



# 2024 PARENT AND STUDENT HANDBOOK

**ISABELLA NIKODINOVSKI  
(DIRECTOR)  
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INFO@N2DANCE.COM.AU**

# WELCOME TO N2!

**The award winning studio where you become part of the family, not just another number!**

When you join N2, you're joining a family. We take pride in running a family-oriented studio where every student plays an important part in our community.

This guide is designed to help answer most of the common questions you might have when trialling a class at our studios. If there is anything you would still like to discuss with our team, please feel free to reach out via phone or email and we would be happy to answer any of your queries.

## **Contact Details**

Isabella Nikodinovski (Director)

T | 0422 939 749

E | [info@n2dance.com.au](mailto:info@n2dance.com.au)

W | [www.n2dance.com.au](http://www.n2dance.com.au)

M | PO Box 459 Five Dock NSW 2046



# LOCATIONS

## Where you can find us dancing!

### **Wentworth Point Studio**

Wentworth Point Community Centre and Library

10 Footbridge Boulevard Wentworth Point NSW 2127

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*Free 2hr street parking and free 3hr parking in Marina Square shopping Centre.*

*Located on the first floor of the Library, opposite Marina Square Shopping Centre*

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Depending on the time of your class, you may require a code to access the library outside of their standard hours. **The current code is: 967753#**

This will be used to enter via the glass doors on the right of the lift, and in the lift to access level 1 (if you can't take the stairs).

### **Ermington Studio**

Ermington Community Centre

8 River Road, Ermington NSW 2115

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*Free onsite and street parking available 2min walk from Ermington Shopping strip including Woolworths and Dose Of Chocolate cafe*

### **Ashfield Studio**

1 Knox Street, Ashfield 2131

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*Free onsite carpark available after 4:30pm weekdays and Saturday mornings & free street parking available 2min walk from Ashfield Mall*



# ABOUT US

## Who puts the 'N' in N2 Dance

N2 Dance Productions was founded by Isabella Nikodinovski, with the support of her sister, Elysia Nikodinovski based out of their studios in Ermington and Wentworth Point. Dance has been an integral part of their lives for as long as they could remember and combined, have over 40 years experience, competing in many eisteddfods, undertaking examinations in all genres and endless performances for private functions and community events. In 2024 we expand our N2 family to Ashfield, formerly Donna Jean's Danceforce, and will strive to maintain the 39 year legacy Donna leaves behind.

At N2 Dance Productions we aim to create a nurturing environment for children to develop their talents and appreciation for the art of dance. Students have the ability to develop passion, creativity and confidence through dance, in a safe, friendly and fun environment.

Whether your child wants to learn for fun, to keep fit or seek a future career in dance, we have a class for everyone. N2 Dance is a place for our students to become part of our family, sharing in a love for dance.

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# 2024 CALENDAR

## Important Dates for the Diary

### Term Dates

Term 1 | Friday 2nd February to Saturday 13th April

Term 2 | Monday 29th April - Saturday 6th July

Term 3 | Monday 22nd July - Saturday 28th September

Term 4 | Monday 14th October - Saturday 14th December (TBC)

### Additional Dates

Concert Photo Day(s) | TBC

6th Annual Concert | Saturday or Sunday in November (TBC)

Presentation Day Week | 9th to 14th December 2024 (TBC)

### Important Information

- No classes run on Public Holidays
- Classes generally align with NSW School Terms, however, from time to time this may vary. Please ensure you refer to this handbook to avoid any confusion
- The dates listed in this handbook are subject to change. Please refer to our website, media channels and newsletters for updates



# CHILD SAFE POLICY

## Our commitment as a Child Safe Organisation

***N2 Dance Productions is committed to providing a space where children can dance free from harm, danger and abuse. This Child Safe Policy is our commitment in ensuring our studio, staff and volunteers maintain a child safe environment, compliant with the obligations under the Children and Young Persons (Care and Protection) Act 1998***

### **Policy Review**

This policy and any subsequent policy will be reviewed annually. We do this to ensure the safety of children and young people in our care. We also are aware of legislative changes that continually amend and alter the action required or our responsibilities.

