

Principal: Chrissy Cameron  
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**Studio Locations**  
Hobsonville Community Hall  
Hobsonville School Hall  
Marina View School

### Enrolment Form

SURNAME: \_\_\_\_\_  
Home Ph: \_\_\_\_\_  
Age: \_\_\_\_\_

FIRSTNAME: \_\_\_\_\_  
Mobile Ph: \_\_\_\_\_  
D.O.B: \_\_\_\_\_

Class 1 \_\_\_\_\_  
Day: \_\_\_\_\_  
Time: \_\_\_\_\_

Class 2 \_\_\_\_\_  
Day: \_\_\_\_\_  
Time: \_\_\_\_\_

Class 3 \_\_\_\_\_  
Day: \_\_\_\_\_  
Time: \_\_\_\_\_

Class 4 \_\_\_\_\_  
Day: \_\_\_\_\_  
Time: \_\_\_\_\_

Dance background/previous experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical Conditions (eg. Asthma): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian 1:  
Home Ph: \_\_\_\_\_  
Work Ph: \_\_\_\_\_  
Mobile Ph: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Parent/Guardian 2:  
Home Ph: \_\_\_\_\_  
Work Ph: \_\_\_\_\_  
Mobile Ph: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_

Persons authorised to pick up your child (other than parents listed)

1 \_\_\_\_\_  
2 \_\_\_\_\_

How did you hear about Cameron Ballet Academy?

Word of Mouth   
Website   
Yellow Pages   
Community News

Flyer   
Newspaper   
Signage   
Other (please state)

I \_\_\_\_\_ as parent/guardian of the above student hereby agree to all the terms and conditions as stated by the Cameron Ballet Academy (See Page 2 for Terms & Conditions)

Parent/Guardian

Signature: \_\_\_\_\_

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

# Cameron Ballet Academy

## POLICIES & PROCEDURES

### 1. Fee policies & Procedures

- 1.1. Fees are strictly payable in advance of the first class of term, unless prior payment arrangement is made.
- 1.2. Fees that remain outstanding at term end will incur a \$25 penalty fee.
- 1.3. Failure to pay fees may result in the loss of the enrolment position.
- 1.4. All statutory holidays are observed and fees have been calculated over the year. Where classes fall on public holidays, no make-up classes or refunds are due.

### 2. Refund Policies & Procedures

- 2.1. After commencement of classes no refund will be given to students.
- 2.2. In some cases of illness or injury make up classes can be arranged. All make up classes must be within the same term and only in classes where positions are available.

### 3. Class Uniform Policies & Procedures

- 3.1. All students must be appropriately dressed for class, with correct footwear. NO primary or secondary school uniforms are to be worn during class. NO excess jewellery to be worn.
- 3.2. All students (except pre-school) must purchase the Cameron Ballet Academy regulation uniform by the end of their first term. Students must wear their uniform to all lessons. Hair is to be neatly groomed and secured off the face.
- 3.3. Any student inappropriately dressed or groomed will not be able to participate in class activities due to health and safety regulations.

### 4. Newsletter Policies & Procedures

- 4.1. It is the responsibility of parents and students to read the newsletters.

### 5. Health, Safety, Injury & Medical Conditions Policies & Procedures

- 5.1. Cameron Ballet Academy is not liable for personal injury sustained or any loss or damage of personal property, whilst on the premises
- 5.2. Cameron Ballet Academy will aim to provide a safe learning environment to reduce the risk of injury. It should be recognized by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.
- 5.3. Cameron Ballet Academy provides qualified and/or experienced dance teachers, who actively promote safe dance practice. This being the case it should be realised that injuries do occur from time to time and students must accept this element of risk.
- 5.4. It is the student's parents/guardians responsibility to notify their teacher in the event of injury/medical condition prior to class.
- 5.5. Prior to the commencement of the class, it is the student's or parents/guardians responsibility to inform their teacher of any injury which is being treated or may be of concern.
- 5.6. A first aid kit is available to any student through their teacher or office. We do not provide anyone with Panadol or equivalent or administer any other medications.
- 5.7. Cameron Ballet Academy students are under supervision whilst in class time only. While we endeavour to provide a safe environment, teachers and staff cannot be responsible for students outside their allocated class time.

### 6. Class Policies

- 6.1. Regular class attendance is vital for students to develop and keep abreast of their syllabus work. Students must be punctual to classes to ensure they receive a complete warm up.
- 6.2. Class sizes: A minimum of 4 students is required to run a class.
- 6.3. Teachers at Cameron Ballet Academy offer equal opportunity to students in class.
- 6.4. Cameron Ballet Academy maintains the right to dismiss any student who damages property or causes disruptions to any classes of a severe nature.

### 7. Examinations, Presentations & Tests

- 7.1. All syllabus Ballet & Contemporary classes will be taught with the intention that students will work towards sitting an examination. Students will be entered into examinations at the discretion of the teacher, students and parents.
- 7.2. Examination fees are additional to term fees.

### 8. Concert & Costume Policies & Procedures

- 8.1. It is not compulsory for a student to be involved in the annual performances, however it is preferred.
- 8.2. Each student participating in the concert is required to attend extra rehearsals, dress rehearsals and all performances.
- 8.3. No parent/guardian is able to help backstage or in the dressing rooms without authorised approval.
- 8.4. A Concert Rehearsal Fee (which contributes towards the theatre hire, lighting etc) will be invoiced with Term 4 fees.
- 8.5. Costuming. This cost varies depending on the price of the fabric and and dressmaker fees. Parent help assists with keeping this cost to a minimum.
- 8.6. Concerts will be filmed professionally.

### 9. Photography & Videoing of Students

- 9.1. Photography or videoing of students in class and at concerts may not be permitted without mutual parental consent. This is for the safety & well being of each individual student and to comply with the privacy act regulations.

### 10. Choreography

- 10.1. Unique choreography by a teacher for classes, performances and competitions remain their artistic and intellectual property. Choreography must not be copied or used without prior permission of the Cameron Ballet Academy.

### 11. Privacy Act

- 11.1. This enrolment form collects personal information about you. Under the Privacy Act 1993 you are entitled to have access to, and request correction of this information. It is held at the Cameron Ballet Academy's office at PO Box 48-044, Blockhouse Bay, Auckland, New Zealand.

### 12. Complaints

- 12.1. Formal complaints should be made in writing to the Director of Cameron Ballet Academy. The Director will contact the correpondant to verbally discuss the issue(s) and will also write a letter of reply making every effort to find a resolution.