

Handbook

We want Caper@Home to fill the void left by social distancing. We want to **connect** our **community** and continue to share our love of dance. We want students to be **engaged** and **active** and to gain **confidence** through the attainment of **skills**. We are all missing out on so much at the moment. We don't want that "missing out" to extend to our dancers **development** and **progression**.

WELCOME

At the start of the year we certainly did not foresee the launch of Caper@Home but here we are pivoting to this online platform. It is challenging but exciting. We have missed the connection with our students and community and so are looking forward to the opportunities presented by Caper@Home.

We realise a lot of dance schools and organisations in similar industries transferred classes online last term. We have considered a number of different scenarios and have decided that online classes at Caper should be an opt-in service. We plan to provide make-up classes for the cancelled Term 1 lessons in Term 2 so that the experience is consistent with what students had signed up for in the beginning of the year.

We have spent time since the studio's physical closure in training teachers in the online format, as well as time investing in the learning new systems, developing safety procedures and quality control measures. We have also been checking in with our Caper families through a survey and ensuring that the model we provide best meets everyone's needs.

OPT-IN SERVICE

Caper@Home is completely opt-in. Everyone is welcome but if you are unable to join us in the virtual world you place at Caper is secure and you can join us again when it is safe for us to hold classes at the studio.

FREE BONUS WEEK!

We are offering a free bonus week from Monday 20 April. However bookings for the course will still be accepted after this date. We encourage families to take advantage of the free bonus week which means you receive 6 lessons for the price of 5. Caper@Home officially runs from Monday 27 April until Sunday 30 May (5 Weeks) but we will also be running the full schedule from 20-26 April as a free bonus week, extending the term to 6 weeks.

PRICING

- ☆ All classes will be 40 minutes.
- ☆ Each course is \$70.00
- ☆ Bookings are non-refundable. There are no replacement classes for absenteeism.
- ☆ All classes need to be pre-paid via Trybooking.
- ☆ If social distancing restrictions are lifted before the end of the course (30 May) and we are permitted to return to our usual schedule at the studio, Caper@Home classes will be cancelled. Any cancelled Caper@Home classes will be refunded on a pro-rata basis.

CREATIVE KIDS VOUCHERS

Creative Kids Vouchers can be accepted for Caper@Home. If you would like to redeem a voucher, please book and pay via Trybooking to reserve your place. Then email us your voucher and your bank account details and we will refund you the cost of the course. Please allow up to 7 business days to receive your refund.

If the total of your online classes is less than \$100, the difference between the voucher and the cost of the class will be added to your account as a credit. The refund to your bank account will be for the amount spent on online classes. For example if you spend \$70 on online classes, you will receive a \$70 refund and a \$30 account credit.

ACTIVE KID VOUCHERS

Unfortunately Service NSW has advised us that Active Kids Vouchers cannot be redeemed for online classes.

AVAILABILITY

We will be limiting enrolments in all classes to ensure we can deliver the class at a high standard. Please book early to avoid disappointment. If your desired class does sell out, please let us know as there may be others in your situation and we can look at options to schedule another class.

Minimum numbers are required for each class so a class does not meet the minimum enrolments it may be cancelled and families refunded.

EXAMS

We are continuing to offer exam content online. If you are interested in an exam this year, we recommend enrolling in these classes to ensure you are ready when the exam date is known. It is not compulsory for exam students to attend the classes but please be ready to accept that non-attendance may have an effect on your exam mark. We may provide extra rehearsals in the future for exams students once we know the date. However this will only be if it is needed for the whole grade and not as an option for people who did not attend online classes and need to catch up.

REP TEAM & SHOW TEAM

The online Rep Team and Show Team classes are for the students enrolled in these classes in Term 1. We encourage Rep Team and Show Team students to join the zoom classes but it is not compulsory. Our goal is that the content in these classes will be relevant for future learning and performances.

ZOOM

We will be using Zoom to conduct the online classes. If you do not have an account, please visit the website below and sign up to a free account:

<https://zoom.us/signin>

In order to join your Caper@Home dance class, you will need a Meeting ID and password. This will be emailed to you before your class starts. The email address you enter on Trybooking is the email address we will use to contact you about the zoom classes. Below is an online tutorial showing you how to do this:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

There is a lot of information available online on how to use Zoom. Prior to the class we do encourage you to familiarise yourself with this program to avoid any technical difficulties. We also recommend enabling a "mirror" from your device to a television screen as this means your child can view the class on a larger screen than an tablet, laptop or computer.