Isabella Nikodinovski is our Child Safety Officer and can be contacted via the following:

0422 939 749 or [info@n2dance.com.au](mailto:info@n2dance.com.au)



# CHILD SAFE POLICY

## Our commitment as a Child Safe Organisation

### RECRUITING THE RIGHT PEOPLE

In order to uphold our values as a child safe organisation, we screen all potential candidates for any role in our business including (but not limited to) teaching and admin staff, volunteers and external contractors. In New South Wales, anyone engaged in a child related role, paid or otherwise, must obtain a Working with Children Check. In our screening process, we verify all Working With Children Checks and these are subsequently reviewed on an annual basis.

All staff undertake regular training to ensure they understand and comply with any updates to our policies. Staff are also directed to external resources including;

- Kid's Guardian Child Safe Training
- Kid's Guardian Child Safe Standards
- Children and Young Persons (Care and Protection) Act 1998
- NSW Office of Sport Training



# CHILD SAFE POLICY

## Our commitment as a Child Safe Organisation

### **HARASSMENT AND BULLYING**

At N2 Dance Productions we agree to uphold the principles of equal employment opportunity and maintain a work environment free from discrimination, harassment, workplace bullying and victimisation for all staff and to all that visit or attend our studio. We take these matters very seriously and encourage any individual or parent/career to report incidents to the teachers. If the matter involves the teacher we request the matter to be raised with our Director, Isabella Nikodinovski, for a swift response and intervention.

### **CHILD'S PARTICIPATION**

N2 Dance Productions understands that building a relationship on trust is the best way of having children and young people communicate concerns of feeling unsafe. We encourage all students to share their concerns and will act upon these wherever possible. We respect the views and suggestions that students and young people express. Our objective is to ensure our studio and community is safe for all children and young people.





# CHILD SAFE POLICY

## Our commitment as a Child Safe Organisation

### **RESPONDING TO SUSPICION THAT A CHILD MIGHT BE AT RISK**

At N2 Dance Productions all children and young people are able to express their views and are provided opportunities to participate in decisions that affect their lives.

N2 Dance Productions has instructed all Staff to follow processes set out for mandatory notifiers. For this reason we have created our policy to notify any suspicious behaviour of abuse or neglect. Staff have been instructed to report any suspicious behaviours in the first instance to Director and Child Safety Officer, Isabella Nikodinovski.

Staff or a director will then report the incident or suspicion to the Child Protection Helpline on 132 111 as soon as reasonably practicable. If we believe a child or young person is in immediate danger a report will be issued to NSW Police.



# PORTAL

<https://tinyurl.com/N2Portal>

For all current enrolled students, parents are encouraged to refer back to our customer portal, accessible via the link above. The portal allows parents to:

