Musical Theatre and Adult Dance.
- Nurture a love of dance
- Provide encouragement and support to the individual
- Provide a well-rounded dance training program, and
- Provide a fun and creative class environment.

## CONTACT DETAILS

PO Box 29 Camp Hill Q 4152  
Ph: 0439 763 082  
E: shilleenasdanceacademy@gmail.com

## STUDIO ADDRESS

Coorparoo Uniting Church Hall  
Upstairs, Downstairs & Third Room Studios  
Cnr York Street and Cavendish Road  
Coorparoo, Brisbane.



**We respect and honour Aboriginal and Torres Strait Islander Elders past, present and future. We acknowledge the stories, traditions and living cultures of Aboriginal and Torres Strait Islander peoples on this land and commit to building a brighter future together.**

## OUR PRINCIPAL

Shilleena Collins began her dance training at the age of 5 and since then has studied ballet, contemporary, jazz, tap, character, cabaret, singing and musical theatre. Having successfully completed an Advanced Diploma of Arts (Dance) and a Full Teaching Certificate in RAD (Royal Academy of Dancing), Shilleena continues to update her skills by attending regular seminars and workshops. In 2014 she completed her training through SFD (Southern Federation of Dance) and is now a fully qualified examiner in Ballet, Jazz and Tap.



With experience on both an amateur and professional level, Shilleena has choreographed for musical and children's theatre productions, danced extensively in competition and performed in professional and corporate productions.

Shilleena began her teaching career coaching and choreographing in private studios and musical theatre groups. Then early in 2005, she took over Suzanne Beames School of Dance as Principal and the school was renamed Shilleena's Dance Academy. From then on she has strived to build the school to what it is today constantly adding new styles and hitting new heights as a school focusing on quality dance training, hard work and fun.

### Qualifications:

- Advanced Diploma of Arts (Dance) – Australian Dance Performance Institute
- Examiner – Southern Federation of Dance
- Member – Southern Federation of Dance
- Grade 10 Jazz Examination – SFD (Honours with Distinction)
- Grade 10 Tap Examination – SFD (Honours with Distinction)
- Advanced Ballet Examination - SFD (Honours with Distinction)
- Progressing Ballet Technique - Certified in Junior, Intermediate & Advanced Programs
- Full Teacher's Certificate – Royal Academy of Dance
- Advanced 1 Ballet Examination completed - RAD
- Theatrical Grade 1 Examination completed - CSTD
- Senior Gold Star Tapping Examination completed - CSTD



## OUR TEACHING TEAM

### Miss Alanah








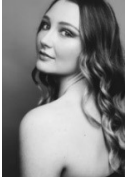



Miss Alanah has been learning dance since she was 3 years old, and after dancing with SDA for many years became a teacher at the school in 2012. She toured Los Angeles with SDA's Performance Group and has performed at various competitions and charity events. Alanah loves to dance, and wants to pass that love on to other people.

**Dance Styles Studied:** Ballet, Tap, Jazz, Contemporary, Cabaret

### Exams Completed:

SFD Level 10 Tap  
SFD Level 10 Jazz  
SFD Advanced Ballet  
RAD Intermediate  
Imperial Level 5

