



# **Centrestage Enrolment Procedure Guide for 2012**

The following guide has been enclosed to help you understand how the enrolment procedure will take place for **all** students wishing to do classes at Centrestage in 2012

## **1. Enrolments**

- Each student must fill in the **2012 Enrolment Form** with all necessary information

## **2. Class Requests**

- Tick all the boxes  to select the classes that you wish to do at Centrestage in 2012, including private lessons on the **2012 Enrolment Request Form**. If you are a new student please also indicate experience level.
- **Send or hand-deliver BOTH forms NO LATER THAN SATURDAY DECEMBER 10TH. Enrolments are being processed from then on, so your requests need to be here to ensure a place in the desired classes – especially for privates.**

*NB. No enrolments will be processed without payment of the administration fee of \$30.00. If the fee is not received with the forms, it will be disregarded until payment is made. **This fee contributes to the APRA licence and public liability insurance that we are required to provide. It is a non refundable administration fee and is separate to your 2012 fees.***

## **3. Student Placement**

- By early January 2012, each student should be notified which classes they have been enrolled in for 2012. Some allocation of private lessons will occur at this stage but some will not be allocated until after holiday period.
- With this information you will also receive a **Class Confirmation Form**. This form will need to be sent back to the school and is the final part of the enrolment process.

## **4. Class Confirmation**

- You must now complete the class confirmation form and return it by mail to the school. This is a vital part of the enrolment process as once the form is returned **your place will be secured** in each selected class.
- Confirmation forms will need to be returned to Centrestage by **January 16<sup>th</sup> 2012** in order for them to be processed before the beginning of **Term 1 on Monday 30<sup>th</sup> January 2012** and all students can be officially placed into correct classes.

**Please be aware of our Summer School 2012 commencing Mon Jan 16<sup>th</sup> – Fri Jan 20<sup>th</sup> which is open to all current and new Centrestage students. Bookings are now open.**

## **Centrestage Performing Arts School**

15 Albert St. East Brunswick Vic 3057 Tel: 03 9380 8480 (ext. 1) Fax: 03 9380 8371  
Email: [info@centrestageschool.com.au](mailto:info@centrestageschool.com.au) [www.centrestageschool.com.au](http://www.centrestageschool.com.au)



# 2012 TIMETABLE

As of Feb 1st, 2012



## MONDAY

TIME	STUDIO A	STUDIO B	STUDIO C	STUDIO D
4:00-4:30				
4:30-5:00				
5:00-5:30		ADVANCED STREET TAP	11 - 12 YR BALLET	
5:30-6:00				
6:00-6:30	9-13 YR ADVANCED JAZZ		OPEN BALLET A	
6:30-7:00				
7:00-7:30				
7:30-8:00	ADVANCED JAZZ			
8:00-8:30				
8:30-9:00				
9:00-9:30				

## THURSDAY

TIME	STUDIO A	STUDIO B	STUDIO C	STUDIO D	
4:00-4:30					
4:30-5:00	PREP BALLET	7 & 8 YR OLD BALLET			
5:00-5:30					
5:30-6:00	UNDER 13 TOP TROUPE REHEARSAL	INTERMEDIATE BALLET EXAM	SENIOR 2 DRAMA TH		
6:00-6:30					
6:30-7:00					
7:00-7:30	SENIOR MUSICAL THEATRE	9 & 10 YR OLD BALLET	SENIOR 3 DRAMA TH		
7:30-8:00					
8:00-8:30					
8:30-9:00					
9:00-9:30					

## TUESDAY

TIME	STUDIO A	STUDIO B	STUDIO C	STUDIO D	
3:30-4:00					
4:00-4:30					
4:30-5:00	UNDER 10 TOP TROUPE REHEARSAL	PRIMARY BALLET EXAM			
5:00-5:30			GRADE 3 BALLET EXAM	INTERS 1 DRAMA MB	
5:30-6:00					
6:00-6:30	UNDER 17 TOP TROUPE REHEARSAL	GRADE 4 BALLET EXAM	DRAMA (TBA)		
6:30-7:00					
7:00-7:30					
7:30-8:00		INTERMEDIATE FOUNDATION BALLET EXAM			
8:00-8:30					
8:30-9:00					
9:00-9:30					

## FRIDAY

TIME	STUDIO A	STUDIO B	STUDIO C	STUDIO D	
4:00-4:30					
4:30-5:00	SENIOR LYRICAL				
5:00-5:30					
5:30-6:00					
6:00-6:30		INTERS HIP HOP	SENIOR JAZZ		
6:30-7:00	OPEN AGE TROUPE				
7:00-7:30					
7:30-8:00			SENIOR TAP		
8:00-8:30	ADVANCED HIP HOP				
8:30-9:00					
9:00-9:30					

## WEDNESDAY

TIME	STUDIO A	STUDIO B	STUDIO C	STUDIO D		
4:00-4:30						
4:30-5:00						
5:00-5:30	INTERS 2 DRAMA RS	INTERS 3 DRAMA SD	JUNIOR DRAMA RC			
5:30-6:00						
6:00-6:30	SEMI-PRO DRAMA (18+) IC		ADVANCED 1 DRAMA RS			
6:30-7:00						
7:00-7:30						
7:30-8:00						
8:00-8:30						
8:30-9:00						
9:00-9:30						

