

2024

INFORMATION PACK



JSTEP DANCE

INTRODUCTION

JSTEP DANCE

WHEN

WHERE

WHAT

WHY



JStep Dance was established in early 2011. Directed by Jayde Robertson, partnered with her Mother Cheryl Robertson. Located in the South Eastern Suburb of Cranbourne, approximately 45 minutes from the Melbourne CBD.

Classes at both recreational and competitive level, we are well known for a professional, yet fun and friendly learning environment. At JStep Dance we offer Classes in Hiphop, Breakdance, Tap & Jazz, Ballet, Jazzfunk, Acrobats, Contemporary, Competitive Hiphop, Hiphop Technique & Commercial Jazz in Heels.

Our goal is to teach the gift and share the love of dance in a way that will not only teach them dance technique but also life skills in the form of confidence, team work, discipline, dedication and completion.

CONTACT INFORMATION

PHONE: Jayde - 0433 063 056 / Cheryl - 0417 567 798

EMAIL: jstepdance@gmail.com

FACEBOOK: www.facebook.com/jstepdance

INSTAGRAM: @jstepdance

LOCATION: The Factory, Rehearsal Centre for the Arts, Building 5, 65 Berwick-Cranbourne Road, Cranbourne East

WEBSITE: www.jstepdance.com.au



2024

IMPORTANT DATES



TERM 1

Saturday 20th January 2024 - Term 1 Early Bird Discount Cut off Date

Saturday 3rd February 2024 - Term 1 Class Fees due - Late fee applies

Monday 5th February 2024 - Term 1 Classes commence

Sat 9th - Mon 11th March 2024 - No Classes due to Labour Day Weekend

Thursday 28th March 2024 - Term 1 concludes

TERM 2

Saturday 30th March 2024 - Term 2 Early Bird Discount Cut off Date

Saturday 13th April 2024 - Term 2 Class Fees due - Late fee applies

Monday 15th April 2024 - Term 2 Classes commence

Sat 8th - Mon 10th June 2024 - No Classes due to King's Bday Weekend

Wednesday 26th June 2024 - \$30 Non-Refundable Costume Deposit due

Thursday 27th June 2024 - Term 2 concludes

TERM 3

Saturday 29th June 2024 - Term 3 Early Bird Discount Cut off Date

Saturday 20th July 2024 - Term 3 Class Fees due - Late fee applies

Monday 22nd July 2024 - Term 3 Classes commence

Wednesday 18th September 2024 - \$20 Compulsory Concert fee due

Thursday 19th September 2024 - Term 3 concludes

TERM 4

Saturday 21st September 2024 - Term 4 Early Bird Discount Cut off Date

Saturday 5th October 2024 - Term 4 Class Fees due - Late fee applies

Monday 7th October 2024 - Term 4 Classes commence

Sat 2nd - Tues 5th November 2024 - No Classes due to Melb Cup Weekend

Sunday 1st December 2024 - Photo day 9am-3pm

Thursday 12th December 2024 - Term 4 concludes

Friday 13th December 2024 - 6pm Concert* at Bunjil Place, Narre Warren

Saturday 14th December 2024 - 12pm Concert* at Bunjil Place, Narre Warren

Sunday 15th December 2024 - Breakup Party 3pm-5pm at The Factory

Monday 16th December 2024 - 2025 Dance Crew Auditions

**The concert is the same show on both days, Students will be required at both concerts if participating.*



2024

TERM FEES



Please note that all costs include GST. Class fees are due the Saturday prior to the term beginning, positions in the class are only guaranteed once full term payment has been received. Fees are not paid by the specified date will incur a \$17.00 late fee per class. Casual Classes will be charged at \$22.00 a class, if that option is available.

COST PER CLASS Junior Dance Classes & Above - \$17.00 Tots Dance Classes - \$13.00

TERM COSTS FOR JUNIOR DANCE CLASSES & ABOVE

TERM 1 CLASSES 2024 - Must be paid by Saturday the 3rd of February 2024

MON - \$119 (7 wks)	TUES - \$136 (8 wks)	WED - \$136 (8 wks)	SAT - \$102 (6 wks)
---------------------	----------------------	---------------------	---------------------

TERM 2 CLASSES 2024 - Must be paid by Saturday the 13th of April 2024

MON - \$170 (10 wks)	TUES - \$187 (11 wks)	WED - \$187 (11 wks)	SAT - \$153 (9 wks)
----------------------	-----------------------	----------------------	---------------------

