



# VPC HANDBOOK

*#MasteringMovement*

VICTORY PERFORMANCE CENTRE



# A NOTE FROM

THE DIRECTOR

Miss Tess

It is my pleasure to welcome you to the VPC community.

A bit about me... I have found my passion in dance and even more so in teaching it. I have 16 years of experience teaching dance to students of all ages, levels of experience and confidence. It is my goal for your child to feel a sense of accomplishment and belonging at VPC.

I have a Diploma in Dance as well as teaching diplomas in jazz and tap, and I am also a qualified Polestar Comprehensive Pilates Instructor and Mentor. I am a practicing physiotherapist and I believe in safe and good-quality movement, which is reflected in my teaching.

While it is not uncommon for the first class to feel overwhelming, the VPC team fosters a safe and trusting environment, where students can express themselves through dance and learn to be their best self. There is no better feeling than seeing my students develop their skills and watching their confidence grow. I promise the friendships and lessons formed through dance class last a lifetime.

Please take a few minutes to read through this Welcome Pack which explains how the studio operates. For any outstanding questions, you can email [admin@victoryperformancecentre.com](mailto:admin@victoryperformancecentre.com).

I hope you and your child enjoyed their first experience at Victory PerformanceCentre. I can't wait to see your child grow as they take on the challenge of class!

Let's dance.

**TIP:** click the QR codes OR get your phone out and ready to scan some QR codes. Just open your camera or QR app, point it at the black and white square and follow the link.

Keep an eye out for more tips .



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*A reminder to add us to your inbox approved senders,  
or check your junk folder for our emails*



LIKE, FOLLOW AND SUPPORT US ON OUR SOCIAL PLATFORMS

JOIN THE FAMILY FB GROUP

Search facebook  
groups for: /vpcfamilies



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# THE VPC WAY:

Our values at VPC are ENTHUSIASM, IMPROVEMENT, BELONGING, and AUTONOMY. These values enable our community to connect. We foster these values in each class and encourage our students to live them both in and outside of their time at VPC.

We encourage our students to be enthusiastic about dance, exercise and learning while at VPC.

We want our students to recognise and be proud of their individual improvement. It is important we help students understand that everyone is on their own journey and that improvement looks different for everyone. At VPC we accommodate all levels of experience and support improvement at all stages. Within our classes, we are all growing together.

We believe that all our students belong no matter their differences. We create a safe space for our students to explore and celebrate their unique differences through dance!

Earning trust and confidence within ourselves is important to us. Learning the skill to work autonomously here at VPC helps you get into that mindset that will help you in all aspects of life.



## STUDIO TIMETABLE

See what dance classes are instore for 2024 by clicking this link or scanning the QR code.

See our "[classes and programs](#)" section for descriptions and what class will best suit your dancer.



# HAVE YOU

# REGISTERED?



Whether you are new to VPC or returning for more fun, make sure to register for 2024 through the jackrabbit portal so we have the most-up-to-date details for you. You can even add your student photo!

## DO IT NOW

*Register now by scanning the QR code.*



*scan the QR code with your phone's camera application*

## \$25 ANNUAL REGISTRATION FEE

When enrolling at VPC you are committing to an annual registration. This is \$25 per family and will be added to your balance upon enrolment. Failure to pay this registration fee may result in losing your place in the class. This fee will help towards administration costs, studio insurance, bank fees and the online platform.

## 2024 TERM & FEE STRUCTURE

We operate four sessions throughout the year aligning with the school calendar for holidays. Tuition will be charged for the term. During school holidays we will run short 1-3 day workshops. The following applies to those that enrol before the term starts. Fees are prorated and there is a 14 day payment term for those who start throughout the term.

Term Dates	Term Fees	Fee Due Date
Term 1 : 29th Jan - 6th Apr Term 2 : 29th Apr - 5th Jul Term 3 : 22nd Jul - 28th Sep Term 4 : 14th Oct - 21st Dec	1 Class \$175 per term 2 Classes \$320 per term 3 Classes \$450 per term 4+ Classes \$560 per term Dance with Me: 1 Class \$150 per term	Term 1: 5th Feb Term 2: 6th May Term 3: 29th Jul Term 4: 21st Oct



# PARENT PORTAL



Before getting into the groove, get yourself comfortable with our **Parent Portal**. Students and families of VPC can use **Jackrabbit** to:



*Learn how to add the portal to your home screen*

- ✓ Enrol in class
- ✓ Make changes to your schedule
- ✓ Pay your tuition fees
- ✓ Notify your teacher if you are absent & arrange makeup classes
- ✓ View announcements and updates
- ✓ Access practice videos
- ✓ Keep track of all dancing achievements!

