



Cathy-Lea Studios

2024

INFORMATION PACK



Creating stars since 1990

Experts in entertainment education. Creating stars since 1991.



Cathy-Lea has been the number one choice for Dance, Music and Drama tuition for the children of Casey and surrounding areas for more than 3 decades. The studio offers 150 classes per week for students of all abilities aged 18 months to adult in 8 professionally equipped studios in Vesper Drive, Narre Warren.

Mission

Cathy-Lea Studios are reputable, registered and recognised as leaders in performing arts education in Melbourne. Our diverse programs covering Dance, Music and Drama offer students of all abilities excellence in performing arts education, while developing positive values within a supportive community, and inspiring students to achieve their personal best.

Aims

Through our diverse and inclusive programs we strive to:

- Cater for all abilities including elite and recreational students.
- Develop performing arts passion, artistry and technique.
- Inspire creativity, confidence and musicality.
- Nurture self-awareness, perseverance and resilience.
- Develop physical skills such as fitness, agility and co-ordination.
- Instil commitment to others, empathy, and teamwork.
- Create 'triple threat' performers who can dance, sing and act.
- Provide performance opportunities including competitions, concerts, charitable and community events.
- Discover, develop and display the 'dazzling star' in every student.



We offer

- **Expert tuition** from qualified teachers and top industry professionals.
- **Extensive curriculum** of performing arts classes.
- **Exciting performance opportunities** including concerts, cabarets, community events and national and international opportunities.
- **Excellent outcomes** in examinations and at eisteddfods with students achieving many awards and scholarships each year.
- **Exceptional learning environment** that recognises the whole child and nurtures individual learners, supporting those with differences and extending those with talent.
- **Easily affordable rates** with family discounts and unlimited class passes



2024 TIMETABLE

STREET FRONT STUDIOS

5/ 15-19 Vesper Dve, Narre Warren



BACK LANE STUDIOS

3/9-11 Vesper Dve, Narre Warren

Term 1 2024

Classes coloured by level

**Recent changes in response to enrolments*

	Studio 1 STREET FRONT	Studio 2 STREET FRONT	Studio 3 STREET FRONT	Studio 4 BACK LANE	Studio 5, 7. 8 BACK LANE	Studio 6 BACK LANE
Mon	5.15-6.15 - Senior Hip Hop Crew 6.15-9.15 - Senior Elite Training Program	4.15-7.15 - Sub Inter Elite Training Program		*4.15-8.15 - Inter Elite Training Program (includes dinner break) 8.15 - Adult Hip Hop	Guitar, Bass Piano	6.15 - Junior Open Ballet (ages 7-10)
Tues	9.30am - RS Dance 1 (2-3yrs) 10.30 - RS Ballet (3-5yrs) 11am - RS Dance 2 (4-5yrs) 4.15 - 8 Tap 5pm - 8 Jazz 6pm - 9 Jazz 7pm - Intermediate Ballet 8pm - Intermediate Pointe 8.30 - 9 Tap	4pm - Grade 1 Ballet FILLING 5pm - Grade 2 Ballet FULL 6pm - Grade 6 Ballet *7pm - Teens Contemporary *7.45 - Open Pointe *8.15 - Advanced Open Ballet (ages 14+)	4.15 - 4 Jazz FILLING 5pm - 3 Jazz FILLING 5.45 - 3 Tap 6.30 - 4 Tap FILLING *7.45 - Teens Commercial 8.30 - Teens Jazz	4.15 - 2 Ballet 5pm - 2 Jazz 5.45 - 2 Tap 6.15- Inter Contemporary FILLING 7pm - Junior Contemporary FILLING *7.45 - Open Special Stars	Piano Drums	5.30 - Junior-Inter Special Stars 6.15 - Junior Hip Hop *7pm - Inter Hip Hop
Wed	9.30am - Little Stars (18mo-3yrs) 10am - RS Dance 1 (2-3yrs) 11am - RS Ballet FILLING 11.30 - RS Dance 2 FILLING 4pm - Teachers' Class *4.45 - Advanced 1 Ballet *5.45 - Advanced 1 Pointe *6.15 - Intermediate Ballet *7.15 - Inter- Adv Pointe *7.45 - Advanced 1 Ballet	*4.15 - 10 Jazz *5.15 - 11 Jazz *6.15 - 12 Jazz *7.15 - 13 Jazz *8.15 - Advanced Open Jazz (ages 14+)	*5.15 - 10 Tap *6.15 - 11 Tap *7.15- 12 Tap *8.15 - 13 Tap	4.15 - 1 Combo class (Ballet, Jazz & Tap) 5-6yrs *5.45 - Advanced Open Ballet (ages 14+) *6.45 - Open Pointe *7.15 - Inter Extension Ballet (ages 10-13) 8.15 - Teens Ballet	Piano Drums	*7.15 - Advanced Open Tap (ages 14+)