## OUR TEACHING TEAM CONT...

<p><b>Mr Alex</b></p> 	<p>Mr Alex has been dancing since the age of 5. <i>"The reason I enjoy teaching dance, especially tap, is so that I can demonstrate and teach the skills that I have acquired over the time that I have been dancing."</i> Mr Alex is inspired by Gene Kelly and his broad range of talents, including tap and singing.</p> <p><b>Dance Styles Studied:</b> Tap, Jazz, Contemporary</p>	<p><b>Exams Completed:</b> SFD Level 10 Tap</p>
<p><b>Miss Charlotte</b></p> 	<p>Miss Charlotte has been a student teacher at SDA for the past four years. She has danced at SDA since the age of 11, and her favourite dance step is pirouettes. Miss Charlotte is passionate about passing on her love of dance. <i>"It is truly one of the best moments to see kids come to class with a smile on their face because they are excited to dance, and I hope that dancing is always a joyous and carefree space for them."</i></p> <p><b>Dance Styles Studied:</b> Ballet, Tap, Jazz, Contemporary</p>	<p><b>Exams Completed:</b> SFD Level 8 Tap SFD Level 8 Jazz SFD Inter. Ballet QSDA (Highland) Level 5</p>
<p><b>Miss Eden</b></p> 	<p>Miss Eden comes to SDA from Noosa Professional Dance Academy. She holds Advanced 1 qualifications from the British Ballet Organisation, and a Diploma in Performing Arts (Dance) from ED5 International. She has performed musical theatre in Sydney, and has taught at various dance schools across the East Coast. Miss Eden would love to be an acrobat in a circus and be able to work with all the animals! Her favourite dance step is Russian Fouettes!!!</p>	<p><b>Dance Styles Studied:</b> Ballet, Jazz, Tap Contemporary Acrobatics Commercial Jazz</p>
<p><b>Miss Edie</b></p> 	<p>Miss Edie loves being able to share the gift of dance with her students. <i>"I have always enjoyed imaginative and thought-provoking disciplines that allow me to learn more about myself and the world around me. Seeing the students embrace movement as a form of self-expression and create the most special friendships with their fellow dancers, is truly a gratifying experience."</i> She was a student teacher for 3 years before taking on her own classes.</p> <p><b>Dance Styles Studied:</b> Ballet, Tap, Jazz, Contemporary, Commercial Jazz</p>	<p><b>Exams Completed:</b> SFD Level 9 Jazz SFD Level 8 Tap SFD Inter Ballet</p>
<p><b>Miss Georgina</b></p> 	<p>Miss Georgina has been dancing professionally for over 10 years, performing and choreographing in Dubai, Macau, Malaysia, Singapore and for Carnival Cruise Lines USA. She holds a Diploma in Musical Theatre from ADPI. <i>"Dance has been a passion of mine from a young age. My teachers were always a source of inspiration for me and I'd like to have that same effect on my students."</i></p> <p><b>Dance Styles Studied:</b> Ballet, Jazz, Contemporary, Musical Theatre</p>	<p><b>Exams Completed:</b> RAD Advanced 1</p>
<p><b>Miss Jenna</b></p> 	<p>Miss Jenna is a former SDA student with a Diploma of Musical Theatre and Commercial Dance from DLDC and a Certificate III in Dance from ADPI <i>"To me dance is about expressing myself and being completely free. To be able to inspire that in others is the most rewarding job."</i> Miss Jenna has performed at sporting finals in half time shows, as a back-up dancer and as a performer for children's entertainment shows.</p> <p><b>Dance Styles Studied:</b> Ballet, Jazz, Tap, Cabaret, Contemporary, Acrobatics, Hip Hop, Commercial Jazz</p>	<p><b>Exams Completed:</b> SFD Inter. Ballet SFD Level 9 Tap SFD Level 8 Jazz</p>
<p><b>Miss Lily</b></p> 	<p>Miss Lily comes to SDA from the Royal Ballet School and the English National Ballet School, graduating in 2013 with a Diploma in Dance. Her early training was here in Brisbane at ARDA, and she has danced with the English National Ballet and at Universal Studios in Osaka. She loves allegro exercises, classical ballets, but The Phantom of the Opera is a personal favourite. <i>"I love being able to share in people's passion for dance and to contribute to their learning experience."</i></p> <p><b>Dance Styles Studied:</b> Ballet, Contemporary</p>	<p><b>Exams Completed:</b> RAD Advanced 2</p>
<p><b>Miss Paige</b></p> 	<p>Finishing school in 2016, Miss Paige graduated from ADPI (Australian Dance Performance Institute) with a Diploma of Musical Theatre. <i>"Seeing the passion children have for dance grow is something so special to watch. As these students then mature, being able to share the same love for dance is the reason why I thoroughly enjoy being a dance teacher."</i></p> <p><b>Dance Styles Studied:</b> Ballet, Jazz, Tap, Cabaret, Contemporary, Acrobatics, Singing, Musical Theatre, Commercial Jazz</p>	<p><b>Exams Completed:</b> SFD Advanced Ballet SFD Level 10 Jazz SFD Level 10 Tap</p>
<p><b>Miss Zoe</b></p> 	<p>Miss Zoe started dancing at 5 years of age at SDA. She began as a student-teacher at SDA, and loves to teach all ages and dance styles. She recently completed her Advanced Ballet Exam and is now teaching regularly at SDA. <i>"The discipline and teamwork that young dancers develop is so important and being able to watch students grow in both skill and enthusiasm makes it so worthwhile."</i></p> <p><b>Dance Styles Studied:</b> Ballet, Jazz, Irish, Contemporary, Cabaret</p>	<p><b>Exams Completed:</b> SFD Advanced Ballet SFD Level 10 Jazz</p>

## DANCE STYLES

### Creative Movement



Creative Dance classes for students aged three to five years are a wonderful introduction to dance. Children play dance games and act out simple stories as they learn to improve their gross motor skills, coordination and musicality. Our specially designed classes, covering a variety of dance forms, are heaps of fun for little dancers!

### Ballet



Students from the age of five can begin to learn the graceful art of ballet. Our teachers guide students as they work to develop strength, balance, poise and artistry. From Grade 2, students learn character elements in class, and from Grade 7 pointe work is introduced into lessons. Students will learn syllabus work which will allow them to undertake *Southern Federation of Dance* examinations. Their syllabus is the most comprehensive, well structured, and relevant classical ballet program available. Adult ballet classes are also available. Progressing Ballet Technique classes developed by Marie Walton-Mahon are now included in Open Pointe/Strengthening classes. This training program is a set of exercises utilising 'fit balls' and 'therabands' promoting safe dance practices a greater understanding of core stability, weight placement and alignment.

### Jazz



Do you love the latest funky music? Then grab your friends and join one of our exciting jazz classes to learn the sharp, strong, high-energy moves of this dance style. Students learn syllabus work developed by the *Southern Federation of Dance*, which provides an enriching learning experience through sound, up-to-the-minute teaching techniques. Adult jazz classes are also available.

SDA offers a Junior Open Jazz/Hip Hop class which combines jazz technique with the free flowing style of hip hop. This funky style of dance is taught to classic and up-to-date pop music and is an ideal way to express your creativeness; find your groove; and accent sharp, strong body movements. It is fantastic exercise and is for ages 6-11yrs so why not grab your sneakers and give it a go!

We also offer Open Commercial Jazz which is a fun energetic style of dance that combines the strength of technique work while exploring all different styles of jazz. Each week you will work on strengthening and technique exercises then learn different routines in various styles from soft, flowing and expressive to fast paced, hard hitting and dynamic. This class is for ages 12 and up and is of an intermediate/advanced standard.

**Kicks, Leaps and Turns** is a class for ages 10+ (grade 5 jazz students and above) focusing on building flexibility and technique for our dancers who enjoy a challenge. This class is not suitable for beginners and works best as a second class to a syllabus class. It is a great opportunity to practice skills that are needed in all dance styles.

### Tap



Learn to make music with your feet in our fun tap classes. Enjoy a mix of classic show tunes, Broadway, jazz and popular music as you learn the exciting rhythms of tap dance. Students learn syllabus work developed by the *Southern Federation of Dance*, which provides a comprehensive learning program in tap theory, developing skills as they progress through the grades. Adult tap classes are also available.

### Contemporary



Learn to express yourself through the soft, fluid movements of contemporary. Contemporary mixes technical aspects of dance with dynamic leaps and emotive expression through the body. Intermediate, Sub-Senior, Senior and Adult classes are available.

