



2026
DANCE
STUDIO
HANDBOOK

Welcome to Alichia's Dance Academy (ADA)

We are delighted to extend a warm welcome to you, embracing both familiar faces returning to our studio and eagerly anticipating the addition of new ones to our vibrant dance family.

To ensure a seamless journey throughout the dance year, we've crafted this comprehensive handbook—your go-to resource for any questions that may arise. Our commitment is to create a positive and enjoyable experience for all our families.

Our Motto: TEACH, LOVE & INSPIRE

At ADA, our motto encapsulates our dedication to providing exceptional dance education (TEACH), fostering a community built on love and support, and inspiring every individual who walks through our doors. We look forward to an enriching and joyous dance journey together.

Once again, welcome to ADA—where every step is a dance of joy and learning!



STUDIO INFORMATION

Studio Director: Ms Alichia White *ARAD TC*

Studio Address: 105 Station Road, Sunnybank 4109

Studio Phone: 0434 037 441

(NEW) Email: helloadadance@gmail.com

Website: www.adanceacademy.com.au

STUDIO MANIFESTO

At Alichia's Dance Academy, we unite under a shared vision, purpose, and philosophy that guides every aspect of our studio—both within its walls and beyond. This collective vision is not just held by the Principal and staff but is extended to all members, forming the foundation for our interactions with students and their families.

Our Vision:

Alichia's Dance Academy is a haven where individuals of all ages discover the pure joy of dance. Here, we nurture creativity, celebrate individuality, and champion self-expression. Our vibrant community, comprising dedicated teachers, passionate students, and supportive families, shares a profound love for the performing arts.

Our Goal:

We aspire to craft a positive and joyful experience for every member. Our commitment is to inspire students to cultivate and showcase their talents, applaud every achievement, and foster a deep love and appreciation for diverse dance styles within the arts. Our ultimate wish is for all to thrive in a safe, positive environment, empowering each student to feel comfortable and liberated in expressing themselves.

Teacher Commitment:

We are dedicated to providing our students with the finest teachers who share our studio's vision. Ensuring that we impart the best knowledge to further their passion for the performing arts is our priority. Embracing the unique aspirations of each student, we tailor our guidance to help them achieve their goals during their time with us.

Creating a Safe Space:

Our passion extends to creating an environment where students feel safe to express themselves and use dance as a medium for communication. We actively listen to our students, addressing their thoughts and concerns to ensure the best possible experience and knowledge for their dance journey at Alichia's Dance Academy.

Industry Relevance: Staying actively engaged within the dance industry is our commitment. We remain up-to-date to provide our students with the best opportunities that come their way, enriching their dance journey at every step.

REGISTRATION

Before lacing up those dance shoes, it's important that all students and parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have your most up-to-date contact details on file.

Please make sure you read the T's & C's before enrolling.

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

COMMUNICATION

Being consistent in our communication is very important to us here at Alichia's Dance Academy. It is our promise to respond to all enquiries within 2 business days. We will never leave a query unanswered. For convenience our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our NEW email address **helloadadance@gmail.com** to your contacts so we don't end up in the dreaded spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send a message via our 'Parents & Students' Facebook page to all families, then an SMS and/or telephone call. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed www.facebook.com/groups/2026adadancefamily/ Facebook group. This group will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboards so please have a quick look when dropping off and picking up in case there is anything you may have missed.

TERM DATES/PUBLIC HOLIDAYS 2026

NO CLASSES ON HELD ON PUBLIC HOLIDAYS

TERM 1 9 weeks	Saturday 31st January - Thursday 2nd April
TERM 2 10 weeks	Saturday 18th April - Thursday 25th June Public Holiday Saturday 25 th April - Anzac Day Public Holiday Monday 4 th May - Labour Day
TERM 3 10 weeks	Saturday 11th July - Thursday 17th September Public Holiday Wednesday 12 th August - EKKA holiday
TERM 4 9 weeks	Tuesday 6th October - Saturday 5th December Public Holiday Monday 5 th October - King's Birthday

CODE OF CONDUCT

To ensure the smooth, safe running of Alichia's Dance Academy and an enjoyable experience by all, below you will find our code of conduct.