Thur	9.30am – Little Stars (18mo-3yrs) 10am - RS Dance 1 (2-3yrs) 11am - RS Ballet (3-5yrs) 11.30 - RS Dance 2 (4-5yrs) 4.30 - Grade 3 Ballet FILLING 5.30 - Grade 4 Ballet FILLING 6.30 - Pre-Pointe	4.15 - Ready Set Dance 5.15 - Ready Set Ballet 5.45 - 7 Jazz 6.30 - Pointe 7pm - Grade 5 Ballet *7.30 - Teens Hip Hop *8.15 - Advanced 1 Ballet	4.45 - 6 Jazz FILLING 5.30 - 5 Jazz FILLING 6.15 - 5 Tap 7pm - 6 Tap FILLING 8pm - 7 Tap	4pm-6pm - Junior Elite Training Program *6pm - Junior Acro NEW CLASS 6.45 - Junior Acrobatics FULL *7.30 - Inter-Teens Acro 7.30 - Adult Jazz 8.15 - Adult Tap	Guitar, Bass Drums *6.45 - Junior Hip Hop NEW CLASS	4.15 - 1 Combo class (Ballet, Jazz & Tap) 5-6yrs FULL 6pm - Junior Hip Hop FULL 6.45 - Inter Hip Hop FILLING
Fri	4.15 -7.15 Inter Elite Training Program 7.30 - 8.30 - Inter Elite Hip Hop		4.15-7.15 Sub Inter Elite Training Program	4.15 - Open Commercial (ages 13+) 5.15-6.15pm - Senior Elite Hip Hop 6.15-9.30 – Senior Elite Training Program	Guitar, Bass Piano	5.15 - Junior-Inter Drama 6pm - Junior-Inter Musical Theatre 7.15 - Teens Drama 8pm - Teens Musical Theatre
Sat	9am - Grade 1 Ballet FILLING 10am - Grade 2 Ballet FILLING 11am - Grade 3 Ballet FULL 12pm - Grade 5 Ballet FILLING 1pm - Grade 5 & 6 Pointe 1.30 - Grade 6 Ballet 2.30 - Intermediate Ballet 3.30-5.30 - VET Dance 1	9am –Little Stars (18mo-3yrs) 9.30am - RS Dance 2 (3-4yrs) FILLING 10.30 - RS Ballet 2 (3-4 yrs) FILLING 11am - 4 Jazz FILLING 12pm - Grade 4 Ballet 1pm - Grade 4 Pre- Pointe 1.30 - 7 Jazz 2.15 - 6 Jazz	9.15 - 4 Tap 10am - 3 Jazz FILLING 10.45 - 3 Tap 12pm - 5 Jazz FILLING 12.45 - 5 Tap FILLING 1.30 - 6 Tap 2.15 - 7 Tap *3-5pm - VET Dance 2	9am - 2 Classical FILLING 9.45 - 2 Jazz FILLING 10.30 - 2 Tap 11am - Junior Acrobatics 11.45 - Junior Hip Hop FILLING 12.30 - Junior Contemporary 1.15 - Open Contemporary	Drums 9.15 - RS Ballet 1 (3-4 yr) 9.45 - RS Dance 1 (3-4yr) 11am - Junior-Inter Drama 11.45 - Junior-Inter Musical Theatre FILLING 12.30-2.30 - Musical Production	9am - 1 Classical 9.45 - 1 Jazz 10.30 - 1 Tap 11am - 8 Tap 11.45 - 8 Jazz 12.45 - 9 Jazz 1.45 - 9 Tap

KEY TO CLASSES BY LEVEL

Pre-school

Beginner technique

Junior technique

Inter technique

Teens technique

Advanced technique

Recreational classes

Theatrical classes

Elite extension classes

VET Dance

ages 1 ½ -5

ages 5-7

ages 7-9

ages 9-12

ages 11-13

ages 13+

ages 5+

ages 5+

ages 5+

ages 15+

Little Stars, Ready Set Dance, Ready Set Ballet

levels 1 & 2

levels 3 & 4 (Grade 1 & 2 Ballet)

levels 5 & 6 (Grade 3 & 4 Ballet)

levels 7 & 8 (grade 5 & 6 Ballet)

level 9+ (Intermediate & Advanced Ballet)

Junior, Inter, Teens, Adult

Drama, Musical Theatre, Musical Production, Singing

Junior (U7 & U9), Inter (U11 & U13), Senior (U15 & U18)

accredited courses in Dance Performance and Teaching training for performing arts careers

nurturing confidence, co-ordination, creativity

establishing skills, expression, enjoyment

developing technique, passion & artistry

furthering technique, passion & artistry

refining technique, passion & artistry

mastering technique, passion & artistry

socialisation, fun & fitness

building creativity, confidence & musicality

extending & enriching elite performance skills

CLASS LEVELS

At Cathy-Lea we offer a range of class options for the **whole family** with performing arts classes for **students aged 18 months to adults**.

