

POLICIES AND PROCEDURES

政策与程序

Student and Parent Code of Conduct

学生和家長行为准则

As a representative of the Centre, each student must be encouraged to achieve the highest standards of etiquette and professionalism.

作为中心的代表，鼓励每个学生必须达到最高的礼仪标准和专业精神。

1. CODE OF CONDUCT:

行为准则:

Students

学生

1.1 All skills, learning and training is based on the appropriate age and physical ability of the student.

1.1 所有技能、学习和培训均基于适宜于学生的年龄和身体行动能力。

1.2 Students will represent The EDC in a professional manner at all times.

1.2 学生将以始终保持专业的方式来代表 EDC。

1.3 Students are expected to attend classes regularly.

1.3 学生应定期上课。

1.4 Students are expected to be punctual. Warm-up is conducted at the start of every class and it is imperative that all dancers participate in warm-up to ensure that their body is ready for physical activity.

1.4 学生应准时。每节课开始时将进行热身，所有舞者参加热身活动是至关重要的，以确保他们的身体为活动做好准备。

1.5 Students are required to follow safe dance practice instruction given by their dance teacher at all times to avoid injury. EDC is not responsible

for any injury to students who do not follow safe dance practice instruction.

1.5 学生必须时刻听从舞蹈老师给出的安全舞蹈指示，以免受伤。对于不遵守安全舞蹈指示而受伤的学生，EDC 不负任何责任。

1.6 Students are expected to wear the EDC Dress Code to each and every class in order to positively influence the rhythm and structure of our classes. Throughout the year, EDC offers dancers the opportunity to step out of dress code and show off their personal style during our pre-determined Fundraising Weeks.

1.6 学生应在每节课遵守 EDC 着装规定，以便积极影响我们班级的节奏和结构。全年，在我们预先确定的筹款周，EDC 为舞者提供摆脱着装规范而展示个人风格的机会。

1.7 Students are expected to demonstrate respect for all EDC Staff and students at all times.

1.7 学生在任何时候应尊重所有 EDC 员工和学生。

1.8 Students are encouraged to establish new friendships with other students in their classes. We enforce teamwork and fairness and students are expected to treat each other with respect.

1.8 鼓励学生与班上其他同学建立新的友谊。我们讲究团队合作和公平，同时学生应彼此尊重。

1.9 Students observing a class for any reason are expected to be quiet and courteous to the performers, Teachers, and Assistants and should not disrupt a class for any reason.

1.9 出于任何原因观摩课堂的学生应保持安静，对表演者、教师和助理表示礼貌，并且不应出于任何原因中断课程。

1.10 Students are expected to focus and pay attention to the Teacher's instructions and keep talking to a minimum.

1.10 学生应集中注意力遵守老师的指示，并保持最低音量说话。

1.11 Students must treat the studios, the premises, and the possessions of all other students with respect, care, and consideration.

1.11 学生必须对待工作室、场地及所有其他学生的财产表示尊重，关心和考虑。

1.12 Students are expected to clean up after themselves and any mess that they create while at the studio.

1.12 学生应清理他们自己以及他们在工作室时造成的任何杂乱。

1.13 Students understand that there is a zero tolerance to inappropriate behaviour at EDC. Dancers behaving inappropriately will be removed from the dance class and parents/guardians will be contacted.

1.13 学生了解在 EDC 的不当行为是零容忍。行为不当的舞者将被从舞蹈课中请出，并且将与父母/监护人联系。

1.14 Students are not permitted to be in any studio unless accompanied by a Teacher or Assistant teacher.

1.14 学生不得进入任何工作室，除非有老师或助理老师的陪同。

1.15 Students understand that there is a ‘No Physical Contact’ Policy at EDC. Students should not touch other dancers, or any members of The EDC Staff for any reason, unless necessary to perform teamwork-oriented choreography in a class or dance routine.

1.15 学生了解在 EDC “无身体接触” 的政策。学生不得出于任何原因触碰其他舞者，或任何 EDC 工作人员，除非有必要执行在课堂上以团队合作为导向的编舞或舞蹈动作。

1.16 EDC strongly advises students against leaving the premises between classes or after classes without adult supervision.