- Book make up classes
- View invoices
- Pay invoices
- Enrol in new classes

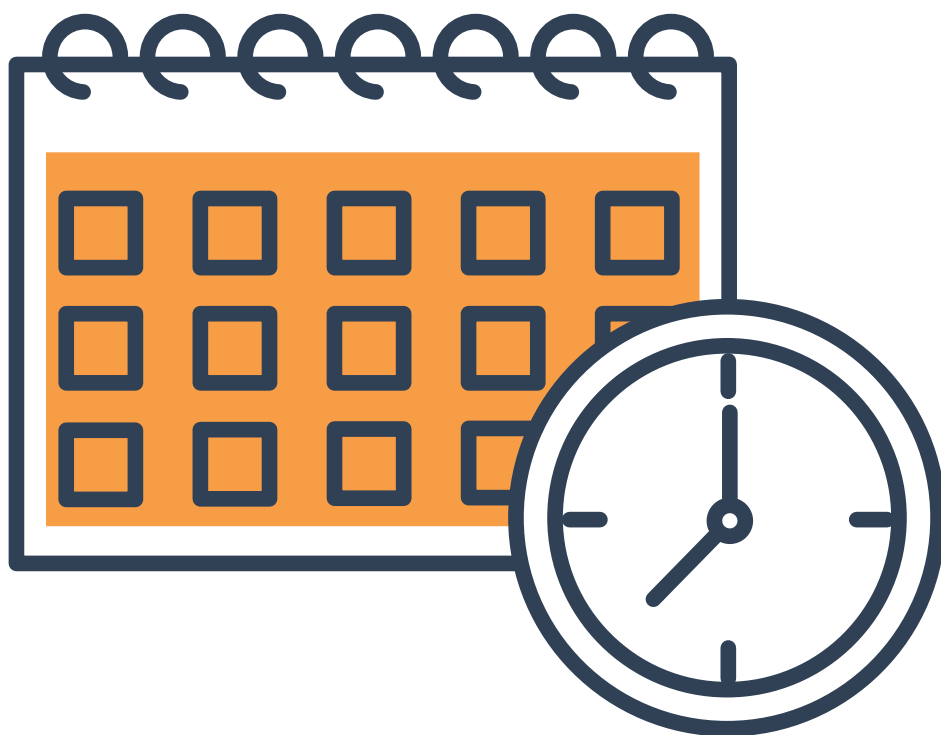
If you are unable to access your account, please contact us on [info@n2dance.com.au](mailto:info@n2dance.com.au).



# TIMETABLE

<https://www.n2dance.com.au/timetable>

For the most up to date version of the timetable, please login to the customer portal or refer to our timetable on our website



# FEES

**We aim to provide affordable options to enable all students a chance to dance**

## REGISTRATION FEES

Single Student.....\$35 Per Year  
 Family (2 Students or more).....\$55 Per Year



- \$50 Active Kids and Creative Kids Vouchers can be redeemed at N2 Dance Productions – please submit via [www.n2dance.com.au/vouchers/](http://www.n2dance.com.au/vouchers/)
- Fees are charged by the Term and are to be paid in full, prior to or on the date of the invoice otherwise we will initiate a fortnightly direct debit
- Payment Methods include: Direct Debit, Credit Card and Bank Transfer. Surcharges may apply.
- No-Obligation Trial: We offer an No-Obligation trial for all our dancers to try out a class of their choosing. This means you only pay for the class if you enrol. This is valid for new students only.
- Fees listed are indicative only and are subject to change

## ADDITIONAL FEES

Tuition does not include the annual registration fee, uniforms, shoes, costumes, concert tickets, rehearsals or other special events.



# FEES

**We aim to provide affordable options to enable all students a chance to dance**

## **MUMMY & ME STREAM**

For students enrolled in our Kinderballet Mummy and Me classes only, your end of year event - Presentation Day - is \$70. This price includes a tutu (to keep), a medal and 4 guests to watch your child in their final class for the year.

## **PRODUCTION STREAM**

For all other students (excluding Mummy and Me), your end of year event is our annual concert.

Production Pack Fee: charged to cover all associated student costs including: professional video, venue & additional rehearsal costs, award contribution fee & a concert T-shirt to be worn for rehearsal and finale. We bundle this fee to avoid additional charges closer to the concert date.

The \$100 Fee is split into 2 payments of \$50 and charged in Term 2 and 3. For additional siblings, a reduced charge of \$50 per sibling will be added to the Term 2 invoice.

Costumes: 1 costume required per class. Costumes are very economical and we do our best to keep them between \$60-\$85 for keep costumes and \$40 for hire costumes.

Stockings and Shoes sold separately.

Tickets: range between \$30-49.

Performers are free!



# ACTIVE AND CREATIVE KIDS VOUCHERS

## Government Rebate Information

N2 Dance Productions is an Accredited Active and Creative Kids Provider. This government scheme allows parents to claim up to \$100 to redeem for classes at N2!

To apply for your voucher(s), please click on the Active and Creative Kids icons on the right.