You can select the styles of classes and intensity of training that **suits your wants and needs**.

Our programs fall into 5 categories:

1. Pre-school classes – Little Stars, Ready Set Dance, Ready Set Ballet
2. Technical classes – Cecchetti Ballet, ATOD Jazz and ATOD Tap – these classes form the technical basis of dance training at our studios
3. Recreational classes – Drama, Musical Theatre, Hip Hop, Commercial, Contemporary, Acrobatics – these classes are for fun and fitness
4. Elite extension classes – for dedicated students, those seeking to pursue careers in dance and performing arts, and those who wish to have more performance opportunities
5. Instrumental Music classes – private lessons in Singing, Piano, Keyboard, Drums, Guitar, Bass

1. PRE-SCHOOL CLASSES

Little Stars - 18 months-3 years with a parent or special adult in class

Ready Set Dance / Ready Set Ballet (where no level is stated) - suitable for 2-5 year olds

Ready Set Dance / Ready Set Ballet 1 - for 2-3 year olds

Ready Set Dance / Ready Set Ballet 2 - for 4-5 year olds

2. TECHNIQUE CLASSES

Dance technique is taught through examination syllabi in Cecchetti International Ballet and ATOD Tap and Jazz. Students complete exams annually and progress through grades to professional and teaching levels.

Level 1 – prep level at school

Level 2 - grade 1 level at school

Level 3 Jazz & Tap, Grade 1 Ballet - grade 2 at school

Students are then placed in levels according to age and skill

Notes: Level 1 is taught as a combo of Ballet, Jazz and Tap on Wednesday and Thursday, or as separate classes in Ballet, Jazz and Tap on Saturday.

After level 2 Ballet, students progress to GRADE 1 Ballet

3. RECREATIONAL CLASSES

All recreational classes are open to students of all abilities, and can be taken to expand existing programs or for fun, fitness, co-ordination and confidence

Free work, skills and combinations taught each class.

Junior - junior primary school (ages 5-8)

Inter - upper primary school (ages 9-12)

Teens - secondary school (age 13+)

Adult – adults, all abilities (age 18+)

4. ELITE TRAINING PROGRAM

For serious dance and performing arts students or those seeking additional performance opportunities. Admission is by audition. (See more information below)

5. INSTRUMENTAL MUSIC CLASSES

Our music teachers are all experts in their fields and have extensive experience as both music teachers and performers in a range of styles. Tuition is via 30 minute 1:1 private lessons. Students participate in 2 soirees annually. Our talented music teachers offer private tuition in **singing, piano, keyboard, drums, guitar and bass**.

DANCE CLASSES



Ballet is the foundation to any course of dance training. Classes are offered in the internationally recognised Cecchetti method of training. Students can complete examinations up to professional and teaching levels. Studies in classical ballet develop poise, discipline, grace and style as well as strength, flexibility, musicality and artistry.

Jazz classes are upbeat and energetic, featuring high kicks, turns and rhythmical movements to the latest music. Australian Teachers of Dancing syllabus is taught, providing students with opportunities to achieve recognised levels and progress systematically to professional or teaching standards.

Tap teaches musicality and rhythm. The Australian Teachers of Dancing syllabus is taught so students have opportunities to achieve recognised levels and progress systematically to professional or teaching standards.

Level 1 Combo – is a 90 minute combo class consisting of Ballet, Jazz and Tap for students in Prep.

Contemporary is a modern 'free' style of dance characterised by the use of a flexible torso, contraction and release movements and innovative movements of body parts. This style may have the grace and flow of classical ballet or be more quirky and angular.

Lyrical is an expressive, slow style incorporating the aesthetics of Ballet and technique of Jazz and Contemporary. Because the technique and style are similar, Lyrical is taught in Contemporary class.

Hip Hop is an urban 'street' style of dance performed to current music. Hip hop can be relaxed, slow and lyrical or upbeat, hard-hitting and aggressive. Junior classes teach this style within an age-appropriate, up-to-date framework. Classes are taught by current industry professionals who are at the cutting edge of this current genre.

Commercial Jazz is an urban, sassy variation of Jazz as performed currently in music film clips, concerts and events.

Acrobatics is for dancers looking to develop tumbling skills. Students develop strength and flexibility as they learn to do cartwheels, walkovers and aerial feats. Junior acrobatics is focussed on developing strength, flexibility and co-ordination.

Special Dance classes offer children and adults with mild-moderate intellectual and physical disabilities the opportunity to have their own space and shine in their own right. Class content is driven by the needs, interests and abilities of students. 1-on-1 support can be offered where needed. All students have opportunities to participate in concerts.

