



2024 CAPER
HANDBOOK

ENRICHING LIVES
THROUGH DANCE

WELCOME TO CAPER

SOMETHING SPECIAL

Caper School of Performing Arts provides premium dance tuition in a friendly, professional and nurturing environment. Caper aims to offer the best of both worlds; So whether a dancer wants fun and fitness or is a budding professional, there are classes and opportunities to suit everyone!

Caper was established in 2003 by Directors and sisters, Kate Valdez & Beth McDermott who have created a community in the Hills District where students gain confidence through dance skill progression.

Kate and Beth lead and mentor a team of committed and encouraging teachers. The expertise and qualifications achieved by our team includes examiner level, professional contracts and tertiary degrees.

Classes at Caper are energetic, inspiring and allow students to explore their potential.



"Dance was a magical experience for us growing up. Besides developing skills, we developed confidence, resilience, and had a creative outlet. We made friendships which we still continue today and cherish our dance memories.

We are now passionate about passing on our experience to the next generation. Our proudest achievement is seeing our tiny dancers grow into happy and accomplished individuals who are proud to be part of our wonderful community.

We welcome you to our studio in 2024 and to be part of the special Caper Kid experience."

KATE & BETH

CONTACTING US

KEEP UP TO DATE

LOCATION & POSTAL ADDRESS

Unit 60, Lexington Corporate Centre
24-32 Lexington Drive
Bella Vista NSW 2153

OFFICE HOURS

Phone: 8882 9879 / 0402 328 721
Emails: caper@caperonline.com.au
(allow 2-3 business days for a response)

CAPER APP

The Caper App is the primary means of communication. Follow the instructions below to install the app on a smartphone:

- Download "Stack Team App" from the app store
- Sign up to Stack Team App. An email will be sent to confirm registration.
- Choose the "enrolled" access group
- The app can also be accessed online via caperspa.teamapp.com and sign up from a PC or laptop.

2024 TERM DATES

Term 1: 27 January – 13 April

Term 2: 29 April – 6 July

Term 3: 22 July – 28 September

Term 4: 14 October – 18 December



RECEPTION

Our reception desk is open whenever classes are in session.

PUBLIC HOLIDAYS

Classes are not held on public holidays. If a public holiday falls within the term, fees are adjusted so that families are not charged for cancelled classes.

FACILITIES

The Caper premises in Norwest features four separate studios, each with mirrors and fully sprung floors. Sprung floors minimise the risk of injury.

FEE POLICIES

2024

TERMS & CONDITIONS

The full terms and conditions regarding payments is available on the App.

ANNUAL CONCERT FEES

Concert costume deposits are due in Term 2 and the balance is required in Term 3. The average cost is \$75-90 per costume, per class. Participation in the concert is optional.

There is a concert participation fee per family (approx. \$42.00). This covers expenses such as the stage rehearsal (held on the same day as the concert) and includes a professionally edited video of all the performances.

Tickets to the Annual Concert typically go on sale in September and the concert is held between late October to early December at the Riverside Theatre, Parramatta. There are no additional dress rehearsals and a separate Concert FAQs information handbook is made available on the App.

ABSENCES

Fees are a term commitment and invoices are not amended to reflect attendance.



OVERDUE FEES

Fee payments must be up to date in order to participate in Caper events such as the Annual Concert and exams. Caper will not provide services to families where consecutive term fees are late.

Enrolment is valid for the entire year however enrolments can be cancelled at the end of each term. Full payment is required for each term regardless of whether the students attends (term fees are not adjusted or credited to reflect absences).

EXAMS & PERFORMANCE

ADVANCED TRAINING

EXAMS

Exams are offered on an optional basis. Although not all students opt to participate, offering exams means students and parents have reassurance that they are receiving tuition from a studio willing to be held accountable to external, regulated and independent teaching standards. This ensures class content is developmentally appropriate and allows for measurable progression.

GWT TAP

Tap exam information is available in February/March each year. For students in Year 2 at school or older, the tap exam occurs on the first Wednesday of the Winter school holidays each year. Kindergarten and Year 1 students are offered an exam opportunity in December. Tap exams are held through the Glenn Wood Tap Association (GWT).

RAD BALLET

Ballet exams are offered through the Royal Academy of Dance (RAD) syllabus. Students are eligible to participate in exams if they attend the required classes and are able to perform the exam syllabus to an examinable level. Ballet exams also include a financial commitment to three holiday intensives per year.



PERFORMANCE GROUPS

Performance groups are available for students interested in additional performance opportunities; Show Team and Rep Team. This includes training for eisteddfods and competitions and producing shows for events such as the Sydney Royal Easter Show. The performance groups train at an advanced standard and accelerated pace so students are selected for the program in consultation with their teachers.