ONLINE SECURITY

Make sure your profile is your student name or family name. If your username is "iPad", "Dave – work", "Sydney Electrical", Danielle@gmail.com " it is hard for us to identify you. We like to identify everyone for safety reasons as we do not want to let any unknown persons inside our dance class. Here is a link to with instructions on how to change your profile name know:

<https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile>

We generate unique passwords for each course. For child safety do not share the passwords with anyone.

Student Terms & Conditions

As an overarching principle, we ask all students to show respect when interacting online with the Caper community. This involves firstly respecting themselves with the type of conduct they put out into the online world, and of course, respect for their teachers and fellow students. If students apply the principle of acting with respect, the online experience should be a positive one for all. Participating in Caper@Home indicates your acceptance of the following terms and conditions

CYBER SAFETY

- ☆ Do not share the meeting ID or password with any other person outside of your household.
- ☆ Do not share any personal information about yourself (for example home address, the school you attend, etc.) during the zoom class.
- ☆ If you notice anything out of the ordinary online when taking Caper @ Home classes, please notify the teacher and your parents immediately. All lessons will be recorded.
- ☆ Do not accept a Caper online zoom class unless it is from a "@caperonline.com.au" domain name.
- ☆ Students and parents are not allowed to distribute or share any videos or photos from the class. This is for child safety/privacy reasons.
- ☆ Do provide a neutral backdrop to your home dance space so any identifying information is removed.

PHYSICAL SAFETY

- ☆ Students participate at their own risk.
- ☆ An adult must be nearby to supervise and provide assistance if required.
- ☆ Ensure there is adequate space to dance.
- ☆ Ensure there are no hazards nearby and the floor surface is non-slip.
- ☆ Avoid activities if you have current health concerns, injuries, aches and pains.

MOBILE / USE OF COMPUTER

Students are not to use their mobile phones, or computer for personal use during a Zoom class.

CLASS PROCEDURES

- ☆ Students will enter the "waiting room".
- ☆ Students are required to be punctual to class. Teachers need to approve each student manually into the class from the waiting room. Therefore if you are late it will disrupt the flow of the class.
- ☆ The teacher will end the class for all attendees at the conclusion.

STUDENT CODE OF CONDUCT

- ☆ Student must not swear or use inappropriate language
- ☆ Students must not use the chat feature
- ☆ Students must not use screen share
- ☆ Students must dance clothes and appropriate footwear
- ☆ Students are encouraged to cheer on their fellow students and behave in a positive manner. Students are not permitted to make negative or disparaging comments about each other during the class or afterwards.

SOCIAL NETWORKING POLICY

For child safety reasons and to protect staff, students/parents are not to communicate with teachers directly/privately online.

RAISING CONCERNS AND FEEDBACK

If a student has a concern about some aspect of the Caper@home program, teacher or fellow student, please bring this feedback directly to Beth and Kate.

Class Guide via Age Group

PRE-SCHOOL

101	Ready Set Dance, Monday 10am – 10:40am
201	Ready Set Ballet, Tuesday 10am – 10:40am
301	Ready Set Dance, Wednesday 10am – 10:40am
401	Ready Set Ballet, Thursday 10am – 10:40am
604	Ready Set Dance, Saturday 9am – 9:40am
605	Ready Set Ballet, Saturday 10am – 10:40am

JUNIORS (Kindergarten and Year 1 at school)

207	Junior Jazz, Tuesday 4pm – 4:40pm
208	Junior Ballet, Tuesday 5pm – 5:40pm
504	Junior Jazz, Friday 4pm – 4:40pm
505	Junior Ballet, Friday 5pm – 5:40pm
601	Junior Jazz, Saturday 9am – 9:40am
602	Junior Ballet, Saturday 10am – 10:40am
603	Junior Tap, Saturday 11am – 11:40am

PRE-INTERMEDIATE (Year 2 and Year 3 at school)

309	Conditioning & Tech Aged 8–12, Wednesday 7pm – 7:40pm
312	Pre-Int/Level 2 Tap, Wednesday 6pm – 6:40pm
410	Pre-Int Ballet, Thursday 4pm – 4:40pm
501	Pre-Int Technique, Friday 4pm – 4:40pm
506	Pre-Int Jazz, Friday 6pm – 6:40pm
606	Pre-Int/Level 1 Tap, Saturday 11am – 11:40am

