

Friday 29 November 2019

Dear Parents

Thank you for your support in 2019. We are fortunate to have such a great team of students, teachers and families at the school and we do hope to see you all next year. This letter contains information about the re-enrolment process. We encourage you to take your time reading this note as in the past we have had families miss out on their desired class due to not reading this information.

2019 was a fun year at Caper and it started off with the announcement of our 2021 USA Tour. With over 260 people confirmed to be attending, we expect it to be an amazing experience! We had students perform at the Australia Day Show, Royal Easter Show, EQ Family Show, Hawkesbury Show, Darling Harbour Show and Rouse Hill Town Centre Christmas Parade. We still have performances planned at the Rouse Hill Town Centre Tree Lighting Ceremony, The Ponds Christmas Carols and the Christmas in the Hills Carols event in Bella Vista. Our Representative Team students achieved great results at eisteddfods and the Caper Team were finalists in the Hills Local Business Awards and won the Ready Set Dance Licensee award for the third year in a row. We were also pleased to offer additional opportunities such as RAD ballet exams, GWT tap exams, Dance Prescription workshops, the Turbo Technique Workshop, Industry Classes and our popular full-day dance and craft workshops. However of course the most exciting event was the Iconic Caper concert series!

We hope students have felt encouraged by our commitment to recognise their efforts, milestones and skill development. This year students took part in our junior 'take home handout' program and in class goal setting star charts. We delighted in seeing them earn themselves bag tags, trophies, Ready Set Dance concert medal, exam medals, 10-year trophies, 5-year badges and other in class certificates and stickers.

2020 JANUARY WORKSHOPS

The studio will be active during the January School Holidays with a growing list of events and workshops. The dates are listed below, for more details on how to book, please visit the calendar section on the App or the workshop page on our website.

- ☆ 16 December – Marko Panzic
- ☆ 19 & 20 December – Christmas Dance Workshop (choose 1 or 2 days)
- ☆ 14 January – Summer Dance Workshop
- ☆ 15 January – Summer Dance Workshop
- ☆ 15 January – Technique Boot Camp & Industry Class
- ☆ 20 January – Summer Dance Workshop
- ☆ 21 January – Summer Dance Workshop
- ☆ 22, 23, 24 January – RAD Ballet Exam Intensive
- ☆ 22 January – Technique Boot Camp & Industry Class
- ☆ 29 January – Technique Boot Camp & Industry Class

Please keep an eye out on the App, our website and social media for details on how to book.

2020 TIMETABLE

The 2020 timetable will be available on the app shortly. Every new timetable is a balance between the needs of our students, the availability and work schedules of our teachers, and the studio space we have available. If the timetable does not suit your personal needs we hope that you will understand that decisions made are based on juggling all these factors. It is our desire to create a timetable that is suitable for everyone and we apologise if this is not the case for you.

The timetable for 2020 will be a draft. Each year after finishing the enrolment process, we review the timetable and the class lists. We may amend the timetable if there is an opportunity to improve the schedule and better suit the needs of our students. We will be in contact with you directly over January if you are affected by any changes made to the timetable. If we change your class times to a degree that you can no longer attend, you are welcome to a refund of your enrolment fee and you will not be invoiced for any fees. Please note that in the past any changes made after enrolment have been minor.

QUESTIONS AND ADVICE IN CHOOSING CLASSES FOR 2020

We have the timetable available in the traditional table form as well as a list format that details the classes available for each age group. If your question is not covered in the timetable, you are welcome to contact us for assistance. However due to the high volume of phone calls and emails we receive this time of year we do appreciate you taking the time to read through our class guides thoroughly as we do spend time preparing these notes so that they can answer most of your questions this way.

VACANCIES ARE LIMITED – TAKE ADVANTAGE OF THE RE-ENROLMENT PERIOD

Classes can reach capacity before the end of December. For the past few months we have been receiving enquiries from new students interested to enrol for next year and we now have a large database of families keen to receive our enrolment information. Please read the information carefully and take advantage of the priority enrolment period offered to current students. The following conditions apply to re-enrolling at Caper:

- ☆ We do not hold or reserve positions in classes from one year to the next. Students must re-enrol.
- ☆ Enrolments are accepted online or in-person on your nominated day or anytime afterwards.
- ☆ Enrolments are subject to availability and will close once the capacity of the class is reached.
- ☆ We are unable to accept re-enrolments from families with outstanding fees.