## ATTEN-DANCE



As a member of the VPC family, it is important you attend your classes to see consistent improvement. Attendance is vital for exam work, show work and working with peers - we are a team!

Please let us know ahead of time if your child will be absent to ensure minimal disruption to the class and so arrangements can be made to catch up on missed work.

You will continue to be charged if absent from class, unless prior notice is given that your child will be away for an extended period. If you have missed a class, please do your best to attend a make-up class by the end of the term. If this is not achievable please contact [admin@victoryperformancecentre.com](mailto:admin@victoryperformancecentre.com). Makeup lessons can not be used by siblings.

We regularly upload videos on our Facebook and YouTube page for dancers to have a look at in their own time and practice. We encourage this as well as attending all classes to get the best experience from VPC.

**TIP: Log your absences in the JACKRABBIT PORTAL and select your make-up class whilst you are there!**





# VPC RETAIL

Look the part and get your hands on the tools to succeed. Uniform is not mandatory however dance footwear is a requirement for class.

**MAKE YOUR ORDER HERE**

## AUTOMATE PAYMENTS



**AUTOMATIC**

**MANUAL**

You have the option to set up 'Manual' or 'Automatic' payments when you register via Jackrabbit. Each term you will be emailed an invoice and payment reminder. If you have selected '**Manual**' payments you will need to log into the Parent Portal to make a payment by due date. We also accept payment via debit/credit card or bank transfer. '**Automatic**' payments will be debited on your behalf during the 14 day payment period. You must have an active card or account on file for this to occur.

**Please note:** VPC will recover any charges received for failed transactions due to insufficient funds, incorrect accounts or expired cards etc.

## LATE FEES

*Tip: selecting automatic payments allows you to set and forget and will ensure you avoid late fees!*



Payments made after the due date will incur a late fee of \$10. If there are any issues regarding timely payment for tuition please let me know in advance so we can set up a payment plan or make alternative arrangements. Please ensure all fees are paid on time - we are a growing business and time spent chasing fees is time not spent dancing!

## CHANGES AND CANCELLATIONS

You must notify the VPC admin team in writing and provide a week's notice if you decide to withdraw or change classes. You will continue to be automatically charged for classes until written notification has occurred. Where possible, we will arrange make-up lessons for classes cancelled by VPC, or offer an alternative class. Refunds are considered on a case-by-case basis.



# POLICIES

## **TIMETABLING**

VPC management reserves the right to change teachers or timetabling at any time throughout the year without notice.

## **PICK-UPS AND DROP-OFFS**

Parents are responsible for picking up and dropping off their children on time. VPC does not take responsibility for students before or after their scheduled classes. Should there be an emergency or unavoidable delay in picking your child up, please contact the studio immediately to inform the teacher of the situation. Do not encourage your child to wait in the car park or on the roadside.

## **VPC FEE AND PAYMENT POLICY**

### **FEES**

- Your trial class is free.
- A \$25 annual registration fee will be added to your balance upon enrolment.
- VPC reserves the right to increase its fees at times throughout the year provided customers are given 10 days notice.
- VPC will recover any charges received for failed transactions due to insufficient funds, incorrect accounts or expired cards etc.

Invoices for tuition will be **emailed to you one week prior to term commencing or upon enrolment if during term.**

### **Payments are due within 14 days.**

- If you have opted for "Automatic Payment" your bank account or credit card will be charged within this period.
- If you have opted for "Manual Payment", you will need to arrange payment via the Jackrabbit portal, bank transfer or cash.
- If you commence classes part way through the month, classes will be charged **pro rata.**

### **CANCELLATION POLICY**

- If you decide to withdraw or change classes you must contact our admin team before the end of the term for changes to occur the following term.
- You will continue to be automatically invoiced and charged for classes until you notify us in writing.