1.16 EDC 强烈建议学生不要无成人监督的情况下，在课间或课后离开场地。

Parents

父母

1.17 Parents/ Guardians agree to abide and respect all Policies and Procedures set forth by EDC as outlined in the Registration Policies, Payment Policies, and Studio Policies.

1.17 父母/监护人同意遵守并尊重所有 EDC 规定的政策和程序,此为在注册中概述政策、付款政策和工作室政策。

1.18 Parents/ Guardians recognise that EDC classes operate in the safest manner by trained Dance Teachers and Assistants.

Parents/ Guardians agree that their child/children are in good physical condition to participate in dance and fitness classes and will disclose all pertinent medical information, allergies and/or injuries in a timely manner.

1.18 父母/监护人承认 EDC 课程由训练有素的老师和助理以最安全的方式操作。

父母/监护人同意其子女身体状况良好,可以参加舞蹈和健身课程,并将及时披露所有有关的医学信息,过敏和/或受伤。

1.19 Parents/ Guardians understand that children exhibiting inappropriate behaviour will be removed from the dance class.

Parent/Guardians agree to partner with EDC Staff to resolve behavioural issues immediately so their child/children may return to class promptly.

1.19 父母/监护人了解表现出不当行为的孩子将被从舞蹈课中请出。

父母/监护人同意与 EDC 员工合作立即解决行为问题,以便他们的孩子可以立即返回课堂。

1.20 Parents/ Guardians will inform the Administration Manager of any extended vacations or absences which will affect their child/children.

1.20 父母/监护人将通知行政经理任何会影响他们孩子课程的长假或缺勤。

1.21 Parents/ Guardians are expected to respect all EDC Staff and families. Parents/ Guardians will not interact with anyone at EDC in a manner that is intended to provoke hostility. All concerns should be voiced to the EDC Administration Manager and the Director will respond appropriately within 5 business days.

1.21 父母/监护人应尊重所有人 EDC 员工和家庭。父母/监护人将不会以任何方式与 EDC 的任何人进行意在挑起敌意的互动。所有的顾虑应该向 EDC 行政经理表达，总监会在 5 个工作日内作出相应回应。

1.22 Families with multiple class registrations may be expected to attend more than one End of Year Concert. EDC will attempt to resolve any conflicts by offering alternate classes; however, EDC makes no guarantees regarding the End of Year Concerts.

1.22 注册多个课程的家庭预期可能会参加多个年终表演会。EDC 将通过更换课程尝试解决任何冲突；但是，基于年终表演会，EDC 不做任何保证。

1.23 Photography and videotaping are not permitted during the year during classes or at any EDC Concerts including the professional theatre and eisteddfods. The only opportunity for photography and videotaping is during the In-Class Parent Observation Weeks and community events/performances.

1.23 在上课或任何 EDC 表演会期间，包括在专业剧院和竞赛中，拍照和摄像将不被允许。拍照和摄像的唯一机会在家长观察周的课堂上和社区活动/表演中。

1.24 Parents/Guardians must supervise their children while waiting at the studio to ensure that they do not disrupt classes, injure themselves or other dancers, or cause additional mess and havoc. Parents/ Guardians accept full responsibility for damages caused by unsupervised children.

1.24 父母/监护人必须监督他们的孩子，当他们在工作室等待，以确保他们的行为不扰乱课堂，伤害自己或其他舞者，或带来额外的混乱和破坏。家长/监护人为无人看管的儿童造成的损坏承担全部责任。

1.25 Parents/Guardians understand that it is their responsibility to locate lost items in the Lost & Found. Unclaimed items will be donated to charity, with notice, four times a year.

1.25 父母/监护人明白在“失物招领处”中找丢失的物品是他们的负责。无人认领的物品将在通知后捐赠给慈善机构，一年四次。

1.26 Parents/Guardians recognise that the teachers/staff/parents/ guardians of The EDC are not responsible for my child outside of the classroom, it is understood that there is not 100% supervision for students at all times outside of the classroom and I am aware of all inherent risks in leaving my child unattended/supervised at the studio.