Following a formal meeting, we reserve the right to dismiss or take disciplinary action on any students, parents and teachers who breach our studio's code of conduct.

- Families who do not comply with their fee or costume payment obligations may be charged a late fee of \$20 and/or excluded from performances. External debt collection will 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 or costume fees.
- No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. We ask Parents to please not disturb teachers or students during class. If messages or food/drink/medication needs to be passed on to a student, it must be done through an Alichia's Dance Academy staff member if they are around, otherwise please knock on the studio door and quietly approach the teacher.
- All parents must wait in the waiting areas or outside of the studios until classes have been dismissed. We encourage drop off and pick only. Please leave waiting areas for the students to get ready.
- We are unable to take responsibility for our students before or after their scheduled classes. It is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.
- **Any questions must go through the Director. Parents or students are not permitted to contact any Alichia's Dance Academy teachers via phone, in person, or via email / social networking with studio issues unless it has been approved with the Director first.**
- If you have an issue you wish to discuss, please email the Principal the issue in writing. If the issue can not be resolved over email or a phone call, then a face to face meeting with the family will be organised.
- In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.
- Alichia's Dance Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.
- Alichia's Dance Academy management reserves the right to change teachers or timetabling when necessary at any time throughout the year. However this will be done so with correct communication mentioned above (#4) to all families.
- Choreography and studio policies remain the intellectual property of Alichia's Dance Academy and may not be reproduced, reused or sold by any students, parents or staff without the permission of the Principal or Choreographer first.

ADA DANCE CLASS INFORMATION 2026

Pre Primary & Primary Ballet - Royal Academy of Dance Syllabus

In Pre Primary and Primary Ballet, the students build on their ballet technique, using creative role play, costumes and props. Pre Primary is the beginning of examinations under the Royal Academy of Dance syllabi. There are opportunities for students in this class to participate in ballet presentations and exams which will encourage them to progress through the syllabus and work hard to move up into the next graded level year after year.

Grade 1-3 Ballet - Royal Academy of Dance Syllabus

Grades 1-5 are formal classical ballet training levels using the Royal Academy of Dance (RAD) syllabus. RAD is an internationally recognized syllabus with an examination board that is continually updating and revising its work to keep up to date with the ever changing demands of the dance industry. The RAD Grades are progressive, with technical ability, building on the skills acquired in previous levels. Students have the opportunity to sit an examination for each Grade when ready, but are required to do 2 classes per week from Grade 1 upwards. Classes include traditional classical technique, free movement and National Character work.

Vocational Ballet Levels - Royal Academy of Dance Syllabus

Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1, Advanced 2. These levels are the pinnacle of any ballerina wishing to reach the highest goals in Ballet and wanting to progress into full time dance schools.

Pre Pointe & Pointe Classes

Welcome to our specialized class catering to our dedicated pointe work students and those in Grade 4&5 ballet! This class is meticulously designed to prioritize and enhance ankle strength, a crucial element for successful and safe pointe work. Our primary goal is to ensure that our students are not only prepared but also equipped with the necessary strength and technique to embark on their pointe journey safely.

By focusing on ankle strength, we aim to provide a solid foundation, reducing the risk of injuries and ensuring a sustainable and fulfilling dance career. Your passion and commitment deserve the best preparation, and we are dedicated to supporting you every step en pointe.

ADA Ballet Program/National Conservatoire of Performing Arts.

We are delighted to offer an advanced ballet training program designed to empower ballet students in Grades 4 and above to excel in the beautiful craft of Ballet dance. This program provides an exceptional opportunity to refine technique, prepare for RAD Ballet Exams, and build the strength and skills necessary for pointe work. Our Ballet Program is under the expert guidance of Ms. Sarah Brown, director of National Conservatoire of Performing Arts.

Please contact us at helloadadance@gmail.com for more information and to see if your dancer is eligible for our Exclusive Ballet Program.