We must abide by the Terms and Conditions as set out by Service NSW when redeeming these vouchers including;

- Only one voucher redeemed per term per child
- If fees are less than \$50, you must forfeit the remaining amount
- Can only be redeemed for tuition (i.e. not for concert items, uniforms)
- Once submitted on our website, the vouchers cannot be refunded or transferred

For the full Terms and Conditions, visit [Service NSW](#) website or the email you received with your voucher.



By submitting a voucher to N2 Dance Productions, you understand that any fees outstanding are due and payable if we are unable to successfully redeem the voucher.

# CHANGES TO ENROLMENT

## Change is the only constant in life

If **adding** a new class, parents can book this directly through the customer portal. If adding a new class mid-term, your fees will be pro-rated for the remaining weeks of that term. Please email [info@n2dance.com.au](mailto:info@n2dance.com.au) if you have any trouble with adding classes.

If **cancelling** a class and withdrawing as a student from N2 Dance Productions, parents must provide 3 weeks notice. Cancellations must be made in writing. Students are welcome to continue in their classes for the 3 weeks, alternatively the fees for the 3 weeks are simply forfeited.

Enrolments will rollover each term so please ensure you notify Issy via email before the final week of the previous term to avoid further charges. Unless we are notified, billing will continue automatically even if the student is not attending, and refunds for missed classes are not available under any circumstances.



# ILLNESS/INJURY POLICY

## Please refrain from attending classes when feeling unwell

If a student has to miss a class because they are sick, parents can request a make up lesson, if you have advised us before non-attendance. This can be requested via the customer portal. Make up classes will be scheduled the following week for a different session in the timetable - and is subject to availability. Make up lessons are unavailable in Term 4 for Concert Stream classes due to the concert rehearsal process, and in the final week of Term 4 for Kinderballet Stream classes (i.e. when Presentation Day falls). The inability to secure make-up classes due to Covid-19 or any other restrictions are not refundable.

In the case of significant injury where a student is unable to dance for longer than 4 weeks, we can issue a credit for those weeks' fees. This applies ONLY if we are notified in advance by writing, and with a doctor certificate, with details of the number of weeks the child will miss.

For those required to isolate, zoom access can be requested for your child's class(es), provided we are given notice. Alternatively, please refer to make up policy outlined above.





# UNIFORM

## To feel like a dancer, one must dress like a dancer!

Uniform plays a large role in the discipline of dance and ensures no child feels out of place. The uniform requirements are listed below and differ for each age group. We stock most items but additional items can be purchased from Bloch, Anything Dance or Kmart.

### **MUMMY AND ME**

(Whilst the N2 uniform is optional for this class, correct shoes are required for safety reasons)

- Pink Leather Ballet Shoes
- Pink Ballet Socks or Stockings
- N2 Junior Dress (optional)

### **TOTS**

- Pink Leather Ballet Shoes
- Pink Ballet Socks or Stockings
- N2 Junior Dress and Crossover

### **PRE JUNIOR COMBO AND TRIO**

- Pink Leather Ballet Shoes
- Tan Buckle Up Tap Shoes
- Pink Ballet Socks or Stockings
- N2 Junior Dress and Crossover



# UNIFORM

**To feel like a dancer, one must dress like a dancer!**

## **JUNIOR - SENIOR BALLET**

- Pink Leather Ballet Shoes
- Pink Ballet Socks or Stockings
- N2 Leotard
- N2 Skirt

## **JUNIOR TAP**

- TAN Leather Buckle Up Tap Shoes
- Black Dance Socks
- N2 Leotard
- N2 Bike Shorts

## **JUNIOR - SENIOR HIP HOP**

- Sneakers (preferably white)
- N2 Classic Tee
- N2 Bike Shorts or plain black hip hop pants