VET Dance can be taken as a scored or non-scored component of VCE studies for students in years 10-12. These subjects introduce students to world of dance beyond studio lessons. Students doing VET Dance also receive a nationally recognised Dance qualification.

PERFORMING ARTS CLASSES



Drama classes develop imagination, expression and social skills through games, role play and performance work. Junior Drama is a great starting point for building children's confidence, creativity and ability to work with others. Skills are taught in a 'fun', social context.

Musical Theatre teaches Singing and Dancing for students who want to develop skills to perform in Musical Theatre. Choose Drama with this class for a truly triple threat performing arts course! Students have regular opportunities to perform.

Production class students will take on roles, rehearse and perform a musical production.

PRE-SCHOOL CLASSES



Little Stars is a 30 minute 'Mums'n'Bubs style' class for 18 month-3 year olds with parents in the studio. Students develop musicality, creativity and co-ordination with the support of a parent, carer, or other special adult. Props, musical instruments and a variety of songs are used to create an engaging and fun learning experience which builds basic dance and music skills.

Ready Set Dance is a one hour combo class including **Jazz, Tap, Hip Hop, Singing** and **Music** ideal for 2-5 year olds. Classes develop confidence, creativity and co-ordination. They incorporate bright props and engaging music and are loads of fun!

Ready Set Ballet is a 30 minute magical ballet experience for 2- 5 year olds. Twirl our mascot will lead our little dancers through each step of the class as they learn the fundamentals of ballet. Students develop coordination, body awareness, strength and flexibility using mime, props and themed dances

ELITE TRAINING PROGRAM

The Elite Training Program is an extension training program for students aged 5+ who want to work hard to be challenged and extended in their performing arts training. Students will engage in extension training learn to work as an ensemble dancer and perform troupes at competitions, the Cathy-Lea Cabaret and community events. Passionate, talented and aspiring performers are invited to audition for this program.

Inter and Senior training will run on both Monday and Friday nights and consist of:

Conditioning – including cardio fitness, strength and flexibility

Extension technique and skills - which may include (depending on age group) Ballet, Jazz, Hip Hop, Tap and Contemporary training

Troupes - which may include (depending on age group) Ballet, Neo Classical, Jazz, Tap, Hip Hop, Lyrical, Contemporary, Song and Dance troupes

Broader skills - such as Acrobatics, Musical Theatre, Commercial Jazz, Mindset

Students must enrol in the whole program (ie Monday and Friday nights).

Pre-requisites : exam classes in Ballet, Jazz and Tap with a result of Commended or higher. Senior students may take Open classes instead of exam classes.

Junior Elite training is closely linked to general technical classes to ensure foundation skills are established. Students should enrol in:

Junior Elite class on Thursday (conditioning, skills and troupe class)

2-3 Ballet classes per week (exam classes, Junior Open Ballet)

1-2 Jazz classes per week (exam classes)

1-2 Tap classes per week (exam classes)

Students may also enrol in recreational classes such as Contemporary, Acrobatics or Hip Hop, but these are not essential to their development as dancers at this age. Musical Theatre and Drama are highly recommended to build confidence and broaden performance skills.

Solo, Duo, Trio lessons are opportunities for students seeking further extension and performance experience.

Students aged 7+ who are **enrolled in the Elite Training Program** can register their interest in learning solos, duos or trios for competitions work.

If students have appropriate skills, maturity and have sufficient troupe experience, they will be allocated a private weekly lesson time.

When they have mastered their routines sufficiently, teachers will grant permission for them to enter dance eisteddfods.

Solos, duos and trios must be performed to the Director either at the solo soiree or in the studio prior to going to competitions.

To register your interest for solo lessons, email office@cathy-lea.com.



F E E S

There are two options for group class fee payment.



1. PAY PER FAMILY, BASED ON TOTAL HOURS PER FAMILY PER WEEK

Work out the total hours your family takes per week and multiply it by the hourly rate. Multiply by 10 to work out the family fee for a 10 week term.

Hours per family per week	Advance Payment	Standard Rate
1 hours or less	\$16 per hour	\$17.80 per hour
1.25 - 2 hours	\$15 per hour	\$16.70 per hour
2.25 - 4.5 hours	\$14 per hour	\$15.60 per hour
4.75 – 7.25 hours	\$13 per hour	\$14.50 per hour
7.5 hours+	\$12 per hour	\$13.40 per hour

2. PAY PER STUDENT WITH AN UNLIMITED CLASS PASS

Enrol in as many group classes as you like and pay one amount per student. Multiply by 10 to work out the fee for a 10 week term.

With 150 dance and performing arts classes offered per week, you are sure to be able to create an exciting program that meets your individual wants and needs!