ONLINE RE-ENROLMENTS

We are continuing with offering online enrolments this year. We have spent a significant amount of time improving the system and if any hiccups are encountered we will work hard to resolve any issues quickly. All current students will be emailed a weblink to receive priority enrolment. It will take you to the Trybooking website to process the enrolment fee. Once this step is complete you will receive a confirmation email that will include a link to the Caper Parent Portal where you can select your classes and complete the application form.

If you enrolled online last year you may already have a login and password. If you have forgotten them, choose the Password Reset option. If you did not enrol online in 2019, when you see the login details at the Caper Parent Portal, submit your email address and ask to reset the password. You will receive an email that will allow you to reset the password and then login. Upon login you will be able to select the class you wish to enrol in for 2020.

All classes have been set to "waitlist". Choose to see the classes with Wait Lists in order to see the classes available. At this stage in the enrolment process all classes are listed as "Wait List" for our own administration purposes. If a position is available on the wait list, you are right to assume that you have secured a position in the class (provided you have paid your registration fee and your child is eligible for the class). If the class is in fact full, you will not be able to access the wait list. In short, if you secure a position on the "wait list", it means you have secured a position in the class.

We will email you a confirmation of your classes after your registration is checked. We will be in touch if there are any issues with your enrolment (such as not paying the 2020 registration fee, not meeting enrolment requirements or whether you enrolled too early i.e. enrolled in one class during a period reserved for "four or more classes"). Please refer to the Enrolment times document on the App which will list the methods of enrolment and enrolment session dates.

STAGGERED ENROLMENT PROCESS

As in previous years, we will have set up a staggered enrolment process. Please refer to the "Enrolment Sessions" document specified times for enrolments. The purpose of this is to make the enrolment process more streamlined and not a huge rush of applications at the one time. Please be sure to enrol during your allocated time period. For instance, if a date is reserved for students enrolling in 4 or more classes, and you enrol at this time in only one class, your enrolment will be voided and your enrolment fee refunded. The same applies if you enrol your child in the wrong age group, i.e. a 2020 preschool student in the junior level class. If you do not follow the enrolment guidelines, you are at a higher risk of not securing your preferred class time as you will need to repeat the online registration process and the classes may have become fully booked in the meantime. We appreciate your cooperation in enrolling at the correct time and adhering to the class guidelines.

PRIORITY ENROLMENTS UNTIL 13 DECEMBER

All current students are given priority enrolment for 2020. We go to considerable effort to design our timetable to allow students to do multiple classes on one night (for instance, jazz, tap, ballet) so that they do not have to attend classes over a number of days in the week. For this reason we allow students who want to do multiple classes to enrol before students wanting to do only one class as it means they can organise their schedule to attend the studio only once in a week.

New student enrolments will be accepted from Friday 13 December (but may start earlier for new pre-school level students). We encourage you to take advantage of the re-enrolment period where students from 2019 receive priority over new students.

SIBLINGS

Depending on the classes your children attend, you may have separate enrolment times for siblings. Please enrol each child according to their specified enrolment time. For example, if you have a child doing Ready Set Dance and a child doing Senior Jazz, the Ready Set Dance enrolment can be one online from Monday 2 December and the Senior Jazz class can be done online from Wednesday 11 December.

If you have a child who was not a Caper student in 2019 but wants to enrol for 2020, then you are welcome to enrol that child during our re-enrolment period. Please note this is for siblings of current Caper students, not new students. If the sibling has not been enrolled at Caper before, you will need to contact the Caper office to add them to our database before you can enrol them online.

CLASSES THAT DO NOT PERFORM AT THE ANNUAL CONCERT

Please note that the following classes do not perform a routine at the Annual Concert:

- ☆ Ready Set Ballet
- ☆ Ballet Exam Intensives
- ☆ Rep Extend
- ☆ Grade 5 Ballet and RAD Major Exam classes (Intermediate & Intermediate Foundation)*
- ☆ Level 6, 7, 8 and 10 Tap*

* There will be concert routines for these ballet and tap levels. However the concert routine will only be taught in specific classes. These classes will be confirmed in Term 2, 2020.

ACROBATICS

We are having increasing interest in a range of dance styles including hip-hop and contemporary as well as providing more options for the different age levels. As a result we have made the difficult decision to remove the acrobatics classes to allow us to provide more popular classes. Although it is not a core dance style, we believe acrobatics training is a great complement to dance training and we are happy to help if you would like advice on where to do gymnastics or acrobatics classes locally.