### Acrobatics



If you have always wanted to flip, somersault and cartwheel, then this is the class for you. Learn sound acrobatic techniques in a safe environment, building up to floor routines that will challenge and excite.

### Musical Theatre



This class is designed to help students build their confidence in all areas of performance; dance, singing, and acting. Students learn to develop their vocal range and quality, and the foundations of acting and character development.

## 2021 TIMETABLE

Class	Day	Time	Location
Creative Movement A	Tuesday	3:45-4:15pm	Downstairs Hall
Creative Movement B	Friday	9:30-10:00am	Upstairs Hall
Preparatory Ballet	Saturday	9:30-10:15am	Downstairs Hall
Grade 1 Ballet	Saturday	9:30-10:15am	Upstairs Hall
Grade 3 Ballet (class 1)	Thursday	3:30-4:15pm	Downstairs Hall
Grade 3 Ballet (class 2)	Saturday	11:45-12:30pm	Downstairs Hall
Grade 4 Ballet (class 1)	Wednesday	3:30-4:30pm	Upstairs Hall
Grade 4 Ballet (class 2)	Friday	3:45-4:45pm	Upstairs Hall
Grade 5 Ballet (class 1)	Thursday	5:15-6:15pm	Downstairs Hall
Grade 5 Ballet (class 2)	Friday	4:45-5:45pm	Downstairs Hall
Grade 6 Ballet (class 1)	Tuesday	4:15-5:15pm	Upstairs Hall
Grade 6 Ballet (class 2)	Wednesday	4:30-5:30pm	Upstairs Hall
Grade 7 Ballet (class 1)	Tuesday	5:15-6:30pm	Downstairs Hall
Grade 7 Ballet (class 2)	Thursday	4:15-5:15pm	Downstairs Hall
Pre-Elementary Ballet (class 1)	Tuesday	5:15-6:30pm	Upstairs Hall
Pre-Elementary Ballet (class 2)	Thursday	4:00-5:15pm	Upstairs Hall
Elementary Ballet (class 1)	Monday	5:30-6:45pm	Downstairs Hall
Elementary Ballet (class 2)	Thursday	6:15-7:30pm	Downstairs Hall
Intermediate Ballet (class 1)	Wednesday	6:30-7:45pm	Downstairs Hall
Intermediate Ballet (class 2)	Thursday	7:30-9:00pm	Upstairs Hall
Advanced Ballet (class 1)	Wednesday	7:45-9:00pm	Upstairs Hall
Advanced Ballet (class 2)	Thursday	7:30-9:00pm	Downstairs Hall
Open Pointe/Conditioning Class	Thursday	5:15-6:15pm	Upstairs Hall
Adult Beginner Ballet	Friday	10:00-11:00am	Upstairs Hall
Adult Intermediate Ballet	Saturday	8:30-9:30am	Upstairs Hall
Preparatory Jazz & Tap	Saturday	8:30-9:30am	Downstairs Hall
Grade 1 Jazz	Saturday	10:15-11:00am	Upstairs Hall
Grade 3 Jazz	Saturday	11:00-11:45pm	Downstairs Hall
Grade 5 Jazz	Saturday	12:45-1:45pm	Upstairs Hall
Grade 6 Jazz	Saturday	12:45-1:45pm	Downstairs Hall
Grade 7 Jazz	Friday	4:45-5:45pm	Upstairs Hall
Grade 8 Jazz	Wednesday	5:30-6:30pm	Upstairs Hall
Advanced Open Jazz	Wednesday	6:30-7:45pm	Upstairs Hall
Adult Jazz	Monday	6:45-7:45pm	Downstairs Hall
Junior Open Jazz/Hip Hop	Tuesday	3:30-4:15pm	Upstairs Hall
Open Commercial Jazz	Friday	7:00-8:00pm	Upstairs Hall
Kicks, Leaps & Turns	Saturday	2:45-3:45pm	Downstairs Hall
Grade 1 Tap	Saturday	11:00-11:45am	Upstairs Hall
Grade 3 Tap	Saturday	10:15-11:00am	Downstairs Hall
Grade 5 Tap	Saturday	1:45-2:45pm	Downstairs Hall
Grade 6 Tap (1 <sup>st</sup> Year)	Saturday	1:45-2:45pm	Upstairs Hall
Grade 6 Tap (2 <sup>nd</sup> Year)	Friday	3:45-4:45pm	Downstairs Hall
Grade 8 Tap	Wednesday	4:00-5:15pm	Downstairs Hall
Advanced Open Tap	Wednesday	5:15-6:30pm	Downstairs Hall
Adult Tap (Beginner)	Friday	6:00-7:00pm	Downstairs Hall
Adult Tap (Intermediate)	Tuesday	8:00-9:00pm	Downstairs Hall
Intermediate Contemporary	Saturday	11:45-12:45pm	Upstairs Hall
Sub-Senior Contemporary	Friday	5:45-7:00pm	Upstairs Hall
Senior Contemporary	Thursday	6:15-7:30pm	Upstairs Hall
Adult Contemporary/Conditioning	Monday	7:45-8:45pm	Downstairs Hall
Acrobatics Level 1	Monday	3:30-4:30pm	Upstairs Hall
Acrobatics Level 2	Monday	4:30-5:30pm	Upstairs Hall
Acrobatics Level 3	Monday	5:30-6:45pm	Upstairs Hall
Musical Theatre Junior	Monday	3:30-4:30pm	Downstairs Hall
Musical Theatre Senior	Monday	4:30-5:30pm	Downstairs Hall
Performance Group (Intermediate)	Tuesday	6:30-8:00pm	Downstairs Hall
Performance Group (Combined)	Monday	6:45-8:15pm	Upstairs Hall
Performance Group (Senior & Sub-Senior 1)	Monday	8:15-9:00pm	Upstairs Hall
Performance Group (Senior & Sub-Senior 2)	Tuesday	6:30-8:00pm	Upstairs Hall