Exams in Ballet & Tap

Sitting a ballet and tap examination offers numerous benefits for dancers of all ages and skill levels. These assessments provide an opportunity to set measurable goals and track progress, fostering a sense of accomplishment as dancers advance through graded levels. The structured feedback from qualified examiners highlights strengths and areas for improvement, allowing dancers to refine their technique, artistry, and overall performance. Additionally, preparing for an examination instills discipline and dedication, as students must practice regularly and develop a strong work ethic. Beyond technical growth, passing an exam boosts confidence and opens doors to higher-level training or professional opportunities, making it a valuable milestone in a dancer's journey.

TAP Dance

All tap classes follow the Glenn Wood Tap Syllabus. Each year our students have the chance to work on their set level to build up their skills and take an exam. Each level teaches new and challenging steps to build our students knowledge of traditional tap. Please contact the principal to find out which level will suit your budding tapper.

JAZZ Dance

Jazz contains an amazing body of work, developed into a sound progressive, developmental sequence. Jazz is technically challenging and a great preparation in all forms of jazz for today's performance demands.

HIP HOP Dance

The latest dance style, that is the most popular within today's dance industry. You will notice that Hip Hop and Commercial Dance is now in most video clips that you see on T.V. Incorporating popping, locking, breaking and freestyling. Hip Hop allows students to show off their individual talents, whilst learning today's popular moves.

We have 3 levels of Hip Hop for all different ages. Please contact our staff to find out what level is best suited to your child.

ACRO Dance

We've known for a long time that kids love nothing more than attempting and perfecting new "tricks." Remember learning a cartwheel? We sure do, and it's that sense of pride and exhilaration that we love to pass on to the students. The class levels for this discipline are mainly set on skill-based but our younger dancers who are just starting will go into their age based class until they are strong enough to move up. Please ask Miss Alichia what class is best suited for your Acro dancer.

ADULT “Body Ballet”

After a long days work or just having to deal with life's ups and downs, this min class is perfect to unwind and centre yourself again. With relaxation music playing in the background, allow yourself to reap the benefits and healing of stretching the body out and aligning it with a hint of ballet at the barre. This class works on flexibility and strength. No previous dance or flexibility experience is required. This class is open to all ages from 18+.

ADULT “Jazz”

Our adult dance class is perfect for those reconnecting with their past passion for dance or stepping into the world of dance for the first time. Tailored for all levels of experience, this class seamlessly blends the nostalgia of old-style Jazz, including Broadway classics, with the freshness of modern dance styles. Join us for an exhilarating mix of fun and exercise, providing a vibrant space for you to rediscover the joy of dance or embark on a thrilling dance journey for the very first time.

ADULT “Tap”

Embark on a rhythmic adventure with our Adult Tap class — a standout favorite among our diverse genres. Whether you're a seasoned dancer eager to rediscover the magic of tap or a newcomer with a desire to learn, we've crafted a class just for you. Dive into the enchanting world of tap, embracing the timeless elegance of Fred Astaire and Ginger Rogers while mastering the contemporary rhythms of today's industry.

For those seeking an extra challenge, we proudly offer Adult Tap Exams following the esteemed Glenn Wood Tap Adult Syllabus. Elevate your tap skills and push yourself a little further with our expert guidance and a touch of classic flair merged seamlessly with modern techniques.

ADULT “DanceFit”

DanceFit is a fun, high-energy class designed for adults who love to dance and want a workout with a fitness twist. This class combines aerobic dance moves with gym-style conditioning using a dance stepper to get your heart pumping and body moving.

Set to upbeat music, DanceFit builds strength, coordination and cardio fitness — all while having fun in a supportive, welcoming environment. No dance experience needed, just come ready to move, sweat and feel great!

Adult Performance Team Group “*The Dazzle Tappers*”

If you have a LOVE of dance that you wish to foster in a supportive and fun group, then The Dazzle Tappers group is for you. This group of encouraging adults perform for community events and eisteddfods within the Brisbane region.

Please contact helloadadance@gmail.com or speak with Alichia on how to join.

SAFETY

With the safety of our families as our number one priority, Alichia's Dance Academy 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).

As part of your registration, you will be required to read and sign a media waiver allowing us 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 see our Principal who will happily assist you. If you rather your child not be on social media, please tick the appropriate box on the form and we will not include them in any of the material that Alichia's Dance Academy shares.