INTERMEDIATE (Year 4 and Year 5 at school)

Continue scrolling for more tap options

309	Conditioning & Tech Aged 8–12, Wednesday 7pm – 7:40pm
408	Level 3 Tap, Thursday 6pm – 6:40pm
411	Int Ballet, Thursday 5pm – 5:40pm
413	Level 3 Tap B, Thursday 6:50pm – 7:30pm
502	Int Technique, Friday 5pm – 5:40pm
503	Int Jazz, Friday 6pm – 6:40pm

PRE-SENIOR (Year 6 and Year 7 at school)

Continue scrolling for more tap options

306	Conditioning & Tech Aged 13+, Wednesday 4pm – 4:40pm
309	Conditioning & Tech Aged 8–12, Wednesday 7pm – 7:40pm
402	Pre-Snr Technique, Thursday 4pm – 4:40pm
403	Pre-Snr Jazz, Thursday 5pm – 5:40pm

SENIOR (Year 8 and up)

Continue scrolling for more tap options

306	Conditioning & Tech Aged 13+, Wednesday 4pm – 4:40pm
404	Snr Technique, Thursday 6pm – 6:40pm
405	Snr Jazz, Thursday 7pm – 7:40pm

Class Guide via Age Group (cont'd)

SHOW TEAM (JAZZ)

211	Pre-Snr Show Team, Tuesday 5pm – 5:40pm
212	Pre-Int Show Team, Tuesday 6pm – 6:40pm
412	Int Show Team, Thursday 6pm – 6:40pm
406	Snr Show Team, Thursday 4pm – 4:40pm

REP TEAM

102	14u Rep Jazz, Monday 4pm – 4:40pm
103	Open Rep Jazz, Monday 4:45pm – 5:25pm
104	12u Rep Jazz, Monday 5:30pm – 6:10pm
105	10u Rep Jazz, Monday 6:15pm – 6:55pm
106	12u Rep Contemporary, Monday 4:40pm – 5:20pm
108	14u Rep Contemporary, Monday 6:20pm – 7pm
107	Open Rep Contemporary, Monday 5:30pm – 6:10pm
209	6u Rep Jazz, Tuesday 6pm – 6:40pm
306	Conditioning & Tech Aged 13+, Wednesday 4pm – 4:40pm
307	14u/Open Rep Lyrical, Wednesday 5pm – 5:40pm
308	10u/12u Rep Lyrical, Wednesday 6pm – 6:40pm
309	Conditioning & Tech Aged 8–12, Wednesday 7pm – 7:40pm
310	8u Rep Jazz, Wednesday 4pm – 4:40pm

BALLET EXAMS

202	Primary Ballet, Tuesday 3:15pm – 3:55pm
203	Grade 1 Ballet, Tuesday 4pm – 4:40pm
204	Grade 2 Ballet, Tuesday 4:45pm – 5:25pm
205	Grade 3 Ballet, Tuesday 5:30pm – 6:10pm
206	RAD Advanced, Tuesday 6:15pm – 6:55pm
302	Grade 4 Ballet, Wednesday 4pm – 4:40pm
303	Grade 5 Ballet, Wednesday 4:45pm – 5:25pm
304	RAD Int Found Ballet, Wednesday 5:30pm – 6:10pm
305	RAD Intermediate Ballet, Wednesday 6:15pm – 6:55pm

TAP LEVELS (OPEN TO ALL TAP STUDENTS)

210	Level 4 Tap, Tuesday 4pm – 4:40pm
311	Level 8 Tap, Wednesday 5pm – 5:40pm
312	Level 2 Tap, Wednesday 6pm – 6:40pm
408	Level 3 Tap, Thursday 6pm – 6:40pm
413	Level 3 Tap B, Thursday 6:50pm – 7:30pm
409	Level 6 Tap, Thursday 7pm – 7:40pm
407	Level 9 Tap, Thursday 5pm – 5:40pm
606	Level 1 Tap, Saturday 11am – 11:40am

DATES

Free Week:	20 April – 25 April
Week 1:	27 April – 2 May
Week 2:	4 May – 9 May
Week 3:	11 May – 16 May
Week 4:	18 May – 23 May
Week 5:	25 May – 30 May

Timetable (Monday to Wednesday)