1.26 父母/监护人认识到 EDC 的老师/职员/父母/监护人对我的孩子教室外的行为不负责任，同时了解学生在教室外没有百分之百的时刻监督，并且我认识到把我的留孩子在工作室无人看管/监督的所有固有风险。

2. CLASSROOM ETIQUETTE

2. 教室礼仪

2.1 There will be no gum or candy allowed in class.

2.1 课堂上不允许吃口香糖或糖果。

2.2. There will be no talking in class.

2.2。上课时不允许说话。

2.3 There will be no hanging on the barres at any time.

2.3 任何时候都不允许吊挂在杆上。

2.4 There will be no food or beverages allowed in the studios.

2.4 禁止携带任何食物或饮料进工作室。

2.5 There will be NO mobile phones in class. Mobile phones are strictly prohibited except in the

reception area.

2.5 课堂上不允许手机。严格禁止移动电话，除非接待区。

2.6 The mirrors will not be touched at any time.

2.6 任何时候都不允许触摸镜子。

2.7 Sound equipment should not be touched at any time.

2.7 任何时候都不得触摸音响设备。

2.8 The teacher will be treated with the utmost respect at all times.

2.8 每时每刻都给予老师最大的尊重。

2.9 The faculty and assistants will be properly thanked after each class.

2.9 每次上课之后教师和助理将得到适当的感谢。

2.10 If this general etiquette is not followed, the teacher has the right to dismiss the dancer from class. If the dancer is dismissed from class, they must see the Administration Assistant or Director.

2.10 如果不遵守礼仪，老师有权将舞者从课堂中解散。如果舞者被从课堂中解散，他们必须去见行政助理或总监。

3. DAY TO DAY RESPONSIBILITIES

3. 日常责任

3.1 All dancers must check in and out with the front desk for attendance to ensure the utmost security.

3.1 以确保安全最大化，所有舞者都必须在前台签到和签出。

3.2 All dancers and parents are responsible for checking centre notice board in the reception or closed parent facebook page (The Edge) daily for any upcoming events and changes that may occur.

3.2 所有舞者及父母将有责任每日查看接待处中心布告栏或查看 (The Edge) 父母的封闭 Facebook 页面，了解即将发生的事件和任何可能发生的变化。

4. DRESS CODE AND APPEARANCE

4. 着装规范和外观

4.1 Dressing rooms are provided. There will be no dressing in the bathrooms.

4.1 提供更衣室。不允许在洗手间更换衣服。

4.2 All students in the ballet enrolment levels Pre primary through Advanced must have their hair up in a bun.

4.2 所有芭蕾舞学生从入学水平初级到高级都必须梳芭蕾舞髻。

4.3 For the student's safety there will be no jewellery worn in class, including watches, necklaces and dangling earrings.

4.3 为了学生的安全，课堂上将不允许佩戴任何珠宝，包括手表、项链和悬垂的耳环。

4.4 Ballet students MUST wear the required ballet attire with appropriate hair in a proper bun to class in order to participate. This attire includes the uniform leotard, tights and ballet shoes. Canvas Character shoes and ballet shoes are required. If your child does not, they will be asked to sit and watch class as well as write out various syllabus rules and corrections that take place in class.

4.4 芭蕾学生必须穿着规定的芭蕾服装和合适的发髻来参与课堂。这种服装包括制服紧身连体衣、裤袜和芭蕾舞鞋。帆布角色鞋和芭蕾舞鞋是必须的。如果您的孩子不这样做，他们将被要求坐下来观看课程，并写出各种教学大纲规则和上课纠正的地方。

4.5 All students MUST wear the EDC uniform to class. A list of uniform requirements can be found on pages 14-17.

4.5 所有学生必须穿着 EDC 制服上课。统一要求的列表可以在第 14-17 页。

4.6 A box of “lost and found” is provided at reception. Please check lost property each day. Any items not claimed after 1 month will be given to charity.

4.6 接待处提供一个“失物招领”盒。请每天检查失物招领。任何 1 个月后未被领取的物品将捐给慈善机构。

4.7 Students must enter and exit the building with street shoes and a cover-up over leotards & tights.

4.7 学生必须穿日用鞋并包裹住连体衣和裤袜进出这幢大楼。

4.8 The use of alcohol, cigarettes, and illegal substances is strictly forbidden at the Centre or anywhere on Centre property. Students in violation will be dismissed immediately.