TERM 3 CLASSES 2024 - Must be paid by Saturday the 20th of July 2024

MON - \$153 (9 wks)	TUES - \$153 (9 wks)	WED - \$153 (9 wks)	SAT - \$136 (8 wks)
---------------------	----------------------	---------------------	---------------------

TERM 4 CLASSES 2024 - Must be paid by Saturday the 5th of October 2024

MON - \$153 (9 wks)	TUES - \$153 (9 wks)	WED - \$170 (10 wks)	SAT - \$136 (8 wks)
---------------------	----------------------	----------------------	---------------------

TERM COSTS FOR TOTS DANCE CLASSES

TERM 1 CLASSES 2024 - Must be paid by Saturday the 3rd of February 2024

MON - \$91 (7 wks)	TUES - \$104 (8 wks)	WED - \$104 (8 wks)	SAT - \$78 (6 wks)
--------------------	----------------------	---------------------	--------------------

TERM 2 CLASSES 2024 - Must be paid by Saturday the 13th of April 2024

MON - \$130 (10 wks)	TUES - \$143 (11 wks)	WED - \$143 (11 wks)	SAT - \$117 (9 wks)
----------------------	-----------------------	----------------------	---------------------

TERM 3 CLASSES 2024 - Must be paid by Saturday the 20th of July 2024

MON - \$117 (9 wks)	TUES - \$117 (9 wks)	WED - \$117 (9 wks)	SAT - \$104 (8 wks)
---------------------	----------------------	---------------------	---------------------

TERM 4 CLASSES 2024 - Must be paid by Saturday the 5th of October 2024

MON - \$117 (9 wks)	TUES - \$117 (9 wks)	WED - \$130 (10 wks)	SAT - \$104 (8 wks)
---------------------	----------------------	----------------------	---------------------

BANK TRANSFER DETAILS FOR CLASS FEES

BSB: 063 250 **ACC:** 1066 0032 **BANK:** Commonwealth Bank
REFERENCE: Student's Name & Surname



2024

SPECIAL OFFERS



EARLY BIRD DISCOUNT

The Special discount is available to those who pay term fees before the Early Bird cut off date. The class rate is reduced to \$15.00 a class. This discount is only available if fees are paid in full. Bank transfers must have cleared and be visible in our account by the due date to retrieve the discount. Any early bird payment after the due date will be questioned and require proof of payment on or before that date.

EARLY BIRD DISCOUNT TERM 1 - Must be paid by Saturday the 20th Jan 2024

MON - \$105 (7 wks)	TUES - \$120 (8 wks)	WED - \$120 (8 wks)	SAT - \$90 (6 wks)
---------------------	----------------------	---------------------	--------------------

EARLY BIRD DISCOUNT TERM 2 - Must be paid by Saturday the 30th of March 2024

MON - \$150 (10 wks)	TUES - \$165 (11 wks)	WED - \$165 (11 wks)	SAT - \$135 (9 wks)
----------------------	-----------------------	----------------------	---------------------

EARLY BIRD DISCOUNT TERM 3 - Must be paid by Saturday the 29th of June 2024

MON - \$135 (9 wks)	TUES - \$135 (9 wks)	WED - \$135 (9 wks)	SAT - \$120 (8 wks)
---------------------	----------------------	---------------------	---------------------

EARLY BIRD DISCOUNT TERM 4 - Must be paid by Saturday the 21st of Sept 2024

MON - \$135 (9 wks)	TUES - \$135 (9 wks)	WED - \$150 (10 wks)	SAT - \$120 (8 wks)
---------------------	----------------------	----------------------	---------------------

PAY 3 GET 4

Students who take 3 different classes a week will be given the option to participate in an additional class at no cost, totalling to 4 classes a week. The class of the lowest cost will be free. Fees must be paid by the current due date, otherwise this discount will be void.

FAMILY DISCOUNT

Families with 3 or more active students at JStep Dance can receive a free class for a 4th Family Member. This offer is only valid within immediate family. The class of the lowest cost will be free. Fees must be paid by the current due date, otherwise this discount will be void.