## SATURDAY

TIME	STUDIO A	STUDIO B	STUDIO C	STUDIO D		
8:30-9:00						
9:00-9:30	7-9 YR JAZZ TECHNIQUE	3-4 YR JAZZ & TAP	PRIMARY JAZZ & TAP			
9:30-10:00						
10:00-10:30	7-9 YR TAP TECHNIQUE	INTERS A BALLET	INTER B MUSICAL THEATRE			
10:30-11:00						
11:00-11:30	10-12 YR JAZZ TECHNIQUE	INTERS ACRO	SENIOR ACRO			
11:30-12:00						
12:00-12:30	10-12 YR TAP TECHNIQUE	JUNIOR BALLET	ADVANCED JAZZ			
12:30-1:00						
1:00-1:30	INTERS A MUSICAL THEATRE	INTRO TO MUSICAL THEATRE				
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30	ADVANCED MUSICAL THEATRE	UNDER 10 & UNDER 13 JAZZ TOP TROUPE				
3:30-4:00						
4:00-4:30				UNDER 10 & UNDER 13 TAP TOP TROUPE		
4:30-5:00						

<b>Admin Fee Paid</b>
Date: _____
Signed: _____

## STUDENT ENROLMENT FORM 2012

Please fill in *all* sections clearly.

**Note: All enrolments must be accompanied by a \$30 admin fee to gain a class placement**

### STUDENT INFORMATION

Given Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Home Phone: \_\_\_\_\_

Student Mobile: \_\_\_\_\_

1<sup>st</sup> Email Address: (Parent)  
*Please print clearly*

2<sup>nd</sup> Email Address: (Student)  
*Please print clearly*

Date of Birth: (    /    /    ) Age (as of 1/1/2012)

Relevant Medical History:  
 \_\_\_\_\_

### PARENT INFORMATION

Parent Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please fill out questionnaire on reverse side

## PAST EXPERIENCE

**Year** commenced at Centrestage Performing Arts School (if applicable)

**20**      

Have you ever danced before?

For how long?

At what school?

Have you ever competed in dance competitions in either solos or troupes?

Have you any ballet exam qualifications?

Have you ever learnt singing?

Have you any drama/acting training?

Film, Television or Stage performance experience?

What do you hope to gain by training at Centrestage?

How did you hear about us?

Are you a member of the Centrestage Agency? Or interested?

# Class Request Form for 2012

This form *must* be returned no later than Saturday December 10th, 2011 along  
With your *\$30 enrolment fee* otherwise your request will not be processed



Student Name: \_\_\_\_\_ Age you will be on Jan 1<sup>st</sup> 2012 : \_\_\_\_\_ Tel: \_\_\_\_\_

Please tick  the classes you wish to enrol in for 2012. This request form is the first step in working out the number of classes that need to be set in place to accommodate demands in 2012.

Classes	
DANCE	Tick to request
Broadway Jazz	
Tap	
Street Tap	
Classical Ballet	
Ballet exam (2hrs minimum a week)	
Hip Hop	
Acrobatics	
<b>Competitive troupes (invitation only for 'TOP TROUPE')</b>	
Lyrical	

Classes	
DRAMA	Tick to request
Junior Drama (7-9 years)	
Intermediate Drama (10-12 years)	
Senior Drama (13-16 years)	
Advanced Drama (16+ years)	
Semi Pro Drama (18+ years)	
MUSICAL THEATRE	Tick to request
Introduction to Musical Theatre (4-6 YRS)	
Inters A Musical Theatre (7-12 YRS)	
Inters B Musical Theatre (6-10 YRS)	
Senior Musical Theatre (12 YRS PLUS)	
Advanced A Musical Theatre (16 YRS PLUS)	
Advanced B Musical Theatre (16 YRS PLUS)	

Private Lessons	Length		Age		Tick to Request	Preferred Teacher
	Half Hour	1 Hour	Under 18	18+		
Dance						
Singing						
Piano						

Private Lessons - Day/Time Requests	
If you have requested a private lesson, please give <i>three</i> preferred day and time options in the space provided below	
Preferred Day	Time



# 2011/2012

In signing this form I acknowledge that:

- 1) I am enrolled for the entire year unless Centrestage Performing Arts School are notified immediately at time of cessation in writing/email.
- 2) All fees are invoiced by the term, and payment of fees is due by the end of the second week of each term. I understand that if payment terms are not met, my child/I (if over 18) may be excluded from class and all performances until such payments are made. **I also understand that a \$40 late fee will be automatically invoiced once my fees are more than 2 weeks overdue.**
- 3) I understand that fee payments are non-refundable. Consideration may be given in exceptional circumstances and a credit note may be issued for use at Centrestage.
- 4) I hereby authorise Centrestage Performing Arts School to use any images or recordings of my/my child's classroom or performance work for publicity purposes only. I can also request to view images before publication if desired.
- 5) I hereby authorise Centrestage Performing Arts School or their agent, consent, where it is impractical to communicate with me, to the student receiving medical care or surgical treatment that may be deemed necessary and be liable for any medical expenses.
- 6) I have read, understand and accept the Centrestage Terms and Conditions of Payment and Enrolment **printed on the back of this agreement** with an additional copy also being provided to me.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_