### **REFUNDS**

- Refunds are considered on a case-by-case basis
- Refunds will not be issued for missed classes due to cancellation or public holiday.

### **MAKE-UPS**

- Where possible, we will endeavour to arrange make-up lessons for classes cancelled by VPC, or will offer an alternative class.

### **LATE FEES**

- All outstanding fees (including costume payments) should be **paid within 14 days** or will accrue a **late fee of \$10**
- Failure to pay student fees may also result in exclusion from performances or dismissal from VPC.
- 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.

### **PRIVACY**

VPC collects personal information about you during the registration process. Under the Privacy Act 1993, you are entitled to have access to, and to request correction to this information if required. As part of your registration, you will have read and signed a media waiver allowing VPC to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please talk to VPC staff who will happily assist you.

### **PRIVACY WAIVER**

I understand that the classes and events may be photographed for archival and marketing purposes. I give my consent and grant full copyright and all rights to the photographer and Victory Performance Centre Ltd to the use of the photograph/s and video/s, reproduction, or any manipulated image/s or video/s in editorial, advertising, trade or for any other legal purpose, without reservation.





# POLICIES

## **STUDIO CONDITIONS**

Victory Performance Centre is a gum and smoke-free zone. When entering and exiting, be considerate of the classes already in progress; be quiet and do not disturb students' learning. Parents/caregivers are not permitted to watch classes from within the classroom itself, as this distracts all students in the class. There are waiting areas for each studio and viewing windows.

With the safety of our families a number one priority, VPC is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media). Staff at VPC are educated on the negative impact of inappropriate music and costume selection and are wholeheartedly committed to ensuring children in all routines are not subjected to inappropriate songs or costuming.

## **COMPLAINTS**

All questions, complaints or meeting requests with the studio principle should be directed to [admin@victoryperformancecentre.com](mailto:admin@victoryperformancecentre.com) in the first instance. Parents and students are not permitted to contact VPC teachers directly. VPC is committed to responding fairly, reasonably and in a timely manner. Aggressive and violent behaviour toward any member of staff is unacceptable and will not be tolerated.

## **PROPERTY**

VPC 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.

## **COVID POLICY**

Should we have to physically close down OR have our teachers in isolation due to covid-19 restrictions, VPC TV and outdoor classes will come into effect. You will continue to be charged as normal, regardless of whether you are proactively consuming the content provided or not.

If you do not wish to engage with our online or alternative content, please notify us in writing and the following term's payments will be paused until we return to our usual service.

## **ASSUMPTION OF RISK**

All VPC students are required to have the correct shoes for class. According to new ACC laws, you are required to have suitable footwear for dancing at all times while in the studio. Students must be punctual to ensure they receive a complete warm up. A First Aid Kit is available to any student through their teacher or reception. We do not provide anyone with medication or administer to students.

VPC is not liable for personal injury of any person injured on VPC premises. VPC teachers are qualified and/or experienced and actively promote safe dance practice. This includes providing a safe learning environment to reduce risk of injury.

Despite precautions being taken by the studio, VPC recognises accidents and injuries do occur and families must accept this risk. Parents and guardians are responsible for notifying VPC teachers before class if students are suffering from an injury or medical condition.

I affirm that the student is in good physical condition and does not suffer from any known disability or conditions - or if so, they are cleared for the enrolled activity by their GP. I realise that the student's participation in dance classes and associated activities could result in some possible personal injury.

## **MEDICAL EMERGENCIES**

In case of a medical emergency, I give permission to Victory Performance Centre including all teachers, dancers, staff members, and facilities to take required actions for myself or my child, including basic first aid and contacting emergency services and contacts.

## **RELEASE OF LIABILITY**

I agree to release from responsibility Victory Performance Centre including all teachers, dancers, staff members, and facilities used from any cause of action, claims, or demands now and in the future. I will not hold Victory Performance Centre liable for any personal injury or any personal property damage/loss, which may occur on the premises before, during or after classes. By selecting "I Agree", I assume all risks related to the use of any and all spaces used by Victory Performance Centre and agree to the above terms and conditions.

## **DISMISSAL**

VPC maintains the right to dismiss any student who breaches any of the stated Terms and Conditions, damages property or causes disruptions to any classes of a severe nature. The decision is at the discretion of the dance Directors.



