# Kaitlin's Aerial & Vance Academy

2024 Welcome pack

### Studio Handbook

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### Introduction

It's our absolute pleasure to warmly welcome you into our family at KADA. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! ©



## Quick Reference Studio Information

Address: 4/33 Enterprise Circuit, Maryborough West, 4650

Phone: 0421 253 655

Email: admin@kaitlinsacademy.com.au

Website: http://kaitlinsacademy.com.au/

### Studio Manifesto

To start us off, it's important to us at Kaitlin's Aerials & Dance Academy that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

KADA is place where students of all ages, shapes, sizes and personalities come together to learn to dance, flip, fly and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about supporting others. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance, aerials, acrobatics and circus. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

We care about the growth and development of each and every student that walks into our studio and love to see them blossom in each lesson. We embrace individuality and stand against bullying. We listen to students and parents feedback and concerns to ensure we are always teaching, learning and performing at our best. We are strongest when we support each others values, beliefs and ideas.

"I don't care if you
MESS up, I care if you
GIVE up."

Miss Kaitlin (Founder)



### Registration

Before starting your journey with KADA, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / Insurance contract.

https://dancestudio-pro.com/online/kada

Our annual registration fee is \$100 per student and must be paid in full prior to the commencement of classes. This ensures that in the event of classes reaching capacity before Term/Semester kicks off, you will be guaranteed a place in the class of your choice. Failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of classes and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact admin if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

\*\* REMINDER \*\* Don't forget - if you refer a friend or family member to enroll at KADA, you'll both get \$50 off your term fees! So don't miss this chance to bring your friends. (offer only valid once per student per term)



### Waivery/Releases

	Parent Release Form for Photography and Videography  I, the undersigned, give permission for Kaitlin's Aerials & Dance Academy to use video footage and / or photographs of myself/ my child/ren,  This usage may include (but is not exclusive to displaying publicly, distributing, or publishing, photographs, and/or video o my child for use in materials that include, but may not be limited to:			
	<ul> <li>printed materials (eg - brochures and newsletters)</li> <li>online and offline advertising and promotion</li> <li>videos and digital images such for use on Social Media.</li> </ul>			
	y signing this form, I acknowledge that I am giving unrestricted permission or my child's image to be used in print, video, and digital media. I agree that ese images may be used by Kaitlin's Aerials & Dance Academy for a variety purposes and that these images may be used without further notification. do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.			
	Parent/Guardian signature Date			
	Participant Full Name: DOB:			
	Parents Full Name (Under 18): Contact Number/s: Email: Address:			
	Emergency Contact:			

Relation to student:

PH:

#### Medical History - Have you had or have you experienced (Circle if YES)

Heart Attack Heart Conditions Chest Discomfort with exertion Dizziness, fainting or blackouts Blood pressure issues Diabetes Heart Surgery Stroke Unreasonable breathlessness Musculoskeletal problems Cholesterol issues Asthma If yes to any of the above, please provide additional information

Other Health Questions - Are you/do you have:
Taking prescription medications:
Taking other medications/pills/supplements:
Pregnant:
Trying to Conceive:
Postmenopausal:
Smoker:
Do you have any other medical conditions that may prevent you from

exercising? If yes, please explain

Do you have any past injuries or illnesses that could affect your ability to safely exercise? If yes, please explain

#### Payment\Refund\Class Policy

The following states your rights and obligations in terms of payment/enrolment and restrictions involved in obtaining refunds. Payment of a deposit, a full payment and/or signing this agreement represents you agree to and understand these policies apply and are enforced.

A 50% term deposit of the full course fee or private lesson is required at the time of booking. Without this deposit, your place in the class is NOT secure and may be given to another paying student. This deposit is non-refundable and non-transferable if cancelled after the start date of the enrolled course. Deposits cancelled prior to the start of the date may be transferred to another class within the same term (they are NOT refundable). The remaining balance of the course fee MUST be paid prior to commencement of the first class in the relevant term or package.

UNPAID FEES - We want everyone to experience and enjoy all that KADA has to offer, however if fees remain unpaid for a period of 30 days, you/your child may be excluded from classes until fees are settled. If you are having financial difficulties please approach us to discuss how we can move forward. If fee's remain unpaid for longer than 60 days the matter may be passed on to debt resolution services.

Refunds and the transfers of fees to other terms will NOT be granted. Payment plans are NOT offered at this studio. Make-up classes are offered if they are arranged during the same term. Make-up classes cannot be transferred to a different term or holiday period.

#### Release and Waiver of Liability

As the participant and/or participants parent/guardian I am aware, understand and agree that aerial and circus activities such as, but not limited to Aerial Silks, Lyra, Hammock, Trapeze, Acrobatics, Stretching, Trampoline and dance movements are all dangerous activities that entail both known and unanticipated risks which could possibly result in physical and emotional injury or death.