One on one lessons can be provided to students for additional specialised coaching (subject to availability and capability).

CHILD SAFETY INFORMATION

SOCIAL MEDIA

As part of the child safety policy, communication between Caper teachers/employees and students/parents is transparent and not through private, unmonitored means such as social media messaging.

If advice or feedback from a teacher is sought please contact the Caper office to arrange an appropriate phone call or meeting time.

STUDIO PROPERTY

Parents, students and siblings are not permitted inside the dance studios unless accompanied by Caper staff. Parents are liable for any damages caused to studio property by their children. Caper does not accept responsibility for harm or injury to students not keeping to these rules.

WORKING WITH CHILDREN CHECKS

As per regulation, all staff have validated Working With Children Checks (WWCC). The full Child Safe Policy and Caper teacher guidelines are available on the app.

Caper volunteers are also required to have WWCC.



ALLERGIES

- Food containing nuts cannot be brought into the studio or to Caper events.
- Pets are not permitted to be brought to the studio.

CCTV

There are CCTV cameras throughout the premises. If children need to get changed, they should do so in the privacy of a toilet cubicle.

FIRST AID

A First Aid Officer is always on site. For added care, a receptionist is always on duty whilst the teachers can focus on the class in session.

CHILD SAFETY POLICIES

ARRIVALS & DISMISSALS

- Students should arrive no earlier than 5-10 minutes before class commencement.
- Students in Year 3 at school or younger, need to be collected immediately after class from the studio room.
- Parents running late should phone the Caper before the class is due to finish.
- Students not collected after class will wait at the Reception Desk until their carer arrives.
- Students younger than Year 4 should not wait in the car park for their parents.
- Class times include up to a 5-minute window for arrivals and dismissals (ie. the first few and last few minutes of class involve students being marked on the roll or dismissed to parents).

STUDENT SUPERVISION

- Students are the responsibility of their parents before and after class.
- Teacher supervision extends only to students in class.
- Caper cannot be held accountable for students who truant.



INJURY

By entering the premises, visitors accept that risks may exist in attending or participating in the events or activities held in the venue. Caper does not accept any responsibility arising from attendance or participation in an event or activity or the actions or negligence of other persons present.

Students with an injury or illness preventing full participation are to provide a note to the teacher before class outlining their condition.

GENERAL INFORMATION

2024

CLASS SIZES

Class sizes are capped based on the age of the students and the space available in the room. Our teacher to student ratio for 2-7 year olds are equal to or better than the NSW Government regulation for Childcare and Primary Schooling.

Waiting lists are available for any class at capacity. Students on the waiting list are under no obligation to enrol or accept that position if offered. Priority is given to current students and siblings.

BIRTHDAYS

Students are welcome and encouraged to let their teacher know when it is their birthday so the class can sing Happy Birthday. Students are not permitted to bring birthday cake or share other food items on their birthday as part of the allergy management policy.

LOST PROPERTY

No responsibility is taken for lost items. A lost property box is located in each studio and any items remaining at the end of each term are donated.

STAFF TREATMENT

Caper staff should be treated with respect. Aggressive and intimidating behaviour will not be tolerated.



TROPHIES

At the end of the year, all students receive a trophy engraved with their name. The spelling for the trophy is the same that appears on invoices. Please advise the office by Term 3 to correct any errors.

DANCESTEP

DanceSTEP is a leadership training program offered to students in Year 8 or above who would like to receive practical experience in dance teaching and regular theoretical training and mentorship. Participants must be enrolled in ballet, tap, jazz and technique and participate in exams.

STUDIO RULES

RESPECT & COHESION

RESPECT FOR SCHOOL PROPERTY

- Hands off items that do not belong to you. For instance, mirrors, blinds, acro equipment, stereos and props.
- Ballet Barres are not monkey bars... if you swing on them, they will break or you might break!
- Leave the paint on the wall.
- Leave the gaffer tape on the floor.
- Put your rubbish in the bin.
- Remember to take your belongings home with you.

RESPECT FOR STUDIO SAFETY

- Put your bag and any other belongings in the bag shelves.
- If you have an injury or illness that prevents complete participation in the class, please have a note from your parent outlining your condition.
- Do not wait in the car park for your parent to arrive.
- Do not bring nuts or food containing nuts into the studio.
- Do not bring noodles (made with boiling water) into the studio.



RESPECT FOR TEACHERS & CLASS MATES

- Wear correct uniform attire.
- Put your hair in a bun. Raise your hand if you want to say anything.
- Ask the teacher before you leave the room or go to your bag.
- Be friendly and supportive.
- Don't exclude others.