UNLIMITED CLASSES

This deal is \$75 per week per student. Based on weeks in a term not individual days. For example if one of your classes fell on a day that happened to be a public holiday when no classes are running you would still have to pay for that week. You would be restricted to your own age group classes first before joining other classes, to join classes outside of your age group; it would be based on level and availability within the class. This option cannot be split into separate payments, it must be paid in full prior to the term beginning. Late payments for this option will not be accepted. Once opted into this deal it is a term commitment, there will be no refunds for change of mind to this deal; For example If you dropped down to 4 classes instead of 6 where the value would be less, a refund of difference would not be available; however in the next term you could change to only paying for what you do.

TERM 1 - 8 Wks	TERM 2 - 11 Wks	TERM 3 - 9 Wks	TERM 4 - 10 Wks
\$600 - due 3/2/24	\$825 - due 13/4/24	\$675 - due 20/7/24	\$750 - due 5/10/24



2024

OTHER COSTS



NO ENROLMENT FEES

There are NO enrolment fees at JStep Dance and because of this we do not offer free trials. Free trials may be announced for particular classes if we are trying to build numbers & will be at the discretion of JStep Dance.

COMPULSORY CONCERT PARTICIPATION FEE

To help cover the costs of running showcases, we require a \$20.00 fee including GST per student for the end of year concert. This fee is non refundable, Please see important dates for due dates. THIS FEE IS COMPULSORY FOR PARTICIPATING STUDENTS covering insurances, music licensing, venue hire fees, venue staff fees etc.

COSTUME FEES

Information in regards to costumes will be sent out Early term 4 via email.

COSTUME DEPOSITS: A Non-Refundable Costume Deposit of \$30 is required for each class/style by the end of term 2 - Wednesday 26th June 2024

HIPHOP: Hip hop Costumes are purchased through JStep Dance and are to Keep. They cost anywhere between \$30 and \$65.

BREAKDANCE: Breakdance Classes wear White JStep Dance T-shirts with any Black pants and red accessories.

BALLET, CONTEMPORARY, JAZZ FUNK, ACROBATS & HEELS: Classes such as Ballet, Contemporary, Jazz funk, Acrobats and heels are single costumes that will either be a Hire Fee or a purchase from Maureen between \$30-\$65. On the occasion students will be required to obtain their own costumes.

TAP & JAZZ: Tap & Jazz Classes are combined classes therefore they will require 2 costumes - this will either be a Hire Fee or a purchase from Maureen between \$60-\$130 On the occasion students will be required to obtain their own costumes, student's will be notified if this is the case.

HIRE COSTUMES: Hire Costumes are outsourced by Maureen and all fees related to hire costumes will need to be paid to her. Single hire costumes will cost \$60.00 and a refund of \$30.00 will be given on return of costume via cash or Bank refund depending on original payment method. Double hire costumes will cost double the single costumes being a cost of \$120.00 and a refund of \$60.00 will be given on return of costume via cash or Bank refund depending on original payment method. To assist in the purchase or making of hire costumes a costume deposit of \$30 for single hires and \$60 for double hires will be required by the end of term 2. Please see important dates for due dates. Hire costumes are to be returned at Set Dates, late fees will apply for late returns.

BANK TRANSFER DETAILS FOR MAUREEN'S COSTUMES

BSB: 033 686 **ACC:** 679 214 **BANK:** Westpac Bank

REFERENCE: Student's Name & Surname hire



2024

UNIFORM FOOTWEAR



JStep Dance, Just Imagine Performing Arts has a set uniform policy and we are sure our students will wear their uniform with pride. Correct dance attire is essential for enhancing a student's competency in performing dance steps as well as preventing injury. We realise that if you are starting classes with us for the first time, it may take a couple of weeks for you to purchase the items required. JStep Dance clothing is available for purchase at our pop up reception. All other items can be purchased at dance wear stores such as Energetics and online.

UNIFORM

HIPHOP & BREAKDANCE: White JStep Dance T-Shirt with Black Shorts or Pants. Accessories are allowed within the JStep Dance colours. Students are welcome to wear other JStep Dance merchandise as well.

TAP, JAZZ, CONTEMPORARY, BALLET, ACROBATS, JAZZFUNK & HEELS:
GIRLS - Black JStep Dance top with black Dance shorts or Leggings (or) Black/Red Leotard, Tan Tights optional Black/Red wrap around. Hair is encouraged to be tied up in a high ponytail with a red ribbon (or) put in into a bun. A bun is highly recommended for ballet.

BOYS - Black JStep Dance top with black Pants or Shorts.