4.8 在本中心及本中心任何地方严厉禁止饮酒，吸烟和使用违法物质。违规学生将立即被解散。

5. SOCIAL MEDIA POLICIES

5. 社交媒体政策

5.1. Students cannot post, as a student/representative of the Centre, on a social media platform unless the request has been instigated by the Administration Team

5.1. 学生不能以中心学生/代表的身份在社交媒体平台上发帖，除非该请求已由行政团队指示。

5.2. Social media platforms such as Instagram, Facebook, Twitter and YouTube, are public forums. Please remember no matter how private your settings are something directed at friends and family always has the potential to reach a much wider audience than intended. Keep in mind that teachers, future employees, future colleges and the media are all part of the extended dance network.

A good question to ask yourself is: “Would I feel

comfortable if my teacher or the Director of the Centre read or saw this?” If in doubt, don’ t post it.

5.2. 社交媒体平台，例如 Instagram, Facebook, Twitter 和 YouTube 是公开的论坛。请记住，无论你的设置多么私密，针对朋友和家庭的一些信息总是有可能达到预期的要多得多受众。请记住，教师、未来的雇主、未来的大学和媒体都是舞蹈网络延伸的一部分。一个很好的问自己的问题是：“我会觉得如果我的老师或中心总监阅读或看到了这个，我会觉得舒服吗？” 如有疑问，请勿发布。

5.3 To help users navigate the line between the private and the professional, the Centre has adopted, but not limited to, the following guidelines:

5.3 为了帮助用户区分私人和专业，中心采用但不限于以下指导原则：

5.3.1 Remember that anything posted on the Internet is permanent.

5.3.1 请记住，在 Internet 上发布的任何内容都是永恒的。

5.3.2 Take care to ensure that your personal comments cannot be construed as the views of the Centre.

5.3.2 注意确保您的个人评论不能解释为中心的观点。

5.3.3 Do not post or share inappropriate content or links on your profile, including profanities, racism or anything that is not within the Centre’ s values.

5.3.3 不要在您的个人资料上发布或分享不当内容或链接，包括亵渎，种族歧视或任何不在中心价值观范围内的东西。

5.3.4 Never reveal any confidential information about the Centre, also consider the privacy legislation ramifications. This includes individual names ,contact details, awards, and anything else that hasn’ t been announced to the general public.

5.3.4 绝不泄露关于中心任何保密信息，同时考虑到隐私立法后果。这包括个人名称，联系方式，奖项，以及任何其他尚未向公众公布的事情。

5.3.5 Do not take photos in, or post photos of, the following areas; studios, toilets, change rooms,

offices, classroom

5.3.5 请勿在以下领域拍照或张贴以下领域的照片；工作室，洗手间，更衣室，办公室，教室

5.3.6 Do not take or post photos of any person without their consent

5.3.6 未经授权请勿拍摄或张贴任何人的照片

5.3.7 Consider everything you post on social media and think about whether it could damage the image or reputation of yourself, your fellow students, teachers or the Centre; repercussions as per the Student Handbook's policies and procedures.

5.3.7 考虑您在社交媒体上发布的所有内容，以及考虑它是否会损坏自己的，同学的，教师或中心的声誉；再次根据学生手册的政策和程序。

6. SAFEGUARDING POLICIES

6. 保障政策

6.1. EDC follows the Royal Academy of Dance (RAD) policy and procedures on safeguarding children and vulnerable adults.

6.1。 EDC 跟随皇家舞蹈学院（RAD）保障儿童和弱势成年人的政策和程序。

6.2. EDC will safeguard children and vulnerable adults by:

6.2. EDC 将通过以下保护儿童和弱势成年人：

- valuing, listening to and respecting them

- 重视，倾听和尊重他们

- adopting child protection procedures including risk assessment

- 采用儿童保护程序包括风险评估

- sharing information about child protection and good practice with children, vulnerable adults, parents, employees and the companies and organisations with which we

work

- 分享有关儿童保护的信息，与儿童，弱势成年人，父母，员工和我们合作的公司和组织实行良好的做法

- sharing information about concerns with the appropriate agencies

与合适的机构分享有关问题的信息

- implementing and adhering to a code of conduct and policy

- 实施并遵守以下行为准则和政策

- ensuring safer recruitment, selection and vetting of employees

- 确保更安全的员工招聘、选拔和审查

- providing effective management through supervision, appraisal, support, training and development, and