## 2021 TERM FEES

Ballet		Tinies Dance	
Grade 1 Ballet	\$135.00	Creative Movement (30mins)	\$115.00
Grade 2 Ballet	\$135.00	Preparatory Tap/Jazz	\$145.00
Grade 3 Ballet	\$135.00	Preparatory Ballet	\$135.00
Grade 4 Ballet	\$145.00		
Grade 5 Ballet	\$145.00	<b>Hip Hop/Commercial Jazz</b>	
Grade 6 Ballet	\$145.00	Junior Open Jazz/Hip Hop	\$145.00
Grade 7 Ballet	\$150.00	Senior Commercial Jazz	\$155.00
Pre-Elementary Ballet	\$155.00		
Elementary Ballet	\$165.00	<b>Acrobatics</b>	
Intermediate Ballet	\$170.00	Acrobatics Level 1	\$155.00
Advanced Ballet	\$170.00	Acrobatics Level 2	\$155.00
Open Pointe/Conditioning Class	\$115.00	Acrobatics Level 3	\$165.00
Adult Ballet	\$155.00		
		<b>Jazz</b>	
<b>Contemporary</b>		Grade 1 Jazz	\$135.00
Intermediate Contemporary	\$155.00	Grade 2 Jazz	\$135.00
Sub-Senior Contemporary	\$165.00	Grade 3 Jazz	\$135.00
Senior Contemporary	\$165.00	Grade 4 Jazz	\$145.00
Adult Contemporary/Conditioning	\$155.00	Grade 5 Jazz	\$145.00
		Grade 6 Jazz	\$145.00
		Grade 7 Jazz	\$145.00
<b>Tap</b>		Grade 8 Jazz	\$150.00
Grade 1 Tap	\$135.00	Grade 9 Jazz	\$155.00
Grade 2 Tap	\$135.00	Advanced Jazz	\$165.00
Grade 3 Tap	\$135.00	Adult Jazz	\$155.00
Grade 4 Tap	\$145.00	Kicks, Leaps & Turns	\$155.00
Grade 5 Tap	\$145.00		
Grade 6 Tap	\$145.00		
Grade 7 Tap	\$145.00	<b>Musical Theatre</b>	
Grade 8 Tap	\$155.00	Junior & Senior	\$155.00
Grade 9 Tap	\$155.00		
Advanced Tap	\$165.00	<b>Performance Classes</b>	
Adult Tap	\$155.00	Intermediate Performance	From \$140.00
<b>ALL PRICES INCLUDE GST</b>		Sub-Senior/Senior Performance	From \$150.00

**CASUAL CLASS FEES:** Students in Adult or Senior/Advanced classes may pay casually at the start of each class. Fees are \$20 per class. Please bring correct change.

10% discount applies to students/families enrolling in 3-5 classes.  
15% discount applies to students/families enrolling in 6 or more classes.

### Fees and Accounts

Fees for lessons are charged per term and are payable before or at the first lesson of each term. Fees are calculated by dividing the annual term fee into 4 equal term payments, therefore there will be no adjustments for shorter or longer term periods. Fees not received by the close of the second week of term will be subject to an 11% administration fee. There will be classes held on all pupil free days but NOT on public holidays. You will receive a credit for the public holiday if it falls on your lesson day.

### Payment Method / Policies

Payment by cash or direct deposit is required prior to your first lesson. Please email or post your remittance advice as soon as possible. If you have queries about your account, please direct them to Shilleena outside of class times. Unfortunately refunds or credits cannot be made for classes that are missed, however students may take a 'make-up' lesson with a comparable class.

If a student withdraws their enrolment before the end of a term, the full term's fees will remain payable. At any time, a student's enrolment must be officially withdrawn by informing the principal, otherwise fees will continue to accrue as the student's place is held in the class. Students are advised to keep their own record of payments made for class fees.

## UNIFORM REQUIREMENTS

Correct dress is an essential part of the discipline of learning dance. It is particularly important that dance students are dressed in appropriate dance attire so teachers are able to monitor body placement & extension. Students are required to wear the school uniform and appropriate grooming to all classes. These are as listed below. If you have different styles of dance on the same day (e.g. ballet followed by jazz), it is not necessary to change clothing, only shoes. You can pick the uniform for one discipline and wear it for all classes. Please note that for all ballet classes, hair must be worn in a bun.

### Creative Movement and Preparatory Ballet

- Girls** Any style and colour leotard  
Dance skirt if desired  
Pink ballet socks or pink seamless ballet tights  
Pink full sole ballet shoes with elastic (NO JIFFIES)  
Hair secured away from face
- Boys** Any style singlet or fitted t-shirt  
Fitted shorts  
Any colour socks  
Black ballet shoes with elastic or black jazz shoes



### Ballet Dress – Girls

Grade 1 - 2: Jacaranda wide strap camisole cotton lycra (Energetiks Annabelle or equivalent) leotard  
Lilac full circle short georgette skirt  
Pink seamless ballet tights (ballet socks are fine for class)  
Pink full sole leather ballet shoes with ribbons (elastic is fine for class)  
Black low heel canvas character shoes (grade 2 second semester only)  
Hair must be worn in a bun

Grade 3 - 7: Jacaranda wide strap camisole cotton lycra (Energetiks Annabelle or equivalent) leotard  
Pink seamless ballet tights (ballet socks are fine for class)  
Pink full sole leather ballet shoes with ribbons (elastic is fine for class)  
Black low heel canvas character shoes (grade 3-4 second semester only)  
Black high heel canvas character shoes (grades 5-6 second semester only)  
Hair must be worn in a bun

Major Grades: Aubergine princess line cross neck thin strap leotard (Energetiks Katherine or equivalent)  
(any type of leotard is fine for class)  
Pink seamless ballet tights  
Pink split sole canvas shoes ballet shoes with elastic  
Pink pointe shoes with ribbons  
Hair must be worn in a bun