Hair for all classes should be off the face, in a ballet bun with N2 scrunchie

## **BOYS**

- N2 Classic Tee
- Black Shorts or Tights
- All shoes in black with black socks

## **JUNIOR - SENIOR JAZZ**

- Black Leather Jazz Shoes
- Black Dance Socks
- N2 Leotard
- N2 Bike Shorts

## **PRE-TEEN - SENIOR TAP**

- BLACK Leather Buckle Up Tap Shoes
- Black Dance Socks
- N2 Leotard
- N2 Bike Shorts



# TALENT AGENCY



## Providing Commercial Opportunities for budding performers!

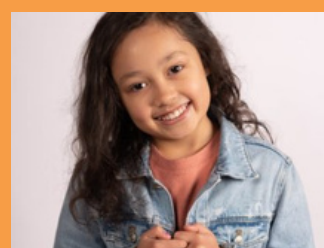
N2 Dance Productions has an in-house, full service Talent Agency (**Studio Talent Collective**), representing emerging artists in the Australian entertainment industry. Our team of Agents and dedicated personal Managers, work hard to promote and protect our wide range of performing artists, specialising in representing youth artists and musical theatre triple threat talent including adults.

**Studio Talent Collective** does not charge joining fees, member fees or any hidden charges. Only industry standard commissions on the work we book for you. We may refer, recommend or provide paid services as needed (eg. photography, training opportunities etc.) however any service we recommend or provide will be optional.

Are you interested in working for TV, film, stage and/or commercial?  
All N2 Dance Students are welcome to join us.

No experience is necessary as we provide all the support and guidance that you need to pursue professional paid work in the entertainment industry.

This is the opportunity you have been waiting for!



**Join Now!**



# FAQS

## Common questions you might have when coming to your first class

### ***Are parents allowed to watch classes?***

We want parents to know what they're signing up for so where possible, we will try to accommodate parents watching trial classes only. We take our programs seriously and after many years experience, we know that children learn better with fewer distractions. Less noise from mums in conversation, less disruptions from younger toddlers wanting to join in and less chance your child will be wanting to run back and sit on your knee for a snack or a drink means better value for money for you and better results for your child. When restrictions ease, we will reopen our classes in the final weeks of term for 'open classes' however, during the term, our classes will remain closed.

### ***My child will cope better if I'm not in the room. Do you have a waiting area?***

Wentworth Point: The Library offers a large area where parents can wait.

Ermington: The foyer offers a small space where parents can wait.

Ashfield: There is a small room connected to our upstairs studio.

### ***Do I need shoes and uniform for my trial class?***

Please wear something comfortable and be prepared to dance in bare feet or socks. Uniforms and shoes can be purchased directly from N2 Dance after your trial class. Uniforms should be ordered within the first 3 weeks of joining as they can take up to 4 weeks to arrive from our suppliers and we don't want our ballerinas feeling left out!



# FAQS

## In case we missed anything above, these might help

### ***Is it compulsory to do the Concert/Presentation Day?***

Not at all! We don't want to push a child into anything they feel uncomfortable doing. In saying that however, taking part in a performance can help students overcome stage fright, shyness or anxiety by building their confidence.

It's an opportunity to showcase all the new skills they've learnt throughout the year. It also teaches students how to work towards a goal by learning new routines and mastering new steps that they'll get to show off to their friends and families!

The concert is a rewarding experience and is the highlight of the dance year for many students!



# 2024 GENERAL T'S & C'S

I/We agree to be bound by the Terms and Conditions as stated below:

## FEES

- All fees must be paid in full by the due date or my child/children may not be allowed to participate
- Any fees unpaid by the due date will be placed on a fortnightly direct debit.
- Discounts are only valid when fees are paid on time
- Fees are non-refundable and will not be prorated. Missed lessons due to illness, injury, holidays (in school term) etc can be taken in the form of 'make up classes' within the same term, where a similar class is offered or you simply forfeit the class. N2 Dance makes no guarantee that a make up class will be available at a convenient time or location
- Annual Registration Fee is non-refundable and charged annually to cover all costs associated with your child's enrolment, including (but not limited to) music licensing, insurances and general administration costs
- Costumes and Merchandise fees are payable upfront. I understand that I will not receive these if I am not financial