	Advance Payment	Standard Rate	
Pre-school student :	\$30 per week	\$33 per week	(pre-school classes only)
Junior student :	\$60 per week	\$66 per week	(per student aged 5-8 on 1 st January 2024)
Inter / Senior student :	\$90 per week	\$99 per week	(per student aged 9+ on 1 st January 2024)

Notes on unlimited class passes :

- Classes must be **age and level appropriate**. (eg students on a junior student pass can only enrol in junior or junior-inter classes).
- Unlimited class passes are **per student** and cannot be counted towards family rates.
- **Private lessons are not included** in unlimited class passes.

Notes on fees:

- Fees are invoiced termly. Cathy-Lea terms **follow school terms** which are usually 9-11 weeks. Term 4 term fees include concert rehearsals.
- Invoices are prepared at the **Advance Payment Rate** and are **emailed to the registered client email address**.
- Accounts are the responsibility of the registered client. If you have an agency or school paying your fees, we request you then **forward accounts onto them**.
- Invoices **not paid by the due date will revert to the Standard Rate**.
- Invoices not paid by mid-term may result in **tuition being refused**.
- Unpaid accounts beyond mid-term will be **forwarded onto a debt collector**.
- Debtors will be **liable for all debt collection costs**.
- Fees are **not refundable or transferable** under any circumstances.
- Missed classes can be made up by completing **“make-up” lessons** within a term. These can be in any class of an equal duration to the class missed.
- All rates include 10% GST.

OTHER RATES

VCE VET DANCE this subject forms a part of students VCE studies

\$1600 per year includes 2 hour theory class, RTO fees, marking assessment and certification. This can be charged across 4 terms if preferred.

Students must also take technique classes in 2 styles. These classes are charged at usual Cathy-Lea class rates.

(Cert IV in Dance Teaching and Management rates TBC based on RTO fees)

ADULT 10 CLASS PASS

\$120 for 10 x Adult classes valid for 3 months from time of issue. For students aged 18+ only.

PRIVATE LESSON RATES

\$30 to \$50 per 30 minutes (rate set by individual teachers). Lessons available in Dance, Singing, Drums, Piano or Bass Guitar

Paid to the teacher via direct deposit as a full term fee or in instalments as arranged with individual teachers.

ANNUAL REGISTRATION FEE compulsory with all enrolments

\$35- (Dance /Drama / Group Music students) covers individual accident insurance, your enrolment, music rights and other administrative costs

\$15- (Private Instrumental & Voice students) covers music rights and enrolment costs

1. Enrolments will not be confirmed until this fee is paid.

2. This amount is due on enrolment each year for each student and is not refundable.



POLICIES & PROCEDURES

UNDERSTANDING HOW WE WORK

Parents and students should read and agree to the policies and procedures below before enrolling.

These will assist you to understand how we work at Cathy-Lea Studios and support the smooth and happy operation of our studio for staff, students and parents.

Premise

Cathy-Lea teaching staff will teach your children performing arts skills, and nurture their growth as creative and confident young people.

Cathy-Lea office staff will assist parents with enquiries, payments and communication.

We ask parents to respect and trust our staff, and work with us to ensure a positive experience for your children.

1. Enrolment

1.1 Enrolments are accepted via customer portal (existing students), online at www.cathy-lea.com (new students) or via the enrolment form (see below under 'enrolment procedure').

1.2 Places in classes will be held on receipt of **\$20 deposit per class OR \$100 per student.**

1.3 An invoice will be emailed to you once your enrolment has been processed. This must be paid by the due date to confirm your enrolment.

1.4 Where trial classes are offered, students' places will only be held after term fees are paid.

2. Fees

- 2.1 Fees are payable in accordance with the 2024 fees schedule.
- 2.2 Invoices prepared at the Advance Payment Rate and are emailed to the registered client email address.
- 2.3 If you have an agency or school paying your fees, we request you forward this onto them.
- 2.4 Invoices not paid by the due date will revert to the Standard Rate.
- 2.5 Invoices not paid by mid-term may result in tuition being refused.
- 2.6 Unpaid accounts beyond mid-term will be forwarded onto a debt collector.
- 2.7 Debtors will be liable for all debt collection costs.
- 2.8 Fees are not refundable or transferable under any circumstances.



3. Attendance

- 3.1 Students are expected to attend lessons every week. If a student is to be absent from class, an apology to office@cathy-lea.com or 9704-7324 is appreciated.
- 3.2 Missed classes can be made up by completing “make-up” lessons within a term. These can be in any class of an equal duration.
- 3.3 Repeated non-attendance without notice may lead to a child’s place being forfeited in a performance or class.
- 3.4 Families taking extended travel breaks of 4 weeks or more may apply for an adjustment to accounts via email to office@cathy-lea.com.
- 3.5 In the case of extended illness or injury, a medical certificate stating the period a child was unable to participate in class should be submitted to the office and fees will be adjusted.
- 3.6 Students enrolled at Cathy-Lea should attend this performing arts academy exclusively and not take dance or drama classes elsewhere other than at their school of education.
This is to avoid conflicts of interest. Please contact us if you have questions.