### Preparatory Tap & Jazz – Girls

Black wide strap camisole cotton lycra (Energetiks Annabelle or equivalent) leotard  
Black v-band hot shorts  
(any dance clothing acceptable for class but NO denim)  
Black elasticised jazz shoes (any brand best suited to the foot)  
Black low heel (Bloch Tap-On or equivalent) tap shoes  
Skintone matt tights (socks are fine for class)  
Hair must be worn in a bun or ponytail

### Jazz Dress – Girls

Grade 1 - 6: Black wide strap camisole cotton lycra (Energetiks Annabelle or equivalent) leotard  
Black v-band hot shorts (class only all grades, exams only grades 5 and up)  
(any dance clothing acceptable for class but NO denim)  
Skintone matt tights (socks are fine for class)  
Black elasticised jazz shoes (any brand best suited to the foot)  
Hair must be worn in a bun or ponytail



## **Jazz Dress – Girls (cont.)**

### Grade 7 - 9:

Black double strap camisole cotton lycra (Energetiks Tiffany or equivalent) leotard  
Black v-band hot shorts (class only all grades, exams only grades 5 and up)  
(any dance clothing acceptable for class but NO denim)  
Skintone matt tights (socks are fine for class)  
Black elasticised jazz shoes (any brand best suited to the foot)  
Hair must be worn in a bun or ponytail

## **Tap Dress – Girls**

### Grade 1 - 6:

Black wide strap camisole cotton lycra (Energetiks Annabelle or equivalent) leotard  
Black v-band hot shorts (class only all grades, exams only grades 5 and up)  
(any dance clothing acceptable for class but NO denim)  
Skintone fishnet tights (exam only) (socks are fine for class)  
Grade 1-4: Black low heel (Bloch Tap-On or similar) tap shoes  
Grade 5-6: Black high heel (Bloch Showtapper or similar) tap shoes  
Hair must be worn in a bun or ponytail

### Grade 7 - 9:

Black double strap camisole cotton lycra (Energetiks Tiffany or equivalent) leotard  
Black v-band hot shorts (class only all grades, exams only grades 5 and up)  
(any dance clothing acceptable for class but NO denim)  
Skintone fishnet tights (exam only) (socks are fine for class)  
Black lace-up (Bloch Jazz Tap or similar) tap shoes  
Hair must be worn in a bun or ponytail

## **Boys – Ballet, Tap and Jazz**

White sleeveless cotton lycra leotard with Black cotton lycra tights for exams  
(Any dance clothing acceptable for jazz/tap class but NO denim)

White socks folded down

Ballet: Black ballet shoes with black elastic

Jazz: Black elasticised jazz shoes (any brand best suited to the foot)

Tap: Black lace-up (Jazz Tap) boy's tap shoes

## **Contemporary**

Comfortable, non-restrictive dancewear (no denim). Foot thongs/undies, socks or bare feet to be worn.

## **Hip Hop/Commercial Jazz**

Any style dancewear (no denim) with jazz shoes, jazz sneakers or non-marking sneakers to be worn.

## **Kicks, Leaps & Turns**

Fitted, non-restrictive dancewear (no denim) with jazz shoes.

## **Acrobatics**

Fitted, non-restrictive dancewear (no denim). No shoes required - bare feet only.

## **Musical Theatre**

Comfortable, non-restrictive dancewear (no denim). Soft jazz or ballet shoes to be worn.

## **Adult Classes**

Any comfortable dance or exercise wear. Shoes appropriate to dance style.

## **Grooming**

As well as correct dance attire & shoes, grooming is very important in dance training. Hair should be worn in a bun with NO hair in face for ballet. Secure pony tail with NO hair in face for all other classes. In cooler weather only crossovers (a tight dance "cardigan") can be worn over leotards. Legwarmers are permitted. NO baggy jumpers or tracksuit pants are allowed. For the safety of all students, watches and jewellery must not be worn to class (small studs or sleepers permitted).

## **Shoe Care**

Don't forget dance shoes should only be worn in the dance studio to make sure they are kept in the best condition. Change into your shoes just before your class starts and take them off before you leave the studio.

## GENERAL INFORMATION

### Term Dates 2021

- Term 1: Friday 29<sup>th</sup> January – Thursday 1<sup>st</sup> April  
Term 2: Monday 19<sup>th</sup> April – Saturday 26<sup>th</sup> June  
Term 3: Monday 12<sup>th</sup> July – Saturday 18<sup>th</sup> September  
Term 4: Saturday 2<sup>nd</sup> October – Saturday 4<sup>th</sup> December

### Newsletters

Our school newsletter is distributed to students each term. We ask that students and parents read this carefully and note important dates and information that are included. Students and their families are welcome to advertise or list the sale of second-hand dancewear, community notices or other information (achievements, news, etc.) in the newsletter. Please contact Miss Shilleena for more information.

### Annual Concert

The school's annual concert is going to be held on **Saturday 6<sup>th</sup> November** at the Logan Entertainment Centre, 170 Wembley Road, Logan Central. All students are encouraged to participate as it is a wonderful way to gain performance experience and for families and friends to celebrate their development. There are two (2) performances of the show 11:30am and 6:30pm and students are required to perform in both. The manufacture of most costumes is organised by the school and costs are always kept to a minimum. **Please note this date carefully in your diary and advise your teacher immediately if you will be unable to participate. Permission slips for the concert will go out in term 1.**

### Performance Groups

The school's intermediate, sub-senior and senior performance groups represent the school at competitions and various functions throughout the year. Students audition for their place in the group at the end of the previous year, however participation in the performance groups are not necessarily restricted to the best dancers. Students who display a willingness to improve, teamwork and great dedication are also welcome to be part of the group. To be eligible, students must currently study at least two styles of dance.