CAPER JUNIORS POLICY

Students enrolling in Junior classes are required to enrol in consecutive classes. Students may not attend classes over two days unless it is due to a lack of vacancies. For instance doing Tap on one day and Jazz on the other is not possible. Likewise doing Ballet with the Saturday "A Stream" of Juniors and then tap with the Saturday "B Stream" of Juniors is not permitted.

If your child's birthdate means they are eligible to start "big" school in 2020, but you have decided to wait until 2021 to start primary school, you would enrol your child into Ready Set Dance/Ballet next year. We have classes that are designed for older preschool children. The Caper Juniors class is strictly for students in Kindergarten and Year 1 and keeping this consistency with the class means that we are able to offer the best service we can for this age level. There are many children in Ready Set Dance/Ballet who are of the age to attend school so your child will still be with their peers. At times we may require you to supply a letter from the school confirming enrolment. Your child will benefit from another year of pre-school dance for the same reasons they will benefit from delaying their start to school.

TERM 1 FEES FOR JUNIORS

Students taking enrolling in Ballet, Tap & Jazz (and therefore receiving priority enrolment) will receive an invoice for all three classes in Term 1. If you change your mind about enrolment in the three classes, families are financially obligated to pay the invoice in full regardless of when you notify us. We would like to make it clear before you enrol that there will be no exceptions to this policy.

COSTUMES

When enrolling in classes, please expect that a concert costume will be required for each class your child attends. This means that you may have to purchase a new concert costume for each class that your child attends.

GWT TAP EXAMS IN 2020

Information will be distributed about tap exams in February/March 2020. Please note that students are generally required to study Level 3 for two years and Level 6 for two years. Every other exam level is studied in one year. Exams are available for students in the Pre-Intermediate level (Year 2) or older. You may notice that that in 2020 students in Level 6, 7, 8 and 10 will not be required to attend two syllabus classes. We ask students in those levels to keep in mind that we may be holding additional tap exam workshops in the lead up to the exam. This information will be confirmed in the tap exam note in February/March 2020.

RAD BALLETS EXAMS IN 2020

Students preparing for a ballet exam in 2020 are required to pay their exam fee by Friday 25 January. This is the fee that is paid directly to the RAD on your behalf. You will receive an invoice in late December with the exam fee included as well as the January Intensives. A reminder that in order for us to be able to provide all the additional classes needed to prepare students for ballet exams, that payment is required for all holiday intensives irrespective of attendance. All ballet exams students are encouraged to make an effort to attend the January classes but for students who missed the Spring Intensive, the January Intensive is compulsory.

SCHOOL HOLIDAY OPENING HOURS

The Caper office will close on Friday 20 December at 1pm and will re-open again for phone calls and emails from Monday 6 January. The exact opening times of the studio will be confirmed over January.

2020 HANDBOOK

Please ensure you read the Handbook. It has term dates, school rules, policies, timetables and more. It will be uploaded to the App before the end of the year. There are no major changes to school policies.

2020 FEES

Please refer to the App for the fee structure and policy for 2020.

TERM ONE COMMENCEMENT DATE

Term 1 will resume on Thursday 30 January and the full term dates will be available on the App and the website.

GET SOCIAL WITH CAPER

We have a Facebook and Instagram page that are updated daily. Please like or follow "Caper School of Performing Arts" and keep up to date with all the studio news and events and great photos.

CAPER APP

The majority of the Caper community have downloaded and use the App. The App is our method of communication. It is essential to download the App to ensure you receive all the important information about Caper events.

To get the App you need to download "Team App" to your smart phone then search for Caper School of Performing Arts. You will have to request to be a member so please state the student's name and we will authorise you within 5 business days. Please note that the App can also be accessed via the internet on your computer on www.caperspa.teamapp.com so if you are reluctant to use a smartphone App, the web browser version may suit you better. We find that families who do not utilise the App have a different experience of communication at Caper, we cannot take responsibility for a lack of communication from families who will not use the App.

THANK YOU

We wanted to take this opportunity to thank the wonderful team we have supporting us at Caper. From our teaching faculty, administration staff, our backstage supervisors at the concert and the wonderful Dance Step students, the team at Caper make our studio such a special place to be!

ONWARDS TO 2020

We are very much looking forward to an exciting year ahead in 2020! It will be our eighteenth year of operation and we are excited to share this with you all. We would like to wish all our families a wonderful time over the festive season and a relaxing break in January.

Kind regards

**KATE McDERMOTT****BETH McDERMOTT**