I understand that whilst Kaitlin's Aerial & Dance Academy takes the greatest care, such risks cannot be completely eliminated without jeopardizing the essential qualities of the activities. I therefore further acknowledge and agree that due to the nature of aerial and circus activities, it would be unreasonable for Kaitlin's Aerial & Dance Academy and the property owners to be in any way responsible for any injury or even death.

I hereby, to the full extent permitted by law waive all legal rights of action against and fully release Kaitlin's Aerial & Dance Academy and related parties (employees, instructors, directors, agents, landlords, property owners, leases and franchisees) for loss, damages, or injury to myself and/or my child arising out of or in relation to my/my child's participation in activities and/or events conducted by Kaitlin's Aerial & Dance Academy, including without limitation, liability for any negligent or tortious act or omission, breach of duty, breach of contract or breach of statutory duty on the part of Kaitlin's Aerial & Dance Academy or Related Parties. I therefore expressly agree and promise to accept and assume all of the risks existing in these activities including the release of any indemnity resulting from instructions whilst participating or not participating at Kaitlin's Aerial & Dance Academy for myself/my child for whom I am the responsible guardian. My own and my child's participation in activities is entirely voluntary and I elect/allow participation in spite of the known risks.

I agree that I/my child will not make any claims against Kaitlin's Aerial & Dance Academy and/or Related Parties for or in respect of any loss or injury to property or person (including injury resulting in death) which I/my child may suffer during the course of or inconsequence of any activity, circus or aerial related event. I will notify Kaitlin's Aerial & Dance Academy of any relevant medical conditions, and of any medication, I/my child currently have/take, and of any incapacity that may impair ability to participate in the aforementioned activities.

I/my child am not under the influence of drugs/alcohol when undertaking classes/activities with Kaitlin's Aerial & Dance Academy. I agree that participating in any activity at or organised by Kaitlin's Aerial & Dance Academy is only permitted on the understanding that I/my child do so at my/their own risk. NO alcohol is to be consumed prior to classes or on the premises whilst instructional classes are being held. Kaitlin's Aerial & Dance Academy and Related Parties will not be responsible for any injury or death as a result of intoxicated participating/non-participating person/s

In terms of conduct, I/my child agree to listen and follow all instructors' directions and that any misconduct by me/my child including refusal of an instructor's direction could result in the cancellation of my/my child's lesson with no refund or transfer of money, and my/my child's immediate removal from the class/activity. I understand that any such mon-compliance may result in injury of any kind as a result of my failure to comply.

Kaitlin's Aerial & Dance Academy has advised me to consult with my physician with respect to any past/present injury, illness, pregnancy and health related conditions of any kind that may affect my participation/ability to participate. I acknowledge I have discussed the appropriateness of aerial/circus/acrobatics/dance classes for me/my child with my physician and that I knowingly execute this release from liability and negligence. I acknowledge that Kaitlin's Aerial & Dance Academy does not recommend pregnant women to participate in aerial/circus classes.

In consideration of Kaitlin's Aerial & Dance Academy, allowing me to participate in Kaitlin's Aerial & Dance Academy Athletic Activities, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

- 1. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against Kaitlin's Aerial & Dance Academy and their owners, volunteers, directors, officers, employees, trainers, instructors, agents, officials, independent contractors, servants, representatives, successors and assigns (all of whom are hereinafter referred to as the "RELEASEES") and TO RELEASE THE RELEASEES from any and all liability for any loss, damage, expense or injury including death that I may suffer or that my next of kin may suffer as a result of my participation in climbing and transportation activity, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, ON THE PART OF THE RELEASEES, AND INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF ATHLETIC ACTIVITIES;
  - 2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party resulting from my participation in Athletic Activities;
- 3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any costs they may incur for medical costs, emergency transportation, and litigation resulting from my participation in the activities;
- 4. That this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
- 5. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of Queensland and no other jurisdiction; and
- 6. Any litigation involving the parties to this Agreement shall be brought solely within Queensland and shall be within the exclusive jurisdiction of the Courts of Queensland.

In entering into this Agreement I am not relying on any oral or written representations or statements made by Kaitlin's Aerial & Dance Academy with respect to the safety of athletic activities other than what is set forth in this Agreement.

I have read, understand and agree to abide by the studio rules presented to me and/or my student.

#### Intellectual Property

Kaitlin's Aerial & Dance Academy reserves the rights in intellectual property. I understand that I must not use or exploit any intellectual property owned by Kaitlin Foley for financial gain without obtaining written permission.

I CONFIRM THAT I AM THE FULL AGE OF EIGHTEEN (18) YEARS AND I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST KAITLIN'S AERIAL & DANCE ACADEMY.