### Eisteddfods

The most regular form of dance competition is the local eisteddfod. These are conducted a number of times each year throughout the greater Brisbane area and can be a wonderfully rewarding experience for students, providing valuable stage experience and exposure to their peers. Dancers wishing to compete in eisteddfod competitions (solo or otherwise) will require private or semi-private lessons to prepare. Students in the performance groups will compete in the group categories at eisteddfods a number of times each year. Please speak to your teacher if you would like more information about performing at these events.



### **Private Lessons**

Private lessons are an option for any student who may need additional preparation for examinations, assessments, competition, or for general practice. Private lessons are for individual students. Semi-private lessons with up to 3 people may also be arranged. Please contact Miss Shilleena if you are interested.



### **Parent Watching Week**

Parent Watching Week is held twice a year as an opportunity for parents to watch their child's class. We look forward to seeing you during the second-last week of Term 1 and Term 3. Please see our newsletter for further information.

### **SDA Choreography Competition**

Early in Term 3 we will be holding our SDA Choreography Competition. This is a competition where the students perform their own choreography in solos, duos, trios or small groups for an audience and a small panel of local judges. There are great prizes to be won and it is a fun night for all. More details and entry forms will be handed out in term 2.

### **Second-Hand Footwear & Clothing**

Second-hand gear is available through SDA and is kept in the 'Upstairs' studio at all times. If you are interested in trying something on, please contact Miss Shilleena or ask your teacher before or after class. Students are also welcome to sell any second-hand dancewear by placing a note on the notice board or through Miss Shilleena.

### **SDA Dance Apparel & Accessories**

A new range of SDA apparel is coming soon. All exam and concert tights and SDA water bottles are available to purchase now from Miss Shilleena.

### **Lost Property**

The teachers will retain lost property for a period of time in the lost property box kept at the upstairs hall. Please check the box or with your teacher ASAP if you are missing any property. Any items remaining in the box at the end of each term will be donated to charity.

### **Emergency Procedures**

A stocked first aid kit is accessible to all classes at all times. Teachers also carry updated lists of emergency telephone numbers. In the event of a medical emergency, the teacher will endeavour to contact parents immediately. If parents are un-contactable, the teachers reserve the right to call for ambulance service if deemed necessary. It is imperative that all pre-existing conditions or temporary medical conditions be disclosed to Miss Shilleena upon enrolment and during the year as required.



### **Parking & Hall Care in Waiting Areas**

Traffic can become congested around the York Street Hall. There is plenty of room to park in York Street and the surrounding side streets. Parents are asked not to park on the grassed area, and to leave the driveway clear for teacher parking only. Please be considerate of the residents in the area and do not park across driveways or footpaths. Also, as we do not own the premises, please be careful to respect the church's property and always keep an eye on your children to make sure that they are following these rules. As the teachers are in class and are unable to supervise the waiting areas or outside, please be aware that any children outside the classroom are your responsibility. Also if food is being eaten in the waiting areas of the halls please be considerate of other patrons and always throw your rubbish away, clean up any crumbs with the washers and cleaning products provided in the kitchen, and wash any glasses or plates. Please note that NO FOOD/DRINK is to be taken into the studio (excluding a named water bottle) as some of our students have food allergies.

### **Feedback, Complaints & Difficulties**

Any complaints and/or difficulties can be easily resolved as Miss Shilleena is always available. We appreciate your feedback and always take it into consideration. Please feel free to contact Miss Shilleena by phone or email. We encourage you to contact us immediately should a concern arise.

### **Check out our Website – [www.shilleenasdanceacademy.com.au](http://www.shilleenasdanceacademy.com.au)**

Shilleena's Dance Academy has a website that is regularly updated with information, newsletters, up-coming events and photos. If you do not wish for photos or video of your child to be on the website, please contact Miss Shilleena.

### **Contact Details**

The school contact details are as follows:

Phone: 0439 763 082  
Mail: PO Box 29, Camp Hill Q 4152  
Email: [shilleenasdanceacademy@gmail.com](mailto:shilleenasdanceacademy@gmail.com)  
Website: [www.shilleenasdanceacademy.com.au](http://www.shilleenasdanceacademy.com.au)



## 2021 ENROLMENT FORM

Dancer's Full Name: \_\_\_\_\_

Male/Female/Non Binary/Prefer Not To Say: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate which classes you would like to enrol in:

Creative Movement	Tuesday		Friday	
Preparatory Jazz & Tap	Saturday			
Classical Ballet	Preparatory		Grade 1	Grade 2
	Grade 3		Grade 4	Grade 5
	Grade 6		Grade 7	Pre-Elementary
	Elementary		Intermediate	Advanced
	Pointe/Conditioning			
Jazz Technique	Level 1		Level 3	Level 5
	Level 6		Level 7	Level 8
	Open Advanced		Kicks, Leaps & Turns	
Hip Hop/Commercial	Junior		Open	
Tap Technique	Level 1		Level 3	Level 5
	Level 6		Level 8	Open Advanced
Adult Classes	Jazz		Beginner Ballet	Intermediate Ballet
	Contemporary		Tap Beginner	Tap Intermediate
Contemporary	Intermediate		Sub-Senior	Senior
Acrobatics	Level 1		Level 2	Level 3
Musical Theatre	Junior		Senior	
Performance Troupe (by audition only)	Intermediate		Sub-Senior & Senior	

Previous dance experience: \_\_\_\_\_

Does the dancer suffer from any medical conditions? (please provide details) \_\_\_\_\_

How did you hear about SDA?