**Centrestage Performing Arts School herein 'Centrestage'  
Terms and Conditions for Payment and Enrolment**

**1. Fee Payments**

- 1.1 There is an annual Administration fee of \$30 which must be paid upon enrolment.
- 1.2 All fees are invoiced by the term and due by the end of the second week of each term.
- 1.3 An automatic interest amount of \$40.00 will be added to your invoice at the commencement of Week Four if fees remain unpaid.
- 1.4 Students may be excluded from class and all performances until such payments are made.
- 1.5 Fee payments are non-refundable.
- 1.6 Consideration may be given in exceptional circumstances and a credit note may be issued.

**2. Production and Costumes**

*Productions are significant events for Centrestage. With a great deal of cost, time and effort required to organise productions the following is required.*

- 2.1 Students enrolled with Centrestage will participate in productions and attend all classes and rehearsals required.
- 2.2 Students must pay an additional costume fee for all productions.
- 2.3 Any production and costume fees paid are non-refundable.

**3. Classes**

- 3.1 All Classes, with the exception of specified open classes, are closed to onlookers. Centrestage holds open classes during Terms 1, 2 & 3.
- 3.2 Students must be punctual to all classes. This is especially important in regards to dance classes to ensure students are involved in their class warm up, which is necessary in order to avoid injury.
- 3.3 Students or their Parent/Guardian must call or email a manager prior to the commencement of the class if the student is running late or is going to be absent.

**4. Copyright, Recordings and Photography**

- 4.1 Centrestage is the copyright owner of any recordings (audio, video) or photographs of students participating in Centrestage classes, rehearsals or productions.
- 4.2 Centrestage may use recordings of students participating in Centrestage classes, rehearsals or productions for publicity without the need for further consent or approval.

**5. Health & Accidents**

- 5.1 Students must advise Centrestage at the commencement of enrolment if they have any health problems and/or require medication. Centrestage cannot be responsible for the administration of medication or ensuring suitable health precautions are in place to suit all participants.
- 5.2 Students (and their Parents/Guardians) acknowledge that Centrestage activities are physical and may involve the risk of accidents occurring.
- 5.3 If students are affected by a contagious medical condition Centrestage must be notified immediately. The student will be unable to return to classes until such time as recommended by the student's Doctor and Centrestage is provided with a Doctors Certificate confirming the Doctor's recommendation.

***Please keep a copy of these Terms and Conditions along with your Centrestage receipts for your records***

# Fee Structure for 2012

As at Feb 2012

<b>PRIVATE RATES (in conjunction with other CStage Classes)</b>	
<b>Total number of hours per week</b>	<b>\$ Rate per Lesson (GST inc.)</b>
0.5 hour (under 18 years of age)	\$ 24.00
1 hour (under 18 years of age)	\$ 39.00
0.5 hour (over 18 years of age)	\$ 34.00
1 hour (over 18 years of age)	\$ 59.00

<b>PRIVATE RATES (when no other CStage Classes are taken)</b>	
<b>Total number of hours per week</b>	<b>\$ Rate per Lesson (GST inc.)</b>
0.5 hours (under 18 years of age)	\$ 34.00
1 hour (under 18 years of age)	\$ 49.00
0.5 hour (over 18 years of age)	\$ 44.00
1 hour (over 18 years of age)	\$ 69.00

<b>No. of Hours Per Week</b>	<b>Total Cost Per Term (GST inc.)</b>
1	\$141.50
1.5	\$216.00
2	\$275.00
2.5	\$345.50
3	\$387.00
3.5	\$452.55
4	\$482.00
4.5	\$544.50
5	\$566.50
5.5	\$610.50
6	\$621.00
6.5	\$656.50
7	\$672.00
7.5	\$708.75
8	\$736.00
8.5	\$770.95
9	\$799.20
9.5	\$842.65
10	\$865.00

# AUDITIONS 2012!

Centrestage Agency is an established and well-respected talent agency which represents children.

All Centrestage students are eligible to audition for the 2012 intake. Currently our agency is looking for outgoing young people to undertake professional work in TV commercials, stage and film.

WE WILL BE HOLDING OUR  
2011 AUDITIONS ON:  
SUN 29<sup>TH</sup> JANUARY 2012  
AND  
SUN 5<sup>TH</sup> FEBRUARY 2012

TO REGISTER PLEASE SEND YOUR  
HEADSHOT AND SINGLE PAGE RESUME TO:

[dace@centrestagegroup.com.au](mailto:dace@centrestagegroup.com.au)

For more information about our agency & the auditions  
please follow the Children's Auditions and  
Joining Centrestage links on the website.

PTY LTD