4. Awards

- 4.1 Certificates are issued at Presentation Day to all students who complete the year having trained with us for at least one term.
- 4.2 Certificates list classes enrolled in at the commencement of Term 4.
- 4.3 Medals will also be presented to those who have performed in the annual concert.
- 4.4 Trophies are awarded after 5, 10 and 15 years of attendance at classes at Cathy-Lea (with at least 4.5, 9.5 and 14.5 years’ attendance).
- 4.5 Students who complete 15 years training at the studio and reach the age of 18 become lifetime members of the “Star Club” and can attend ongoing classes free of charge.
- 4.6 Silent scholarships are awarded annually at the director’s discretion. Criteria includes student’s work ethic, family’s support of the studio, student’s potential and achievement.

5. Concerts

- 5.1 The academy has 2 major concerts for dance and performing arts students. Participation is encouraged but is not compulsory.
- 5.2 Notification of intention *not* to perform in the Mid-Year Concert is required prior to the end of Term 1.
- 5.3 Notification of intention *not* to perform in the End-of-Year-Year Concert is required in writing by 1st August 2024.
- 5.4 Students are required to attend classes regularly in terms 3 & 4 and attend 2 compulsory rehearsals prior to the End-of-Year Concert to be eligible to perform on this occasion.
- 5.5 Music students have 2 optional soirees : Mid-Year and End-of-Year.

6. Concert Bond

- 6.1 You will be invoiced \$80 concert bond by the costume team in Term 3. This will pay for your concert video and the remainder will contribute to your End-of-Year concert costume costs.
- 6.2 Payment of the concert bond is an agreement that you will attend the compulsory full school rehearsal and dress rehearsal, as well as attend classes regularly to learn items.
- 6.3 Payment of the concert bond is also an agreement that you will be liable for the cost of concert costumes bought for your child.
- 6.4 Concert bond must be paid to the costume by 1st August 2024 to ensure costumes are sourced for your child.

6.5 If a student changes their mind about concert participation, the concert bond paid is forfeited..

7. Costumes

7.1 Most End-of-Year Concert costumes are bought complete for each child and cost approximately \$50-\$70 each.

7.2 Some costumes are hired so may only cost \$25-\$50 each.

7.3 Each class will have 1 item in the concert, so there will be 1 costume per class taken.

7.4 Costumes will not be ordered unless the concert bond is paid by 1st August 2024.

7.5 If a student decides not to participate in the concert after paying this amount, the bond will be forfeited.

7.6 Should costume costs be below what you have paid for costumes in your bond, then you will be refunded the balance.

7.7 If students take more than 1 class per week, it is likely additional amounts will be due when costumes are issued.

7.8 Most costumes for the End-of-Year Concert are bought in bulk from overseas, often months before the concert so late enrolments in classes may not be able to be costumed.

7.9 All costumes hired for the concert must be returned on the night of performances or to the studio in the week after this.

7.10 Mid-Year Concert is performed in class uniform.

7.11 Elite troupes will have additional costume requirements.

8. Uniform

8.1 Cathy-Lea uniform is required for school-aged dance and performing arts classes. (See Cathy-Lea uniform list for details).

8.2 Ready Set Dance uniform is required for Ready Set Dance and Ready Set Ballet classes.

8.3 There is no uniform required for Twinkle Tots classes.

8.4 There is no uniform required for adult classes.

8.5 There is no uniform required for private Music lessons.

8.6 Most uniform items are available from the Cathy-Lea office, with the exception of dance shoes.

8.7 Second-hand uniform sales are available via "Cathy-Lea Buy and Sell" Facebook page.

9. Privacy

9.1 Staff are unable to give out personal details of clients.

9.2 Please advise staff of any court orders or confidentiality matters that may affect your child.

9.3 Photos of students may be used on our social media sites, website or local papers with Christian names and initials only.



10. Communication

10.1 It is parents' responsibility to stay informed about studio activities.

10.2 Clients must provide a current email address for communication on enrolment, and update the office with any changes through the year.

10.3 A minimum of TWO contact phone numbers should be provided so we have options for contact in case of an emergency.

10.4 Weekly emailed newsletters will inform parents about Cathy-Lea news and upcoming events.

10.5 All parent communication should occur via the office staff in person, or via phone 9704-7324, or via email office@cathy-lea.com

10.6 Teachers should not be approached at any time. Parents may leave message for teachers in person at the office or via the office email office@cathy-lea.com

10.7 For Child Safety, teachers should not be contacted via social media or mobile phone.

10.8 Parents are encouraged to join the 'Cathy-Lea Parents' Facebook page.(Go to Cathy-Lea Dance Music Drama on Facebook).