Yellow Pages  Newspaper  Website  Friend  Other (please specify) \_\_\_\_\_

In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment and I/we further authorise the school, where it is impracticable to communicate with me/us, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I/we also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name: \_\_\_\_\_

Relation to Student: \_\_\_\_\_



SHILLEENA'S DANCE ACADEMY PTY LTD  
t/a SHILLEENA'S DANCE ACADEMY

Principal: Shilleena Collins

Address: PO Box 29  
Camp Hill Qld 4152

Phone: 0439 763 082

Blue Card: 54737/7 Expiry: 18/04/2023

ABN: 81 161 370 743

## RISK MANAGEMENT STRATEGY FOR CHILD PROTECTION

### Commitment

Shilleena's Dance Academy aims to –

- provide a high standard of tuition in ballet, jazz, tap, creative dance, contemporary, hip hop, Irish, musical theatre and acrobatics.
- nurture a love of dance.
- provide encouragement and support to the individual.
- provide a well-rounded dance training program.
- provide a fun and creative class environment.

Shilleena's Dance Academy is committed to the safety and wellbeing of all children attending this dance school. Shilleena's Dance Academy is committed to providing services to children and young people to assist them to fulfil the aims listed above.

To ensure children and young people are kept safe from harm, I will conduct my business activities in accordance with the following risk management strategies. I will:

- ensure that all employees/volunteers responsible for students are unaffected by the use of substances which may compromise the appropriate supervision of children at all times,
- gain consent from parents or carers before photographing or videoing any child,
- gain consent from parents or carers before communicating by phone or email with any child,
- not support bullying or harassment by anyone to anyone, including among children,
- ensure that no visitors or outsiders have contact with the children, and
- notify parents/carers if I am unable to conduct classes.

### Code of Conduct

The SDA community will:

- foster mutual respect between teachers, children and young people regardless of cultural identity and cultural practices/behaviour,
- understand children and young people, their ages, stages of development, special circumstances and special needs,
- use language which is age/stage appropriate, clear, non-threatening and non-sexual,
- use physical contact only where it is completely necessary during the course of business-related duties and where permission from the child and the child's parent/carer has been gained in that instance,
- willingly listen to a child or young person's concerns/issues,
- willingly use a variety of methods to motivate a child,
- openly listen to parent/child suggestions, feedback and complaints, and
- employ corrective practices which are not punitive, humiliating or aggressive.

Children also have responsibilities. They will demonstrate:

- a willingness to learn,
- a willingness to listen and receive instructions,
- respect for other children, young people and adults who may be waiting for lessons,
- safe and appropriate behaviour while waiting for lessons to commence, or while waiting to be collected by parents/carers, and
- responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

Parents and caregivers should:

- drop off and pick up children and young people in a timely fashion, leaving the child in their teacher's care only,
- accept feedback regarding their child's progress,
- focus on, and encourage, the child's efforts and performance,
- provide the necessary clothing and footwear relevant to the dance style as requested,
- alert me to any concerns as soon as they arise when possible,
- give constructive feedback on my policies and procedures,
- provide information to teachers regarding medication/injuries/life events that may affect their child's performance in class,
- be aware that personal information will be treated confidentially and privacy will be respected, and
- remember that their child participates in activities for their own enjoyment, not the parents/carers.

As the Principal of SDA, I have the right to:

- cease teaching a child or young person who is consistently non-compliant or obstructive, in which case the parent/guardian will be contacted immediately,
- raise any concerns I may have with child and/or parent,
- expect that any child/parent will make concerns known to me as soon as they arise so that a resolution can occur as quickly as possible,
- allow only a parent, guardian or other nominated person to pick up a child from my place of business, and
- report disclosures and suspicions of harm.

As a member of Ausdance Queensland, teachers at SDA employ injury prevention and management strategies, in accordance with the Australian Guidelines for Dance Teachers. The importance of correct warm-up and cool-down is emphasised and applied in all classes.

There may be instances where physical contact is necessary between a student and a teacher. Examples include injury prevention and management, particularly during acrobatics classes, to demonstrate a skill or for instructional purposes as part of an activity, or to assist with toileting of young children. Inappropriate physical contact will not be tolerated and will be reported, including, but not limited to, violent or aggressive behaviour such as hitting, kicking, slapping or pushing, kissing, or touching of a sexual nature.

Employees of SDA may be required to provide first aid to students as required. This may include calling an ambulance if necessary. All efforts will be made to contact parents/caregivers in this instance.

Teachers at SDA will be encouraged to develop appropriate relationships with children and young people under their tutelage. We encourage an open and friendly environment that communicates freely and inclusively. Friendships with students, including those on social media, are at the discretion of the teacher. It is the teacher's responsibility to ensure that appropriate security and privacy measures are in place for the posting of content. It is the student's responsibility to ensure that appropriate professional boundaries are respected. At all times, both teachers and students must follow the guidelines for age limitations specified by the social media platform.

All teachers must be able to provide an appropriate Blue Card for working with children, as well as appropriate training and experience for the level being taught. Ongoing training, support and guidance are provided to staff and volunteers at staff meetings held regularly throughout the year.

## **Use of Technology and Social Media**

The use of cameras, smartphones, computers, mobile phones, video cameras and other electronic devices by students and parents is strictly prohibited in the studio. The use of these devices in the studio will result in their confiscation by the teacher for the duration of the class.

The exception of this rule is during Parent Watching Week when parents/carers may photograph and/or video their child during their lesson. Please be mindful that other parents/carers may not want their child photographed, and you should try to gain permission before posting on social media if this is the case.

Teachers are permitted to record dancers for demonstration and/or choreographic purposes. SDA reserves the right to use photography and video taken during class by teachers for advertising and social media purposes unless specifically denied the right to do so in writing.

## **Procedure for Making Complaints**

If you have a concern or complaint, please contact me as soon as possible so I can respond as quickly as possible. Arrange a time either at the beginning or end of the lesson or at a time convenient to both parties when there is sufficient time to discuss any issues. Ensure only relevant parties are present when a complaint is being discussed. If possible, it should not be discussed within hearing range of the child or young person.