- 通过监督，评估，支持，培训和发展提供有效的管理，以及

- providing a safeguarding committee with strategic responsibility and oversight of all safeguarding arrangements.

- 通过战略责任提供保障委员，以及监督所有保障安排。

6.3. EDC has a zero tolerance for child abuse and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

6.3。EDC 对虐待儿童零容忍，并且将依照我们的政策和程序非常严肃认真并贯彻始终地处理所有指控和安全问题。

6.4. The Centre's Director is the designated Child Safety Officer

6.4。中心总监是指定儿童安全人员

6.5. EDC has a code of conduct that specifies the standards of conduct and care required when

working and interacting with children or include elements of child safety in an existing code.

6.5. EDC 有一条准则明确规定说明需要与孩子工作和互动时的行为与护理标准，或是在已有的规定中包含了儿童安全要素。

6.6. EDC takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. This includes police record and Working with Children Checks, face-to-face interviews and detailed reference checks from previous employers.

6.6. EDC 采取所有合理步骤以确保它聘用最适用和最合适与孩子一起工作的人。这包括警察记录，和与儿童工作检查证，面对面的面试和以前雇主的详细参考信息。

6.7. EDC understands its legal and moral obligations to contact authorities when concerned about a child's safety, which is followed rigorously.

6.7. EDC 了解其法律和道德义务，严格遵守当担心孩子的安全时与权威部门联系。

6.8. EDC is committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

6.8. EDC 致力于原住民儿童的文化安全，来自文化和/或语言多样化的背景儿童的文化安全，并为残疾儿童提供安全的环境。

7. STUDENT GRIEVANCE, COMPLAINTS AND APPEALS POLICY AND PROCEDURE

7. 学生申诉、投诉和上诉政策和程序

7.1. The School is committed to having mechanisms to deal with complaints impartially, promptly and confidentially.

7.1. 学校致力于建立机制以公正、及时和保密地处理投诉。

7.2. Students who feel they have a valid grievance in relation to any aspect of their tuition are advised to

undertake the following
course of action:

7.2. 觉得对与教学有关的任何方面有不满意的学生，建议进行以下行动方针：

- Discuss the matter with the relevant teacher, administration assistant and/or Director;

- 与相关教师、行政助理和/或总监讨论此事；

- If the matter is not resolved, each complaint and appeal will require that details of the complaint are lodged in writing by the complainant with the Centre' s Director;

- 如果问题仍未解决，则由申诉人将每个投诉和上诉的详情以书面的形式向中心总监提出；

- Complaints, in writing, will be responded to within 10 working days, this does not include working days when the Centre is closed;

- 以书面形式的投诉将在 10 个工作日之内回复，这不包括工作中心关闭的工作日；

- There is no cost associated in lodging a complaint with the Centre;

- 向中心投诉没有任何相关费用；

- The identity of the complainant will be protected unless permission for disclosure is given;

- 投诉人的身份将保密，除非获得公开许可；

- The Centre will maintain a student' s enrolment while the internal complaints process is ongoing, unless extenuating circumstances relating to the well-being of the

student apply. This does not necessarily mean that a student must remain in class;

- 在内部投诉程序进行时，中心将保持学生的入学，除非情有可原的关系到学生身心健康的申请。这并不一定意味着学生必须继续上课；

- Complainants will be provided with a written statement of the outcome, including details and reasons for the decision;

- 投诉人将收到投诉结果的书面陈述，包括细节以及决定的原因；

- Complainants have the right of appeal and will be advised of further avenues of review;

- 投诉人有权上诉，并将进一步告知审查途径；

- The Centre can arrange for an independent external body to hear the complaints or appeal where the internal complaints process has been completed and the student remains dissatisfied;

- 当内部投诉程序已完成而学生仍然不满意时，中心可以安排独立的外部人员聆听投诉或上诉；

- If the outcome of a complaint, either external or internal, is favourable to the student, the Centre will immediately advise the student of this and implement any decision and/or corrective and preventative action required;

- 如果投诉结果，无论是外部的或内部的，有利于学生，中心将立即告知学生，并执行任何决定和/或纠正和预防需要采取的行动；

- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action

under Australia's consumer protection laws.