All of our teachers have the QLD required Blue Cards to work with children. Our staff have all been trained in First Aid and update our training annually as required.

The Principal and staff at Alichia's Dance Academy are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that are unsuitable for all age groups. Alichia's Dance Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrolment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

Dance Uniform Guidelines - NEW UNIFORMS ARRIVING IN 2026!

At Alichia's Dance Academy, we foster a sense of belonging and identity through our studio uniform. This promotes discipline, counters peer pressure, and instills pride. High school students can choose between ADA uniform colors or their own appropriate attire.

Please speak with the Miss Alichia about your specific uniform attire for your preferred classes.

SCHOOL UNIFORMS ARE BANNED IN DANCE CLASSES AT ADA. WHY?

Wearing school uniforms to dance class is not recommended as they can restrict movement, limit flexibility, and increase the risk of injury, whereas proper dancewear allows dancers to move safely, comfortably, and with full freedom of movement while enabling teachers to clearly see alignment and technique. Additionally, school uniforms should not be worn for dance class or social media content, as they can compromise privacy and child safety by identifying where a dancer attends school and unintentionally sharing personal information online; for the wellbeing and safety of all dancers, appropriate dancewear should always be worn in class and in any photos or videos shared publicly.

Please reach out to Miss Alichia to know what uniform would be best for your dance style at ADA.

PRIVACY

We kindly request your understanding and respect for the personal lives of our dedicated teachers, who, like all of us, have families and downtime outside the studio. In order to maintain a healthy work-life balance, we ask both parents and students to refrain from reaching out to our teachers through their personal social media pages and mobile numbers during non business hours.

To facilitate effective communication, we encourage you to direct all inquiries and messages through the designated channel—contacting the Principal. This ensures that any questions or concerns are addressed promptly and efficiently. We value and appreciate your cooperation in maintaining clear communication boundaries while still providing ample avenues for reaching out to us:

Email: helloadadance@gmail.com

Phone: 0432 030 899

Official Social Media Channels: Facebook & Instagram

Your cooperation allows our teachers to focus on delivering the best possible dance education while enjoying their well-deserved personal time. Thank you for your understanding and partnership in creating a respectful and supportive dance community.

ATTENDANCE

Attendance Commitment:

Your or your child's consistent attendance is crucial for the cohesion of our dance community. Being part of the team means making a commitment to regular and punctual attendance, ensuring your child benefits fully from each lesson.

Impact of Absences:

- Absences affect class routines, impacting concert preparations and the overall dance experience.
- Social and confidence-building aspects, integral to our program, rely on regular attendance.

Advance Notice for Absences:

- If your child will be absent due to holidays, commitments, or school trips, kindly inform us in advance to minimize class impact.

Reporting Illness:

- In case of illness, promptly inform our admin via email or a text/call to our studio number (0432 030 899). This allows us to inform teachers and make necessary arrangements for catch-up work. Make-up lessons are encouraged if lessons are missed.
- If you are experiencing any sort of sickness, we ask that you stay home and rest and get well. Please do not come to class and share your sickness with your fellow dance mates/teachers.

Your proactive communication ensures a positive dance experience for your child and maintains the integrity of our classes. Thank you for your cooperation.

SOCIAL MEDIA

Alichia's Dance Academy Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact the Principal if you have any questions.

1. Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify yourself or children in your care.
2. Remain mindful that your behaviour on Social Media remains in keeping with Alichia's Dance Academy code of conduct as outlined in chapter 6 of this handbook.
3. Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Alichia's Dance Academy staff, students or families may subject the Principal or those involved to disciplinary or legal action.
4. Should you wish to engage on Social Media while identifying as a studio volunteer or employee, please do so with integrity, respect, and adhere to privacy and confidentiality policy.
5. Any content revealing or referring to sensitive studio information is not allowed to be shared online.
6. Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
7. While affiliated with our studio, (for example, images of your child in Alichia's Dance Academy uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
8. All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via personal Social Media pages. You can however direct them through our ADA studio Facebook messenger. We have an open door policy and encourage all communication, complaints and feedback to be communicated to admin directly.
9. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries. Please be mindful of this when following others associated with Alichia's Dance Academy.
10. Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing studio matters in their private online groups. If such groups are formed, this will result in the dismissal from Alichia's Dance Academy.
11. You may not post photographs / videos that feature Alichia's Dance Academy dancers other than your own online without the consent of their parent/guardian.