# STUDIO CALENDAR

Don't miss out on some of the most fun you will have all year... put these dates in your calendar now!



ALL DATES  
LISTED HERE



Our studio believes that it fosters a community of belonging, for our dancers and their families. Dance is so much more than movement.

We want to encourage all of our community to enthusiastically come together and celebrate our achievements and joy of dance.

## ANNUAL VPC EVENTS

### VALENTINES

Bring a friend along to class during Valentine's Week and share your love of dance. It is so wonderful to see how proud our VPC students are of their dance experience.

### EASTER EVENT & CHOREOGRAPHY COMPETITION

Annually we come together for an easter egg hunt and family activities which gets everyone moving! The dancers work towards performing a solo or group item on stage that they create!

### INTERNATIONAL DANCE DAY

Celebrating our love for dance, we hold free classes for international dance day!

### HOLIDAY WORKSHOPS AND DANCE CAMPS

Most term holidays we will run some sort of event to keep our dancers moving! Often filled with lots of arts and crafts for a fun and relaxed holiday break.

### VIDEO PROJECT

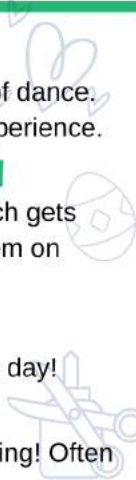
Our senior dancers in the Pre/Intermediate groups put together ART when we choreograph and film an on-location shoot. It will be displayed at our end of year show.

### EXAM WORKSHOP

To ensure our dancers feel prepared, we do an exam workshop so they can practice ALL of their syllabus work, in one go, over a short period.

### MOVIE AFTERNOON

Finishing off the year with dance friends, we like to chill and enjoy a dance themed G-rated movie!



# PERFORMANCES

## MID YEAR "SYLLABUS" SHOW

Our mid-year show is a way to recognise the hard-work and dedication our dancers have displayed in the first half of the year. It boosts confidence in preparation for their exams and end of year show. Dancers will perform their exam syllabus dances for family and friends in their class groups. The "exam dance" as well as a few syllabus exercises will be displayed.



All students are required to wear studio uniform (option to hire), stockings and appropriate dance footwear for the occasion. Demo videos for hair will be provided. There is a **Mid-Year Show Performance fee of \$25** per dancer to cover administration, video and photos. A community donated raffle will be conducted. Each dancer receives a flower for their performance. We bring along baking and stay for tea and coffee after the show.

## END OF YEAR SHOW: SEE VPC ON STAGE



2023 END OF YEAR SHOW

There is a End of Year Show fee of \$80 per dancer doing one class per week.

*This includes the administration, hireage of costumes, hair and makeup and professional video and photos.*

The aptly named "See VPC, ON STAGE" is our annual end-of-year show. Think lights, cameras and costumes. It is our bigger production of the two and all dances are original creations. The dancers will gain knowledge about working in a theatre, gain valuable stage experience, and receive praise and recognition for their talents and hard work from friends and family. We try to give every dancer an opportunity to feel special whether it be standing at the front or getting a solo or small group part. I also endeavour to gather everyone on stage for our finale so that the dancers have an opportunity to either help younger dancers or look up to the older role models. There is an option for your dancer to participate in the opening number for an additional fee. They will wear an opening costume, have individual photos and partake in additional rehearsals for this item. This option is not mandatory, however, highly encouraged as the dancers have so much fun working in a bigger group and starting the show with a bang.

# EXAMS AND TROUPES

Just like all of our events and workshops, participation in Exams, Troupes and Competitions is non-compulsory. We want these extra-curricular activities to be an awesome opportunity rather than a check box to be completed. They are an amazing way to build your 'dancers' confidence and prepare them for future endeavours.



Exams are currently "in-house" and promote an encouraging exposure to the formalities of dance. The dancers learn syllabus exercises from international organisations such as The Commonwealth of Dance, The Royal Academy of Dance, and Acrobatic Arts. They then perform these exercises and dances to a dance professional who will provide them positive and constructive feedback through an exam report.

Successful students will also receive a certificate and rosette for their efforts.