• 本协议以及可用性投诉和上诉处理, 不移除学生根据澳大利亚消费者保护法采取行动的权利。

8. EVACUATION PROCEDURE

8. 疏散程序

8.1 When the alert siren sounds (be-eep-be-eep) stay calm; this is the time to change into street footwear and over clothes such as the Centre tracksuit.

8.1 当警报声稳定响起（哔哔哔）时;是时候换上外出鞋类和外衣, 例如中心运动服。

8.2. Listen for announcements and check the nearest safe emergency exit point.

8.2. 收听公告并查看最近的安全紧急出口点。

8.3. When the evacuation siren sounds (wo-ooop-wo oop) switch off any computers/electrical equipment and move calmly to the nearest exit.

8.3. 当疏散警报响起时（呜呜呜）关掉所有电脑/电器装备并平稳地移动到最近的出口。

8.4. Evacuate via the stairs ONLY WHEN INSTRUCTED BY YOUR TEACHER; it is important to keep to the left hand side of the stairs and remain in your group

8.4. 仅在您的老师的指示下通过楼梯疏散; 重要的是保持在楼梯的左侧并留在您的组中。

8.5. Move with your group to the Assembly Point at the bottom of the stairs.

8.5. 与您的团队一起移动到楼梯底部的集合点。

8.6. Remain at the Assembly Point for further

instructions from the teacher

8.6. 留在集合点等待老师的进一步把指示

General Procedures

一般程序

ARRIVAL AND DEPARTURE

到达和离开

For safety and security, all students must be picked up in the reception area by a parent or caregiver. No child will be allowed to wait outside or leave the studio without a parent or caregiver.

为了安全和保险起见，所有学生都必须在接待区由家长或看护人来接。不允许任何孩子在没有家长或看护人的情况下在外面等待或离开。

LATENESS

迟到

Dancers will have a 10 minute grace period for lateness. If they arrive more than 10 minutes late, they are to watch class and take notes if necessary. If they arrive more than 10 minutes late and have another class following, they will be allowed to warm up themselves and join class at the teacher's discretion.

舞者将有 10 分钟的迟到宽限时间。如果他们迟到超过 10 分钟，他们将要观看上课并在必要时做笔记。如果他们迟到超过 10 分钟，还有另一节课，他们将允许热身并依据老师判断而加入课堂。

LATE POLICY PICK UP

接人迟到的政策

Please refer to clause 8 of our trading terms and conditions

请参阅我们交易条款及条件的第 8 条

LOST AND FOUND

失物招领

Lost and found will hold articles of clothing for one month. Any clothing left over a month will go towards charity. It is advised that all clothing have the student's name printed on it so that we may return the items promptly.

失物招领处将保留衣物一个月。一个月后剩下的任何衣服都将捐给慈善机构。建议所有衣服都印有学生的名字以便我们可以及时退回物品。

ILLNESS/INJURY/ABSENCES

疾病/受伤/缺勤

Please call or email the front desk to report absences. Front desk staff will notify the faculty.

请致电或发送电子邮件至前台报告缺勤情况。

前台工作人员将通知教职员工。

FOOD AND BEVERAGES

食品和饮料

Food may only be eaten in the designated area of the reception. No food will be allowed in the studios or bathrooms. All food must be thrown away in the garbage cans or recycling bins provided. Any infringement of this will necessitate a "water only" policy and food allowed only outside. Inside the studio please use bottled water ONLY. No open cups allowed.