## MAKE UP LESSONS

- Staff must be notified before attending make up lessons which can be booked via the Customer Portal - A maximum of 2 make up lessons can be booked per term
- No make up classes are possible in Term 4 for concert classes or during Presentation Day classes
- No make up classes available for hip hop or acro classes

## TERMINATION OF ENROLMENT

- Should I wish to withdraw from a class, I understand there is a 2 week notice period and I will not receive any refund for classes within this period

## MEDIA RELEASE

- I/We give permission for my child/ren to be involved in promotional activities or articles that may appear in both internal and external publications, advertising, the N2 website or any N2 social media accounts. This may include still and/or video photography, printing of names under photos, therefore, identifying students publicly, or the printing of names in relation to student achievements and activities.
- If I/We wish to opt out, I/We understand it is Our responsibility to email this in writing to [info@n2dance.com.au](mailto:info@n2dance.com.au)

## HEALTH AND SAFETY

- I/We hereby give permission for any and all medical attention to be administered to my child in the event of an accident, injury, sickness, etc. under the direction of N2 Dance staff or at any necessary emergency facility, until such time as I may be contacted. I also assume the responsibility for all costs associated with the medical care provided.
- Dance classes can involve risk of personal injury. While N2 Dance Productions takes all reasonable care in the conduct of its classes, we take no responsibility for injury or loss caused during or whilst participants are at, or near the studio. You shall assume all risk involved, including but not limited to, all loss, stolen property, cost, claim, injury, damage, or liability sustained whilst participating. You are responsible for ensuring that you and your child are physically and mentally fit for the class and during the class you must, at all times, take care of your child's and your own personal safety



# 2024 GENERAL T'S & C'S

## **HEALTH AND SAFETY (cont'd)**

- Students must wear appropriate shoes to classes. If a member of staff deems your child's shoes to be inappropriate (i.e. street ballet flats), you/your child will be requested to take these off in the interest of all participants' safety.
- Parents participating in Mummy & Me classes should avoid wearing boots, heels or any hard sole shoes for the safety of all students

## **PANDEMIC POLICY**

- In the event of a forced closure, N2 Dance Productions will follow all Government Guidelines which may involve transitioning to online sessions. No refunds will be given.
- I/We understand that Covid regulations are constantly changing and it is My/Our responsibility to check the latest requirements under the current N2 Dance Covid Safety Plan, accessible on the N2 Dance website.

## **UNIFORM POLICY**

- Uniform plays a vital role in developing self-discipline and grooming skills. It also enables our students to feel a sense of community. All students (with the exception of Mummy and Me classes) are required to wear our full N2 uniform.
- Uniforms must be purchased within 1 month of commencing classes and students are expected to wear this to class each week, with the exception of dress up weeks.
- Hair should be pulled back into a ponytail or bun for all classes.

## **CLASS POLICY**

- N2 Dance Productions reserves the right to refuse any student entry to class on medical grounds, unruly behaviour, bullying or if fees are unpaid
- Consensual physical contact by teachers as they guide student movements may occur during my child/ren's classes. I understand that, to provide adequate performing arts tuition, some physical contact is necessary.
- Parents are not permitted to watch classes as this distracts students and does not allow the teacher to obtain their full concentration. Parents, family and friends are invited to watch our 'Open Day Classes' held during select classes throughout the year.
- Punctuality is essential to ensure you/your child are present for the warm-up component at the commencement of all classes
- N2 Dance must be notified if your child is attending another dance studio
- N2 Dance reserves the right to terminate a students position at any time
- N2 Dance has a zero tolerance to bullying. This applies to both students and parents.

The Terms and Conditions above are correct as at 11th December 2023. N2 Dance Productions may be required to amend these Terms and Conditions from time to time and will endeavour to communicate this in advance, where possible. By continuing to enrol in and attend classes, you agree to be bound by the updated terms.