### Communication

By now you have probably noticed that we are BIG on communication here at Kaitlin's Aerials & Dance Academy. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on 0421 253 655 between 9am and 2pm or emailed on admin@kaitlinsacademy.com.au

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address admin@kaitlinsacademy.com.au to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed KADA Student Group Facebook group. This group can be found at https://www.facebook.com/groups/488302689107108/ and will be monitored to ensure all content is appropriate and relevant.



We always display important information, dates and studio details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 0421 253 655 to chat with one of our helpful team members.

### Important Dates

Date	Event	Description	
22/01/24 - 28/03/24	Term 1	Term 1 Fees Due 22/01/24	
15/04/24 - 21/06/24	Term 2	Term 2 Fees Due 15/04/24	
08/07/24 - 13/09/24	Term 3	Term 3 Fees Due 08/07/24	
30/09/24 - 13/12/24	Term 4	Term 4 Fees Due 30/09/24	
12/04/24 - 14/04/24	2/04/24 - 14/04/24 Competition Bend the Air Sunshine Coast Qualifiers		
ТВА	Competition	Bend the Air Brisbane Qualifiers	
13/08/2024	Costume Fitting	Trying on costumes and checking for adjustments needed	
17/08/2024	Photoshoot Day	Professional Photos at the Studio	
05/09/2024	Brolga Rehearsals	Rehearsals on the rigging and stage at the Brolga	
31/08/2024	Dress Rehearsal	Full run through of showcase at the Brolga	
07/09/2024	Showcase	SHOW DAY!!	

We understand wholeheartedly how busy the lives and schedules of our families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via email/facebook as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.



### Gode of Gonduct

To ensure the smooth, safe running of Kaitlin's Aerials & Dance Academy and an enjoyable experience by all, below you will find our Code of Conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's Code of Conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a staff member. All parents must wait outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.



Any questions or complaints must go
through admin on
admin@kaitlinsacademy.com.au – parents
and students are not permitted to contact
Kaitlin's Aerials & Dance Academy teachers
via mobile phone, in person or personal
social networking with studio issues.

Personal meetings with the studio owner can happily be arranged via admin.

### Gode of Gonduct

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the owner.

Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Kaitlin's Aerials & Dance Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Only competition team students are permitted to enter competitions and it must be with the permission of their teacher and choreographer.

Kaitlin's Aerial & Dance Academy management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Kaitlin's Aerial & Dance Academy and may not be reproduced or sold by any students, parents or staff without written permission of the owner.



### Classes

#### Aerials

At KADA our aerials classes are like no other, get experience in a range of apparatus all in one class. Each lesson students get to develop their skills on Silks, Lyra, Trapeze and Hammock. They will learn to climb, roll and fly while building strength and having fun. Aerials is challenging but with the support of our studio teachers you/your student will be conquering new skills in no time

#### Acrobatics

We've known for a long time that kids love nothing more than attempting and perfecting new "tricks." Remember learning a cartwheel? We sure do, and it's that sense of pride and exhilaration that we love to pass on to all students. Our Acro class is taught by our fully qualified acro teachers and the class levels for this discipline are skill-based. Once our students have mastered the skills in their level they move up to the next allowing them to develop their skills at their own pace.

#### **Competition Team**

New to KADA in 2023 is our specific competition team training sessions. This class is compulsory for any student who is wishing to compete at Bend the Air Sunshine Coast or Brisbane for Aerials and/or Acrobatics. This new class will work on developing the students strength, flexibility and endurance during sequences to better prepare them for competition. It will be just the extra boost they need to feel confident and proud of themselves when they step out onto stage to compete.

#### **Dance**

Who doesn't love dancing around their living room to their favorite songs, I know we sure do here at KADA. Join our experienced, qualified coaches in our range of dance styles that are sure to get your body moving.

The styles available at KADA are: Ballet - Jazz - Contemporary - Lyrical





### 2024 Timetable

Monday	Wednesday	Thursday	Friday
Acro Level 1 Miss Kaitlin 4:15pm - 5pm	Aerial Open Age Miss Kaitlin, Miss Richelle All Ages   4pm - 5pm		
Aerial Juniors Miss Nat, Miss Willow 4 - 11 yrs   5pm - 6pm	Acro Level 2 Miss Kaitlin 5pm - 6pm	*Aerial Beginners* Miss Richelle, Miss Nat 4 - 11 yrs   5pm - 6pm	Aerial Juniors/Tweens Miss Kaitlin, Miss Willow 4 - 17 yrs   5pm - 6pm
Aerial Tweens Miss Kaitlin, Miss Nat 12 - 17 yrs   6pm - 7pm	Senior Dance Miss Kaitlin 12 yrs +   6pm - 7pm	Aerial Juniors Miss Richelle, Miss Nat 4 - 11 yrs   6pm - 7pm	Competition Team Miss Kaitlin All Ages   6pm - 7pm
Aerial Adults Miss Kaitlin, Miss Nat 18 yrs +   7pm - 8pm		Aerial Tween/Adults Miss Richelle, Miss Nat 12 yrs +   7pm - 8pm	Aerial Adults Miss Kaitlin, Miss Nat 18 yrs +   7pm - 8pm

Weekend private lessons, competition training, parties and entertainment available!