食物只能在接待处指定区域内食用。舞蹈室或洗手间内不允许任何食物。所有食物必须扔进提供的垃圾桶或回收箱。不允许任何违反“仅饮水”政策以及仅允许在外面使用食物。在工作室内，请仅使用瓶装水。不允许开口类杯子。

CLASS CHANGES

课程变化

Please refer to clause 6 of our trading terms and conditions

请参阅我们交易条款及条件的第6条

CHANGE OF ADDRESS

地址变更

The Centre is to be notified immediately of any changes of address, including all relevant contact phone or email details. This is essential and remains the responsibility of the parent/student. A change of details form can be found in your enrolment pack.

The Centre is not liable for any lack of communication if student/parent contact details are incorrect or out of date

如有任何地址更改，应立即通知中心，包括所有相关的联系电话或电子邮件。这是家长/学生必不可少的责任。在您的注册包中可以找到详细更改信息表格。如因学生/家长的联系方式不正确或过期而缺乏沟通，中心不对此负任何责任。

WITHDRAWAL PROCEDURES

退课程序

Please refer to clause 12 of our trading terms and conditions.

请参考我们交易条款及条件的第 12 条

MAKE UP CLASS PROCEDURE

补课程序

Please refer to clause 7 of our trading terms and conditions

请参阅我们交易条款及条件的第 7 条

CANCELLATION OF CLASSES

取消课程

Please refer to clause 7 of our trading terms and conditions.

请参阅我们交易条款及条件的第 7 条。

NOTE: *It is the intent of The Edge Dance Centre that all students and employees will enjoy an environment that is free from discrimination and/or harassment of any student and/or employee by another student, employee, supervisor, or non-employee. The Edge Dance Centre has established specific*

policies regarding these issues. A copy of these policies can be found in The Edge Dance Centre's Terms & Conditions of Enrolment.

Any infringement of these policies should be reported to the Director immediately.

注意: Edge 舞蹈中心的意图是所有学生和员工将享受一个不受任何其他学生, 雇员, 主管或非雇员的歧视和/或骚扰的环境。Edge 舞蹈中心就这些问题已经建立了特定的相关政策。这些政策的副本可以在 Edge 舞蹈中心的入学条款和条件中找到。任何违反这些政策的行为立即向总监报告。

Placement of Students

学生的课程安排

All students will be carefully placed in the class that is fitting to their technique and/or the age regulations of the Royal Academy of Dance (RAD ballet) and Glenn Wood Tap (GWT tap).

The age of one student may differ from the other students. The EDC will make a concerted effort to keep the age ranges as close together as possible. However, the main emphasis will be placed on a student's technical achievement. They will be placed in the level that will encourage the most progress. A dancer must be challenged but not overwhelmed.

所有学生将被精心安排到适合的班级里, 根据他们的技术和/或根据 Royal Academy of Dance (RAD 芭蕾舞) 和 Glenn Wood Tap (GWT 踢踏舞) 的年龄规定。学生的年龄可能会有不同。EDC 将尽全力把年龄保持在最小范围内。然而, 主要的着重点将是依据学生可达到的技术。他们会被安排在鼓励最大程度进步的级别里。一个舞者必须受到挑战, 但不能不知所措。

Private Lessons

私人课程

Private lessons can only be taught by faculty members as part of our commitment to enrolled students of The Edge Dance Centre.

It is the general policy and WHS of the Centre that private lessons cannot take place for monetary gains at any time outside the studios.

All private lessons are to be paid by the Term.

Any cancellations will require the student/guardian to organise a replacement. Payment will still be required for any missed lessons.

All choreography for eisteddfod solos/duos/trios remain the intellectual property of the EDC. Should a student withdraw from the EDC then the solo will remain with the EDC and the student will not be able to compete/perform with the solo/duo/trio at any time unless permission is granted from the Director.

作为对 Edge 舞蹈中心注册学生承诺的一部分，私人课程只能由教师成员教授。中心的总体政策和 WHS：任何时候私课都不能以金钱收益为目的而在工作室外授课。

所有私人课程均应按学期支付。

任何课程的取消都将要求学生/监护人安排换课。对于任何错过的课程仍需付款。比赛中独舞/双人舞/三人舞的所有编舞知识产权属于 EDC。如果学生从 EDC 退学，那么独舞将属于 EDC，学生在任何时候都不能用独舞/双人舞/三人舞参加竞赛/表演，除非获得总监的许可。

Advancement

晋级

Your child may not be promoted every year. The changing of levels in the Centre is always decided with your child's best interest and advancement in mind. If a child is promoted too soon, then he/she will miss some very valuable training. These children also struggle in the next level, which is unnecessary and dangerous. The dancers in the Centre will be placed with care and consideration at all levels of training. It is not uncommon for a student to stay at the same level for at least two years.