11. Safety

- 11.1 Cathy-Lea Studios is committed to child safety. We have a Child Safe Policy.
- 11.2 Staff are trained in Child Safe practice and have Working with Children Checks.
- 11.3 Staff practise Safe Dance teaching methods and work to provide a safe learning environment for students.
- 11.4 Most staff are trained in first aid, CPR, asthma and anaphylaxis management.
- 11.5 Students should inform teachers of any pre-existing injuries or of any pain or discomfort develops during class.
- 11.6 In the case of an accident, Cathy-Lea staff will administer 1st aid and seek appropriate medical treatment.
- 11.7 Parents will be responsible for any costs incurred in the process of administering emergency medical care.
- 11.8 The registration fee includes individual private health cover for students.

12. Class viewing

- 12.1 Parents should not enter studio spaces at any time.
- 12.2 School-aged students should be dropped off and picked up from within the foyers at the start and end of classes.
- 12.3 As our foyers have limited space, we ask that parents and other family members of school-aged children do not stay on the premises during classes.
- 12.4 Parents of pre-school-aged students are welcome to stay for the duration of classes, but do not have to do so.
- 12.5 All studios have a viewing window for occasional parent viewing.
- 12.6 Regular extended class viewing is not permitted, as it can distract and unsettle children, affect students' confidence, and detract from learning.
- 12.7 For Child Safety and copyright reasons, classes cannot be filmed.

13. Behaviour

- 13.1 Cathy-Lea is a place where everyone should feel safe and welcome.
- 13.2 We encourage kindness and positivity among our students and parent community.
- 13.3 We value tolerance, fairness, diversity, inclusivity and equal opportunity.
- 13.4 Behaviour and language of students and parents should support and reflect studio values.
- 13.5 Students or parents who speak or act in a way that does not reflect these values may be asked to leave the studio.
- 13.6 Our Zero Tolerance Policy is displayed around the studios.



TESTIMONIALS

We've been creating stars since 1991. Here's what people say about us:

*"I highly recommend Cathy-Lea Dance Works. They have dance classes for the **absolute beginners** to the **advanced** with very **dedicated, talented, passionate and qualified teachers**. I am glad to have found a dance school filled with such **positive energy**" - Rebecca*

*"What a great place to be for the last 10 years! Our daughters have developed **excellent skills**! Not only in performing arts but **key life skills**. **Respect** for others, **self discipline, confidence**. They also have **fun**!" - Steve*

*"**Great variety** of all performing arts classes for **all abilities** with **fantastic teachers** and staff that make classes **enjoyable** whilst learning new **skills** and **building confidence**". - Michelle*

*"What an amazing school that **offers so much** for **everyone**. I love the **confidence** my kids are developing for themselves. Highly recommend the school to anyone and everyone." - Sofia*

*"Our daughter has made amazing **friendships**, gained valuable **confidence**, a sense of **teamwork**, dance **skills** and a good **work ethic**". – Rachael*

*"One leader I look up to is my dance teacher Cathy. Even though she has over 200 students, **she makes time for each and every one of them**. She is kind, patient, organised and hard-working..." - Kayla*

*"The end of year concert is always a highlight where the whole school comes together to **celebrate all students regardless of age, ability, gender or the amount of classes** they may take and **every child is given the opportunity to shine**" - Rachael*

*"There's much to be said about a school that is the **longest running in the area**... My son began dancing here and is now a **professional dancer** on a **cruise ship** sailing through the Americas and Mediterranean! Whether for **fun, fitness, competition or career**, if you are looking for **quality performance tuition** for children of all ages and abilities, contact Cathy-Lea Dance Works". – Julia*



BALLET, TAP, JAZZ

Presentation is a part of the discipline of Dance and performance.
Please note the uniform requirements for your child's class/es.
Energetiks Fountain Gate keep a list of our current uniform requirements.

GIRLS :

Junior Leotard : Level 1 - 7 (Silver Medal /Grade 5) – Energetiks vibrant green wide-strapped camisole leotard

Senior Leotard : Level 8 (Silver Star / Grade 6 and above) - black wide-strapped camisole leotard

plus

- **Ballet** Juniors : vibrant green mock wrap skirt & long-sleeved wrap top (optional)
Seniors : black wrap skirt & long-sleeved shrug or tight-fitting plain black top (optional)
salmon pink footed ballet tights (*available from Cathy-Lea office or a Dance shop*)
pink leather split sole ballet shoes (*purchase from a Dance shop*)
(*elastics on shoes for level 1 - grade 4, ribbons for grade 5 and above – optional for class*)
- **Jazz** tan/beige matte dance tights (*available from Cathy-Lea office or a Dance shop*)
green & black bike shorts (*Energetiks brand*)
tan split sole slip-on Jazz shoes (*Energetiks or Bloch brand preferred*)
- **Tap** tan/beige tights (*available from Cathy-Lea office or a Dance shop*)
tan tap shoes (*low heel for junior levels only, higher heels for level 6 and above*)
vibrant green & black bike shorts (*Energetiks brand*)

Hair must be tied in a neat bun for all Ballet, Jazz and Tap classes with vibrant green scrunchie (juniors) or black ribbon (seniors).