FOOTWEAR

DANCE STYLE	FEMALE	MALE
TAP	Tan Tap Shoes	Black Tap Shoes
JAZZ, JAZZFUNK & ACRO	Black Split Sole Slip on Jazz Shoes	Black Split Sole Slip on Jazz Shoes
BALLET & TOTS JAZZ	Pink Ballet Shoes	Black Ballet Shoes
CONTEMPORARY	Foot Thongs or Foot Undies	Foot Thongs or Foot Undies
HEELS	Any	Any
HIPHOP & BREAKDANCE	Sneakers (preferably in JStep Colours)	Sneakers (preferably in JStep Colours)



2024

RULES REGULATIONS



STUDIO CODE OF CONDUCT

- Students must obey their teacher's instructions at all times. Inappropriate behaviour will NOT be tolerated and parents will be notified.
- Students must show respect to not only their Teachers but Assistant Teachers, their class mates, fellow students and other Parents.
- Parents are not to compare their child to other participating students, please encourage your child to not compare themselves to others but to focus on their own dance journey.
- JStep Dance does not tolerate bullying and any issues raised will be dealt with accordingly. Please email jstepdance@gmail.com for a copy of our bullying policy should you need one.
- Food and Drinks are not allowed in the classroom with the exception of bottled water.
- Students are to have a bottle of water with their name clearly labelled on the bottle with them every class. It will be needed as it is necessary for students to stay hydrated throughout class.
- All Tots and Junior students are required to be taken to the toilet before class to help us minimise the amount of toilet trips made during class.
- Students and Families must wait quietly in the Foyer when waiting for their next class, Parents must help us ensure that children are not playing in the Lift or on the stairs. We encourage drop off and pick up as opposed to waiting in the foyer.
- Valuable items should not be brought to the studio as we will not be held responsible for any lost or stolen items.
- Students are NOT allowed to chew gum during class.
- ONLY students are allowed in class rooms. Parents and friends are not permitted unless invited by the teacher in charge of that particular class.
- Parents and students must obey any rules set by The Factory or Bunjil Place regarding OH&S as they are council facilities and we need to abide by their requirements/restrictions etc.

STUDIO PRESENTATION / UNIFORM

- Students must wear JStep Dance uniform and/or appropriate dance attire during classes.
- Girls' hair is encouraged to be tied up in a high ponytail with a red ribbon or in a neat Bun for all classes with the exception of Hiphop and Break dance.
- Names must be on all Dance attire, especially shoes. With so many of the same styles and colours it can get confusing.
- School uniform is not suitable for wearing in dance classes and the student may be asked to observe the class instead of participating if school uniform is worn.
- If JStep Dance uniform is not available for purchase or is in the wash, please wear clothing suitable for movement in our JStep Dance colours: Red, Black or White.

2024

RULES REGULATIONS CONTINUED...



STUDIO COMMUNICATION

- Parents or Main contact are responsible for putting the correct email and phone number into the online enrolment form.
- Information required to be read by Parents or Students will be sent via Text message and/or email.
- It is the main listed contact's responsibility to ensure that text messages or emails are read correctly. Text messages are not automated, they are written or edited to cater to the student receiving the message.
- Questions are encouraged to be sent via Email where possible or via Text/Call during business hours Monday-Friday. Text messages and Calls outside of business hours may need to wait until the following day for a response.
- Should your contact details change it is your responsibility to let us know as soon as possible.
- If you are not receiving emails or Text messages please let us know so that we can check that we have the right information on our records.
- It is the contact's responsibility to notify us if you will be ceasing enrolment, if we are unsure of your commitment you will continue to receive Text messages and Emails.
- Text messages are preferred to notify us of your absence and we will pass on to the teacher in charge.
- Please note that Cheryl is there to take payments and enrol students, If you have any questions or concerns, please discuss them with the director when it does not interfere with classes. The Director Jayde Robertson can be emailed on jstepdance@gmail.com.