Troupe is all about performance and TEAMWORK. The dancers come together to learn a dance and support each other throughout the season. We currently keep all competitions and performances local and will aim to do between 3 and 4 a year.

Registration is required at the start of the season. Dancers must also be attending regular classes (preferably jazz and or ballet) at VPC but they will not need to audition to be a part of the Troupe.

If your dancer would like a challenge, consider entering competitions as a solo, duo or trio! Check out our performance package in '[Other Services](#)'.



# CLASSES AND PROGRAMS

1 – 5 YEAR OLDS



## DANCE WITH ME

This class is an open, play-based class for 1-2 year olds with elements of movement, music and dance. Dance with "ME" is about the parent or guardian leading and helping their child through the equipment, props and dance moves! Class duration is 30 minutes.



## PRESCHOOL

This class is for the next age group, 3-4 year olds. We introduce the concept of ballet, jazz, tap and acro in a fun and developmentally appropriate way. Dancers are encouraged to wear ballet shoes for this class. Class duration is 45 minutes.

## TINIES

This is the perfect transition for your 5 year old. The class is slightly longer (1 hour) but there is still variety in the session similar to the "preschool" class.

The combinations and patterning become more challenging however we keep imagination and play the focus of the classes.

We spend 15 minutes on Ballet, Jazz, Tap and Acro. Dancers will need ballet and tap shoes for this class.

## STARTING SCHOOL?

We allow dancers turning 5 to transition from Preschool classes to the "Tinies" Program mid-year. We notice our dancers are a little tired during this BIG change in their lives, which is why this class offers a LOT of variety .



# PRE JUNIOR AND JUNIOR CLASSES

## 6 - 9 YEAR OLDS

### BALLET

Ballet is all about building a foundation of movement to grow into strength and ability. Our ballet classes focus on developing body awareness, self control and self discipline while thriving on positive reinforcement! Dancers will start to learn the components of barre, centre, adage, allegro and choreography.



Prejunior classes are 1-hour combo classes of either jazz and acro or tap and ballet.

All junior classes are 45 minutes in duration and just focus on one style of dance.

### ACRO

Acro is where you want to be if you love to flip around and get upside down! We work on skills and condition dancers to be strong and technical, all while having fun. It is advised that participants attending the acro class also attend a dance class throughout the week to reap the full benefits of the genre.

### JAZZ

Jazz is a great way to move! This class is for your dancer if you want to turn, kick and leap around! A dynamic style taught in an upbeat fast paced environment. Great for strength and display of energy.

### TAP

Does your dancer love to make loud noises? Giving Tap a go will help with balance, coordination, rhythm, musicality and agility. The dexterity practiced in tap class can make a huge difference to your other dance disciplines or even other sports like hockey and soccer.



## HIP HOP

Hip Hop is modern and dynamic. If you have a dancer with power and a bit of attitude, Hip Hop is for you! In this 45 minute class we pop, lock and learn the basics of the style to create awesome routines! Sneakers are required for this class.



## MUSICAL THEATRE

Looking to grow your child's confidence? This is a one-stop-shop class. Musical theatre runs for 45 minutes and will be jam packed with: singing, acting and dancing. A triple threat! Learn dialogues and musical numbers from Broadway!



## PRE/INTERMEDIATE CLASSES 10 - 14 YEAR OLDS

### DANCE PROGRAM

The "dance program" includes mixed styles so our preintermediate and intermediate dancers can still experience ballet, jazz and contemporary without having to attend multiple hours of dance.

Contemporary is a mix of ballet and jazz, it is modern and gives a dancer the expression to freely move the body. The class duration runs for 1 hour so we have time to enjoy each genre.



# ACRO AND TAP COMBO

The preintermediates and intermediates also have access to two other genres of dance! This class is one hour long and divides the time equally between tap and acro, Each dancer is encouraged to work at their own pace in this class to acquire the skill required to master these styles.



## DANCE ASSISTANTS

Dancers who are currently enrolled at VPC who have shown a great attitude, loyalty and confidence within dance have the opportunity to become a Dance Assistant. This opportunity is invitation only. Through this program we create special relationships between our youngest and oldest dancers which will be remembered and treasured for years to come. The program is designed to give current students hands-on experience towards becoming trained dance instructors and mature leaders.