## **Reporting Guidelines and Directions for Handling Disclosures and Suspicions of Harm**

If confronted with a disclosure of harm from a child or young person, I will respond professionally and in the best interests of the child or young person subjected to the alleged harm. I will ensure that children know it is their right to feel safe at all times, and take anything a child or young person says seriously and follow up their concerns.

Reporting of disclosures and suspicions of harm will be made in accordance with procedures recommended by the Commission for Children and Young People and Child Guardian.

In summary:

- I will document the disclosure or suspicion of harm in a non-judgemental and accurate manner as soon as possible,
- I will notify the Department of Child Safety if I suspect or am told that your child is being harmed at home,
- I will notify the Queensland Police Service if I suspect or am told that your child is being harmed outside the home,
- I will notify the Department of Child Safety/Queensland Police Service if I am concerned that your child is self-harming, and
- any reports or documentation on disclosures of harm will be kept confidential and secure, with access strictly limited and on a 'need to know' basis.

## **Policy for Managing Breaches of the Risk Management Strategy**

Breaches of this risk management strategy by parents/carers or children, specifically in terms of breaching a code of conduct, may result in:

- changes to future class arrangements
- termination of further tuition, and/or
- notification to external authorities if a breach is considered critical.

## **Policies and Procedures for Compliance with Blue Card Legislation**

I will review this strategy at least annually and record the date of review on the current version of this strategy.



## **Risk Management Plans for High-Risk Activities and Special Events**

Where a high risk activity (one requiring extra planning/supervision) or special event takes place, parents/guardians will be provided with the relevant information regarding:

- the purpose of the event and its intended outcome for your child,
- the venue,
- the organiser's risk management strategy where possible/relevant (if the event is to take place at a venue other than my place of business),
- any potential risks unique to the special event and how they will be prevented,
- location of venue and its reputation for conducting special events,
- bathroom locations,
- estimated attendance numbers,
- supervision arrangements, and
- transportation arrangements.

A 'risk register' for my general business activities will be used to plan for/calculate the likelihood of unsafe situations for my business and determine the necessary action if that situation were to eventuate.

## **Strategies for Communication and Support**

A copy of my current risk management strategy will be displayed at my place of business, and a copy will be provided to each parent/guardian.

Parents/guardians will be notified of any changes and will be provided annually with a new copy of this risk management strategy.

Parents/guardians will also be kept informed of changes to risk management/blue card legislation, through written or verbal communication.

## **COVID-Safe Plan**

SDA operates under an industry-approved COVID-safe plan.

## Appendix 1: Risk Register

Risk	Likelihood	Consequences	Level of risk	Treatment to prevent or reduce harm
Parent does not arrive to pick up child	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>~ Procedure for drop off and pick up provided to parent and discussed</li> <li>~ Parent provides two other contacts if unable to pick up child</li> <li>~ Child to be in sight at all times until parent arrives</li> </ul>
Child says that he/she does not want to go home with parent	Unlikely	Major	High	<ul style="list-style-type: none"> <li>~ Ask child for reason</li> <li>~ If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>~ If not, discuss issue with parent</li> </ul>
Injury to child in the course of ordinary class	Possible	Moderate/Major	Moderate	<ul style="list-style-type: none"> <li>~ A stocked first aid kit is accessible to all classes at all times. Teachers also carry updated lists of emergency telephone numbers. In the event of a medical emergency, the teacher will endeavour to contact parents immediately. If parents are uncontactable, the teachers reserve the right to call for ambulance service if deemed necessary.</li> </ul>
Child discloses that he/she is being physically harmed by parent/family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Ring Department of Child Safety to clarify, and to potentially report disclosure</li> </ul>
Child discloses that he/she is being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Report to Department of Child Safety</li> <li>~ Provide support to child through Crisis Care if necessary</li> </ul>
Child discloses that he/she is being sexually abused by someone outside their own family	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Report to police</li> <li>~ Provide support to child and notify parents</li> </ul>
Child complains to parent that he/she was verbally abused at my place of business	Unlikely	Major	High	<ul style="list-style-type: none"> <li>~ Provide parent with a copy of Code of Conduct and refer to Statement of Commitment to protect children from harm</li> <li>~ Provide procedures for making complaint</li> <li>~ Request that parent observe future interactions between child and myself</li> </ul>

**Appendix 1: Risk Register cont...**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequences</b>	<b>Level of risk</b>	<b>Treatment to prevent or reduce harm</b>
Child complains to parent that he/she was physically or sexually abused at my place of business	Unlikely	Major	Extreme	<ul style="list-style-type: none"> <li>~ Provide parent with a copy of teacher's Code of Conduct and refer to Statement of Commitment to protect children from harm</li> <li>~ Advise parent of their right to report these claims after having clarified issue(s) with child</li> <li>~ Parent to inform teacher of any issue that the child has in relation to a lesson to clarify issue</li> </ul>
Child show signs of depression, sadness and/or talks/shows signs of self-harm	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Depending on the information given, discuss concerns with parent/guardian</li> <li>~ If a reference to abuse is made by parent/guardian or child, report to relevant authorities</li> </ul>
Child's behaviour makes interaction untenable and could potentially result in harm to child or myself	Possible	Moderate	High	<ul style="list-style-type: none"> <li>~ Refer child to Code of Conduct</li> <li>~ Speak with parent about child's behaviour, ensuring child is involved in discussion</li> <li>~ Request parent immediately picks up child from my place of business</li> <li>~ Require parent to attend any future sessions</li> </ul>

In developing this risk management strategy, I have used a number of risk management-related resources offered by the Commission for Children and Young People and Child Guardian. These resources can be viewed at the Commission's website, at <https://www.bluecard.qld.gov.au/risk-management.html>.

**If you have any concerns about my risk management strategy for child protection, please contact me on 0439 763 082 to discuss.**

Shilleena Collins

1 November 2020