2026 DANCE FEES

You can find our fees on our website – www.adanceacademy.com.au

Payment Plans

- We understand financial needs and offer payment plans. Contact us to discuss a tailored plan for your family.

Overdue Tuition Fee steps

1. Reminder Email:
 - Sent after 7 days late; no late fee is charged.
 - Families have 7 days to finalize payment.
2. Second Reminder Invoice:
 - If Step 1 isn't resolved within 7 days, a new invoice with a \$20 late fee is issued.
 - Payment must be made for class participation; non-payment restricts access.
3. Debt Collection:
 - If Steps 1 and 2 are unresolved, the invoice goes to a debt collector.
 - Participation is suspended until the invoice is settled.

Co-Parenting Policy:

- We accommodate co-parenting arrangements with two email addresses for fee communication.
- The enrolling parent is responsible for payments; ensure all fees are paid promptly.

Thank you for your cooperation in maintaining a smooth and fair payment process at ADA.

Please note that discounts do not apply to ADA uniforms, merchandise, costumes, Ballet program or Performance Team classes. Only on regular weekly lessons.

WAIVERS

As part of the online registration process for your dancer, you will encounter requests for permission regarding:

1. Media Releases:

- Granting consent for the use of media (photos, videos, etc.) featuring your dancer.

1. Medical Information:

- Providing necessary medical information for the well-being of your dancer.

A simple tick on the form serves as a signed contract, indicating your approval for the specified permissions. No need to print out the forms; the online acknowledgment suffices.

PARENT RELEASE FORM FOR PHOTOGRAPHY AND VIDEOGRAPHY

I, ☐ GIVE PERMISSION, ☐ DON'T ALLOW PERMISSION (PLEASE TICK BOX) FOR ALICHIA'S DANCE ACADEMY TO USE VIDEO FOOTAGE AND/OR

PHOTOGRAPHS OF MY CHILD/WARD,
_____. THIS INCLUDES (BUT IS NOT LIMITED TO):

PRINTED MATERIALS (E.G., BROCHURES AND NEWSLETTERS)
ONLINE AND OFFLINE ADVERTISING AND PROMOTION
VIDEOS AND DIGITAL IMAGES FOR USE ON SOCIAL MEDIA
BY SIGNING THIS FORM, I ACKNOWLEDGE UNRESTRICTED PERMISSION FOR MY CHILD'S IMAGE TO BE USED IN PRINT, VIDEO, AND DIGITAL MEDIA. I UNDERSTAND THESE IMAGES MAY BE USED BY ALICHIA'S DANCE ACADEMY WITHOUT FURTHER NOTIFICATION. NO IDENTIFYING INFORMATION, INCLUDING SURNAME AND LOCATION, WILL BE USED IN CONJUNCTION WITH ANY VIDEO OR DIGITAL IMAGES.

HEALTH INFORMATION AND MEDICAL RELEASE/WAIVER FORM:

I, _____, THE PARENT/GUARDIAN OF

_____, ACKNOWLEDGE THAT PARTICIPATION IN DANCE CARRIES INHERENT RISKS OF INJURY.

IN ALLOWING MY CHILD TO PARTICIPATE IN ALICHIA'S DANCE ACADEMY ACTIVITIES, I ASSUME ALL ASSOCIATED RISKS. I UNDERSTAND THE IMPORTANCE OF FOLLOWING INSTRUCTIONS AND RULES SET BY INSTRUCTORS. I AGREE TO RELEASE ALICHIA'S DANCE ACADEMY AND ITS EMPLOYEES FROM ANY LIABILITY ARISING FROM MY CHILD'S PARTICIPATION.

PARENT/GUARDIAN NAME (PRINT):

PARENT/GUARDIAN SIGNATURE:

DATE: DAY _____ MONTH _____ YEAR _____