PAYMENT & CANCELLATION POLICY

- All fees must be paid up by the due date or risk getting a \$17.00 late fee per class. Payment plans can be arranged if necessary. Payment plans can receive the early bird discount if paid in full before the early bird discount cut off date prior to the term beginning.
- There are No Refunds for change of mind or missed Classes. Makeup Classes will need to be booked in within the term they are missed and are subject to availability.
- There are No Refunds for costume deposits or concert participation fees.
- To hold your position in a class the term payment must be made in full prior to the term beginning, if full payment has not been received this could result in losing your place in the class.
- Should you require an invoice or a formal receipt an admin fee of \$20.00 will be charged. We are able to keep our prices affordable and without enrolment fees as we do not individually invoice.
- Payments via Bank transfer MUST have Student's First name & Surname as the Reference, the Payment may not be identified otherwise.
- Costumes will not be distributed until all outstanding fees have been paid.
- Due Dates are final, Early bird payments must be cleared by the due date, If we have received an early bird payment after the final date you will be contacted to provide your receipt to prove you made the payment prior to the due date. If a receipt with correct date cannot be provided you will need to pay the balance of what is owing.

JSTEP DANCE TIMETABLE 2024



MONDAY				TUESDAY			
STUDIO 1	STUDIO 2	STUDIO 3	STUDIO 4	STUDIO 1	STUDIO 2	STUDIO 3	STUDIO 4
		JUNIOR HIPHOP 4:30PM-5:15PM		JUNIOR HIPHOP 4:15PM-5:00PM		INTER TAP & JAZZ 4:00PM-5:00PM	
	COMPETITIVE HIPHOP 5:00PM-6:00PM	SUB-INTER HIPHOP 5:15PM-6:00PM		INTER HIPHOP 5:00PM-6:00PM	JUNIOR CONTEMPORARY 5:00PM-5:45PM	SUB-SENIOR TAP & JAZZ 5:00PM-6:00PM	
	COMPETITIVE HIPHOP 6:00PM-7:00PM	COMPETITIVE HIPHOP 6:00PM-7:00PM	12 & U HIPHOP TECHNIQUE 6:00PM-7:00PM	INTER JAZZFUNK 6:00PM-7:00PM	JUNIOR TAP & JAZZ 5:45PM-6:45PM	INTER/SENIOR ACROBATS 6:00PM-7:00PM	
13+ HIPHOP TECHNIQUE 7:00PM-8:00PM		COMPETITIVE HIPHOP 7:00PM-8:00PM		ADULT HIPHOP 7:00PM-8:00PM		SENIOR TAP & JAZZ 7:00PM-8:00PM	
COMPETITIVE HIPHOP 8:00PM-9:00PM						SENIOR JAZZFUNK 8:00PM-9:00PM	ADULT TAP & JAZZ 8:00PM-9:00PM
WEDNESDAY				SATURDAY			
STUDIO 1	STUDIO 2	STUDIO 3	STUDIO 4	STUDIO 1	STUDIO 2	STUDIO 3	STUDIO 4
INTER HIPHOP 4:00PM-5:00PM	TOTS BALLET 4:30PM-5:15PM	JUNIOR BALLET 4:15PM-5:00PM			TOTS HIPHOP 10:15AM-11:00AM	JUNIOR CONTEMPORARY 10:15AM-11:00AM	
15+ HIPHOP 5:00PM-6:00PM	JUNIOR JAZZFUNK 5:15PM-6:00PM	INTER CONTEMPORARY 5:00PM-6:00PM	BREAKDANCE 5:00PM-6:00PM		TOTS BALLET 11:00AM-11:45AM	JUNIOR HIPHOP 11:00AM-11:45AM	
SENIOR BALLET 6:00PM-7:00PM	INTER BALLET 6:00PM-7:00PM	JUNIOR/INTER ACROBATS 6:00PM-7:00PM	JUNIOR HIPHOP 6:00PM-6:45PM		TOTS TAP & JAZZ 11:45AM-12:30PM	JUNIOR JAZZFUNK 11:45AM-12:30PM	
	ADULT JAZZ EXTENSION 7:00PM-8:00PM	16+ HEELS 7:00PM-8:00PM	SUB-SENIOR JAZZFUNK 7:00PM-8:00PM				
		SENIOR CONTEMPORARY 8:00PM-9:00PM	ADULT CONTEMPORARY 8:00PM-9:00PM				

AGE COLOUR CODE KEY

TOTS	2-6 YEARS	SUB-SENIORS	13-16 YEARS
JUNIORS	6-9 YEARS	SENIORS	15-25 YEARS
SUB-INTERS	9-12 YEARS	ADULTS	18 YEARS +
INTERS	10-15 YEARS	AUDITION ONLY	AS LISTED

AGE KEY IS JUST A GUIDE & WILL ULTIMATELY DEPEND ON LEVEL OF THE STUDENT