您的孩子可能不会每年都升级。中心的级别变化始终依据您孩子的最大受益和思想的成熟来决定。如果一个孩子升级过快，他/她将错过一些非常有价值的培训。这些孩子也会在下一个级别感到困难，这是不必要的并且是危险的。中心的舞者将被关心和考虑到所有级别培训来安排。一个学生在同一级别学习至少两年并不是不常见的。

Evaluations and Examinations

评估和考试

Students will be evaluated by the faculty at the end of each year to ascertain progress and determine their placement for the following year.

Progress is closely evaluated for each individual throughout the year.

Where RAD ballet & GWT tap classes are concerned, examinations will take place during the year to determine which level the student should be placed in.

每年年底，教员将对学生进行评估确定进度并确定他们下一年的级别。

全年每个人的进展都会得到严格评估。

就 RAD 芭蕾舞和 GWT 踢踏舞课程而言，考试将在年内进行，以确定学生的级别。

Observation of Classes

课堂观摩

Parents should wait in the reception area during class. To avoid any distractions to the students and instructors, no one will be allowed to watch classes. There will be three observation weeks throughout the year and one Open Week so that you may see your child's progress.

Please check the Centre calendar for dates of the observation weeks. Cameras, video recorders and/or mobile phones are allowed in the studio during observation.

上课期间，家长应在接待处等候。避免对学生和讲师的任何干扰，不允许观看课程。全年将有三个观察周以及一个开放周，这样您可以看到您孩子的进步。

请看查中心日历以获取观察周日期。照相机，录像机和/或手机在观摩课允许带入工作室。

Communication with Faculty

与教员的沟通

Communication with any member of our teaching staff is best done by email admin@edgedance.com.au

The faculty does not have time between classes to address concerns properly. Please write your concerns, name and phone number in an email and the appropriate staff member will call/email you. Staff members' phone numbers, addresses or emails will not be given out to students or parents.

与我们教学人员任何成员沟通最好通过电子邮件 admin@edgedance.com.au 来完成

教员没有时间在课间来适时解决疑虑。请在邮件里写下您的疑虑、姓名和电话号码，相应的工作人员将打电话/回电子邮件给您。员工的电话号码，地址或电子邮件将不会给学生或父母。

Open Week

开放周

A free trial of classes will be available during Open Week at the end of the year. Parents may also view these classes. Please see our Centre calendar for further details.

Registration is compulsory through our Administrative Manager prior to Open Week.

年底将在“开放周”期间提供免费试课。家长也可以观看这些课程。请参阅我们中心日历以获取更多详细信息。

在开放周之前必须通过我们的行政经理进行注册。

The timetable, class information and teaching staff are subject to change.

If a class has insufficient enrollments it may be cancelled.

The EDC reserves the right to change or modify the timetable or cancel a class or teacher at any time.

The staff at EDC reserves the right to refuse or suspend any enrolment due to misconduct or inappropriate behaviour.

时间表、班级信息和师资会相应改变。

如果班级人数不足，可能会被取消。

EDC 保留更改或修改时间表，或随时取消课程或老师的权利。

EDC 的工作人员保留拒绝或暂停任何不当行为的注册的权利。

I confirm that I have read this document, and I fully understand its content. I am aware that this is a contract and I sign it of my own free will. I agree to be bound by its terms.

我确认我已经阅读了这份文件，并且我完全理解

它的内容。我知道这是一份合同，我在合同上签字属于自己的自由意志。我同意受其条款的约束。

Please print clearly:

请清楚列印：

Student's
Name

学生姓名

Parent/Guardian
Name

父母/监护人姓名

Parent/Guardian Signature

父母/监护人签名