MONDAY	
PINK ROOM	BLUE ROOM
10:00 – 10:40 101 READY SET DANCE EMILIA & MILLIE	
4:00 – 4:40 102 14u REP JAZZ ASHLEIGH	
4:45 – 5:25 103 OPEN REP JAZZ ASHLEIGH	4:40 – 5:20 106 12u REP CONTEMP. EMMA
5:30 – 6:10 104 12u REP JAZZ ASHLEIGH	5:30 – 6:10 107 OPEN REP CONTEMP. EMMA
6:15 – 6:55 105 10u REP JAZZ ASHLEIGH	6:20 – 7:00 108 14u REP CONTEMP. EMMA

TUESDAY		
PINK ROOM	GREY ROOM	BLUE ROOM
10:00 – 10:40 201 READY SET BALLET EMILIA & TEGAN		
3:15-3:55 202 PRIMARY BALLET NATALIE		
4:00 – 4:40 203 GRADE 1 BALLET NATALIE	4:00 – 4:40 207 JNR JAZZ MADDI H & MILLIE	4:00 – 4:40 210 LEVEL 4 TAP TEGAN
4:45 – 5:25 204 GRADE 2 BALLET NATALIE	5:00 – 5:40 208 JNR BALLET MADDI H & MILLIE	5:00 – 5:40 211 PRE-SNR SHOW TEAM TEGAN
5:30 – 6:10 205 GRADE 3 BALLET NATALIE	6:00 – 6:40 209 6u JAZZ MADDI H & MILLIE	6:00 – 6:40 212 PRE-INT SHOW TEAM TEGAN
6:15 – 6:55 206 RAD ADVANCED NATALIE		

WEDNESDAY		
PINK ROOM	GREY ROOM	BLUE ROOM
10:00 – 10:40 301 READY SET DANCE EMILIA & CAITLIN		
4:00 – 4:40 302 GRADE 4 BALLET NATALIE	4:00 – 4:40 AGED 13+ 306 CONDITIONING & TECH EMMA	4:00 – 4:40 310 8u REP JAZZ KATE R
4:45 – 5:25 303 GRADE 5 BALLET NATALIE	5:00 – 5:40 307 14u/Open REP LYRICAL EMMA	5:00 – 5:40 311 LEVEL 8 TAP KATE R
5:30 – 6:10 304 RAD INT FOUND NATALIE	6:00 – 6:40 308 10u/12u REP LYRICAL EMMA	6:00 – 6:40 312 LEVEL 2 TAP KATE R
6:15 – 6:55 305 RAD INTERMEDIATE NATALIE	7:00 – 7:40 AGED 8-12 309 CONDITIONING & TECH EMMA	

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Timetable (Thursday to Saturday)

THURSDAY			
TIME	PINK ROOM	GREY ROOM	BLUE ROOM
10:00 – 10:40	401 READY SET BALLET EMILIA & RILEY		
4:00 – 4:40	402 PRE-SNR TECH SARAH	406 SNR SHOW TEAM KATE	410 PRE-INT BALLET TEGAN
5:00 – 5:40	403 PRE-SNR JAZZ SARAH	407 LEVEL 9 TAP KATE R	411 INT BALLET TEGAN
6:00 – 6:40	404 SNR TECHNIQUE TEGAN	408 LEVEL 3 TAP A KATE R	412 INT SHOW TEAM SARAH
7:00 – 7:40	405 SNR JAZZ TEGAN	409 LEVEL 6 TAP KATE R	413 LEVEL 3 TAP B SARAH

FRIDAY 2020		
TIME	PINK ROOM	BLUE ROOM
4:00 – 4:40	501 PRE-INT TECH CAITLIN & RILEY	504 JUNIOR JAZZ EMILIA & SARAH
5:00 – 5:40	502 INT TECH CAITLIN & RILEY	505 JUNIOR BALLET EMILIA & SARAH
6:00 – 6:40	503 INT JAZZ EMILIA & SARAH	506 PRE-INT JAZZ CAITLIN & RILEY

SATURDAY		
TIME	PINK ROOM	BLUE ROOM
9:00 – 9:40	601 JUNIOR JAZZ TEGAN & RILEY	604 READY SET DANCE MADDI H & SARAH
10:00 – 10:40	602 JUNIOR BALLET TEGAN & RILEY	605 READY SET BALLET MADDI H & SARAH
11:00 – 11:40	603 JUNIOR TAP TEGAN & RILEY	606 LEVEL 1 TAP MADDI H & SARAH

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