### Fee Structure

All fees are excluding GST, GST will be added to your invoice

Membership Fees (Paid Once Yearly) Term 1 = \$100

Term 2 = \$75

Term 3 = \$50

Term 4 = \$25

Classes Paid Termly Private Classes

1 Hour = \$25

45 Min = \$18.75

30 Min = \$12.50

Casual Classes

1 Hour = \$30

45 Min = \$25

30 Min = \$20

1 Hour Session

1 Person = \$80

2 People = \$100

3 People = \$120

### Uniform

#### **Dress Code - Aerials**

Aerials can by a bit of an ouchy sport, so its important when coming to class you try to protect yourself as much as possible. Pants/Leggings that reach past the knees is highly recommended for protecting from burns. Students can wear any top/crop top they are comfortable training in. No socks or shoes are required.

#### Dress Code - Acrobatics

Due to the nature of the activities in an acrobatics class students need to wear activewear that is of a tighter nature. It is dangerous to attempt to spot a student correctly if they are wearing baggy clothes. Shirts can also move and cover their faces or get stuck on other students if they are not fitted.

#### Dress Code - Dance/Ballet

Activewear/leotards, dance tights and appropriate dance shoes depending on the style of dance is required.

#### <u>Hair</u>

Student's hair is to be tied back off their face at all times. For Acrobatics and Ballet a bun is preferable so the hair can not get in the way of the student. If a student arrives at class with unsuitable hair they will be asked to tie the hair back before entering the lesson.



### Attendance

If a student is unable to attend a lesson please log into your account/app and mark their attendance away. It will then grant you a makeup class against that student. If another lesson of the same type you can book your student in for a makeup class also on the app. If you require help with this process please PM me on our social media pages.

### Social Media Links

Website: <a href="http://kaitlinsacademy.com.au/">http://kaitlinsacademy.com.au/</a>

Facebook: <a href="https://www.facebook.com/kaitlinsacademy">https://www.facebook.com/kaitlinsacademy</a>

Instagram: <a href="https://www.instagram.com/kaitlinsacademy">https://www.instagram.com/kaitlinsacademy</a>

Competition Team Group: <a href="https://www.facebook.com/groups/121525939235336">https://www.facebook.com/groups/121525939235336</a>
<a href="mailto:5">5</a>

Kada Student Group: <a href="https://www.facebook.com/groups/48830268910710">https://www.facebook.com/groups/48830268910710</a>





### Goaches



#### Miss Kaitlin - Studio Owner High Level Senior Coach

#### Oualifications:

#### About Me:

I have been in love with dancing for as long as I can remember, always putting on shows and performances for my family and friends. It wasn't until my late teenage years when I decided to follow it more deeply as a potential career path. I started working towards my RAD and ADA Dance Exams in 2018 and have successfully completed my Grade 5 Ballet, Intermediate Foundation Ballet, Bronze Star Tap & Silver Star Jazz Exams. I have also trained in a range of dance styles including Contemporary, Lyrical, Ballet, Jazz, Tap, Salsa, Cabaret & Hip Hop.

It was 7 years ago I began my aerials journey with a Silks workshop in a local studio. I fell in love instantly and quickly found myself travelling to the Sunshine Coast in order to develop my skills. I am now a certified instructor in Aerial Silks, Lyra, Trapeze and Hammock with 6 years worth of knowledge.





"Hard work beats
talent, when talent
doesn't work hard!"



#### Miss Nat - Junior Coach

Hi I'm Miss Nat! I've been dancing since I was 4 years old. I started training aerials almost 5 years ago.

My favourite apparatus are Lyra and Trapeze.

You can find me hanging around the studio everyday as well as coaching on Mondays,
Thursday and Fridays.

#### Miss Richelle - Senior Coach

Hi I'm Miss Richelle! I've been doing aerials for 2 years.

My favourite apparatus is the Aerial Hammock.

A fun fact about me is that I am an able-bodied wheelchair basketball player and I play and compete with my Maryborough team.



#### Miss Willow - Junior Coach

Hi, I'm Miss Willow! I've been doing aerials for 2.5 years, I used to dance but aerials stole my heart.

My favourite apparatus is Lyra.

A fun fact about me is that I was the first person to ever compete for kada in our first year at BTA.

Aerial is an amazing journey to have fun and make new friends. You will test your body and mind and be proud of yourself for what your body can achieve every lesson. I love aerials, KADA and our KADA family.