BOYS :

- **Top** Energetiks vibrant green and black singlet or plain black singlet
option for Ballet - white capped sleeve leotard

plus

- **Ballet** black leggings or bike shorts (no loose fitting pants), white leather ballet shoes with thin white socks (pulled up to calf)
- **Jazz** black bike shorts or Energetiks "Matthew" shorts
black split sole slip-on (*Energetiks or Bloch brand preferred*)
tan dance socks
- **Tap** - black bike shorts or Energetiks "Matthew" shorts
black lace-up tap shoes with black socks

Hair must be neatly off face.



OTHER CLASSES

- **Ready Set Dance**

- Girls : pink and Blue RSD frilled dress, RSD pink & blue crossover (optional), white socks or tan tights, tan Jazz shoes, tan Tap shoes
- Boys : blue RSD t-shirt, black pants or shorts, black jazz shoes, black lace-up tap shoes

- **Ready Set Ballet**

- Girls : pink and Blue RSD frilled dress, RSD pink & blue crossover (optional), white socks or pink tights, pink leather Ballet shoes
- Boys : blue RSD t-shirt, black pants or shorts, white leather Ballet shoes

- **Little Stars** no set uniform, bare feet or Ballet shoes (optional)

- **Theatrical Classes (Drama, Acting, Musical Theatre)** - Cathy-Lea t-shirt, black pants or leggings (any style), black socks, black shoes

- **Hip Hop / Commercial** Cathy-Lea t-shirt, black pants or leggings (any style), black canvas high top sneakers

- **Acrobatics**

- Girls : vibrant green leotard (Junior) or black leotard (Senior), vibrant green & black bike shorts, bare legs
- Boys : contrast singlet (vibrant green and black), black bike shorts

- **Contemporary** - vibrant green leotard (Junior) / black leotard (Senior), bike shorts or black leggings, bare feet, foot thongs or pivots
Boys – as for Acrobatics

- **Open / Adult Classes & Instrumental Music** - no set uniform

Hair must be neatly tied up off face for all classes.



OPTIONAL UNIFORM

Underwear : Energetiks vibrant green crop top can be worn under leotards.
No other bras, crop tops or underwear should be visible under leotards.

Overwear : Activated Industry leggings, ¾ sleeve tops and tight-fitting Cathy-Lea singlets may be worn over leotards in class.
Cathy-Lea jackets and track pants are optional apparel to wear to and from dancing, but not in dance classes.

Elite Team : Optional - *Cathy-Lea Elite Team* printed Addison singlet
Note – due to discontinued styles, we are no longer wearing ‘elite shorts.’

Most uniform items except shoes are available from the Cathy-Lea office.

Other items should be bought from specialist dance stores such as Energetiks at Fountain Gate, Opening Night Supplies in Pakenham or Total Dance in Clyde Nor

HOW TO ENROL

Please ensure you have read and agree to our policies and procedures prior to enrolling.

Dance and Drama students enrol via our website

1. Click "ENROL NOW" at www.cathy-lea.com
You will receive an email confirming your enrolment.
2. Pay your class deposit of \$20 deposit per class or \$100 total deposit (whichever is lesser) to:
Cathy-Lea Dance Works, BSB : **033 341** Acct : **509 535**, Reference : client surname & initial
Alternately new students can register for a free trial before enrolling, but places in classes will only be held if the enrolment process is completed and a class deposit is paid.

Instrumental Music students enrol via Google form

1. Complete [this enrolment form](#)
Note : This is not an automated enrolment and is subject to office processing times.
2. Pay \$15- annual registration fee to :
Cathy-Lea Dance Works, BSB : **033 341** Acct : **509 535**, Reference : client surname & initial

What happens next?

Dance and Drama students

An invoice will be emailed to you once your enrolment has been processed.
Pay the balance of your fees by the invoice due date to receive the discounted Advance Payment Rate.

Music Students

You will be contacted by a Music teacher to arrange an individual class time.
Class fees are paid directly to your Music teacher.

Notes :

Fee payments can be made via direct bank deposit, or via cash or credit card in our Street Front office.
Deposits are not refundable and will hold your place in a class until the beginning of the term only.
Accounts not paid in full prior to the first week of term will revert to the Standard Rate.



WELCOME TO THE CATHY-LEA COMMUNITY