## BOYS ONLY CLASS

For the little dudes that love moving and music we have a one-hour tap and hip hop combo class. Open to 5-7 year old (tinies/prejunior) boys with lots of energy. Tap shoes and sneakers are required for this class!





# OTHER SERVICES

To book the following services please email [admin@victoryperformancecentre.com](mailto:admin@victoryperformancecentre.com)

## PRIVATE DANCE COACHING

Everyone can benefit from a little extra attention. Our teachers can take dancers for one-off 30minute (\$40) or 1hour (\$80) private sessions to:

- catch-up on missed classes
- prepare for exams
- polish for performances
- achieve goals and dance skills



## COMPETITION DANCES

If your dancer was born to entertain and would like to challenge their dancing ability VPC has a "Performance Package" (\$400)

This includes:

- 5 private 1hr sessions
- edited music
- practice videos



*Also available  
for kids parties!*

*Any further privates sessions required are billed as private dance coaching.*

## PILATES/CONDITIONING FOR DANCERS

For dancers and athletes serious about pursuing their sport, pilates and conditioning is an effective way of creating awareness and taking care of your body. Receive a home training program as well as a weekly in-studio session to fine tune your instrument and prevent injuries.

Privates: \$80 Small Group Sessions: \$35



# ADULT'S CLASSES

**20+ YEARS**      **BOOK VIA NOOKAL**



You'll find our adult classes welcoming and encouraging as we aim to get moving, build fitness and have a lot of fun! These classes are open to complete beginners and advancements are given to experienced movers so that everyone gets something out of the class.

**JAZZ** An upbeat and energetic class that will get your steps up for the day whilst enjoying great music.

**TAP** Get your brain thinking and those legs tapping. Brilliant for challenging balance, rhythm and coordination.

**BALLET** It is never too late to live out a childhood dream of being a ballerina! Build strength and flexibility with this traditional style of dance.



## MAT PILATES

A great way to unwind, work on flexibility, strength and awareness. We provide a cushioned mat, foam rollers, stability balls and more.

## PILATES BARRE

A fast paced fitness workout with pilates and ballet principles designed to make you sweat and your muscles tone!



*Also available for hens parties and wedding dances!*



## CASUAL DROP IN/CONCESSIONS

Weekly	10 Weeks
1 Class: \$18	\$175
2 Classes: \$36	\$315
3 Classes: \$54	\$445.50

*10 week concession  
valid for 2 Terms*

## COURSES

Some classes are run as 5-week courses (2 half-terms).

*Course participation is: \$85.00*

There are no refunds for missed classes however you are able to do a make-up class within the 5-week period. Consistency and accountability will allow you to reap the benefits of your dance practice!

# PILATES AND PHYSIOTHERAPY

## INTRO TO PILATES PACKAGE

Start your pilates journey and get acquainted with our pilates equipment: reformer, half trapeze, pilates chair, spine corrector and ladder barrel. Learn about your body and develop confidence with an individualised program. \$300 package includes:

- 1x pair of grip socks
- 1x 1-hour pilates screening
- 4 x private 1-hour sessions



## PILATES EQUIPMENT PRIVATES

Continue on your pilates journey with 1-on-1 care and attention. Build body awareness and control of movement with the use of the pilates equipment. Work towards set goals and receive appropriate modifications or advancements with this personal approach. Each session is \$80. You can attend an appointment as a duo with your partner or friend.

## PILATES STUDIO GROUPS

Once you have had a pilates screening and completed the pilates intro package you can transition into a studio group. This is where you continue your program under supervision of your instructor. You will be progressed in your exercises for a period of 6-12 weeks before you will require a private to refresh your program. The group is kept at 2-3 individuals and costs \$35.

## PHYSIOTHERAPY

VPC offers physiotherapy for dancers and the general public. Appointments include online consultations, ACC subsidised physiotherapy, private physiotherapy and private massage.

- Private Physio (1hr): \$80
- Massage (1hr): \$80
- ACC Surcharge: \$30



**BOOK VIA NOOKAL**





**CONTACT US**

*with any questions*

**VICTORY PERFORMANCE CENTRE**

02040806027

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[www.victoryperformancecentre.com](http://www.victoryperformancecentre.com)