



**DANCE
PROJECT
STUDIOS**
dance is for everyone

Dance Project Studios
A9 Ocean Gardens
Triq is-Sikka
Bahar ic-Caghaq, NXR 5169
Mob +356 79283343
Office +356 21383613
Admin +356 79596178
info@danceproject.com.mt

DPS School Policy & Regulations

V3.2-231001

Principal Structure & Contact Information

Managing Director

Ing Matthew Bianco

E. matthew@danceproject.com.mt

M. +356 99849495

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Artistic Director & Principal

Ms Kristina Ann Bianco

E. kristina@danceproject.com.mt

M. +356 79283343

Administrator

Ms Leanne Calleja

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M. +356 79596178

General

- It is understood that Parents, Guardians and Students are familiar with this DPS School Policy & Regulations and fully accept to abide by them. These Regulations shall remain in force at all times. This document shall remain available via the school Administrator and on the Dance Project Studios website.
- It is understood that Parents, Guardians and Students participating in online classes are familiar with the [DPS Virtual Studio Regulations](#) and fully accept to abide by them. These Regulations shall remain in force at all times. This document shall remain available via the school Administrator and on the Dance Project Studios website.
- Each student must have a fully completed [New Student Registration Form](#) on file with the school administrator. Any incomplete fields on the forms are to be discussed with Artistic Director.



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- Each student should have a fully completed application form for each and every term/ course on file with the school Administrator. Any incomplete fields on the form are to be discussed with Artistic Director. It is the parents' and student's responsibility to ensure that all registered details are kept updated with any amendments by logging into their respective [MindBody profile](#) and updating any details accordingly.
- Dance Project Studios primary means of communication with our customers for new services, service updates, invoicing and receipts is via email to the single email address noted with each student profile on registration, in conjunction with the [Dance Project Studios official website](#).
- It is understood that Parents, Guardians and Students are familiar with the [DPS General Data Protection Policy](#) and fully accept to abide by them. These Regulations shall remain in force at all times. This document shall remain available via the school Administrator and on the Dance Project Studios website.
- It is understood that Parents, Guardians and Students are familiar with the [DPS Copyright Statement](#) and fully accept to abide by it. More specifically, any choreographic work produced by Dance Project Studios during the course of tuition/workshops and for the purpose of any production/performance/competition whatsoever, shall remain the sole intellectual property of Dance Project Studios in its entirety. For clarity, choreographic works shall under no circumstances be reproduced by a student/s or any other third-party without the explicit written consent from a DPS Director.
- Customer data shall be collected, stored, transmitted, manipulated and processed as deemed necessary by the Directors for the purposes of research, management, monitoring and performance of both the student and the school.
- Tuition Fees are to be settled **prior to term start**. Students may not be allowed to participate in class should payment not be settled by the second week of term **at the latest**.
- Early Bird pricing on service fees may be offered from time to time. Early Bird pricing will be available for registration with settlement of fees up until the specified Early Bird deadline following which our Standard Fees become applicable. For clarity, Dance Project Studios are to receive both registration/s and full term/programme payment **ahead of the Early Bird deadline** in order for customers to take advantage of the Early Bird pricing offer.



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- Dance Project Studios typically schedule a 3 week Christmas break and a 3 week Easter break with a 1 week Mid Term break each term through the scholastic year. Furthermore, we shut down over the *Santa Maria* week in summer. No standard schedule classes occur over these closure periods. We aim to align our scheduled Mid Term breaks with academic school mid terms, however, this is not always feasible dependent on the calendar year and events/ activities that are in our planning pipeline. No standard schedule classes occur on public holidays. Classes falling on public holidays are not postponed and there shall be no pro-rata refund of tuition fees for such classes.
- Service fees are due on registration for the service, i.e. ahead of the service provision, and not on invoice. Invoices for any remaining unsettled term service fees are typically issued between the second and fifth week of each term. Product fees are due on order and not on delivery of products. All invoices will be communicated to the single email address noted with each student profile on registration and they become immediately due.
- Failure to effect payments when due will constitute a default. A Late Payment Administration Fee may become applicable on overdue tuition fees. Furthermore, Dance Project Studios reserve the right to charge interest at 1% per month if fees are not settled within our terms of payment. In the event of a default, Dance Project Studios shall have the right to refer such defaults to a credit reference agency/ies for database registration.
- Services not attracting sufficient registrations may be withdrawn without notice. Should a service attract less than four (4) students, Dance Project Studios reserves the right to treat the service as a private lesson in terms of service fees and therefore private lesson rates will become chargeable accordingly. Customers will be consulted on such decisions.
- Schedules are subject to minor changes in order to optimise service delivery.
- Student absences for any reason whatsoever are not credited on account or replaceable except in exceptional circumstances and at the sole discretion of the Directors. For clarification, student absences resulting from quarantine directives and/or isolation for any reason whatsoever are not credited on account or replaceable. In the event of mandatory quarantine or isolation of a student, Dance Project Studios will endeavour to facilitate virtual participation of affected student for the classes in which they are enrolled for the effective period.
- Dance Project Studios reserve the right to substitute a class teacher as may become necessary. We will endeavour to replace any classes cancelled due to teacher unavailability.
- Class placement is entirely at the Artistic Director's discretion.



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- Dance Project Studios shall **not** be held liable or in breach of any service agreement if there is any total or partial failure of performance to deliver services as occasioned by death or grievous physical injury resulting in an incapacity to perform, any act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, prevention from or hindrance in obtaining any raw materials, energy or other supplies, labour disputes of whatever nature and any other reason beyond the control of the studio Directors. If Dance Project Studios is unable to perform its duties and obligations as a direct result of the effect of one of those reasons, the studio directors shall give written notice to impacted customers of the inability which sets out full details of the reason in question. Dance Project Studios' operations may be suspended during the period (and only during the period) in which the reason continues. Forthwith upon the reason ceasing to exist, Dance Project Studios will endeavour to resume service delivery as soon as reasonably possible.
- All deposits and/ or fees are non-refundable except in exceptional circumstances and at the sole discretion of the Directors. For clarification, fees relative to missed classes as a result of closure directives, quarantine directives and/or isolation are absolutely non-refundable.
- Dance Project Studios reserve the right to transition to online delivery of classes (ie virtual classes) at any point and at short notice should the need arise. No fee refunds will be considered under such circumstances.
- Students are expected to be punctual for class. It is at the teacher's discretion whether to allow a late student to enter/ participate in a class.
- Students must be promptly collected once their lessons are finished or the scheduled event/ rehearsal/ performance has concluded. Dance Project Studios will not assume responsibility for students following their lessons. More specifically, Dance Project Studios will not monitor or be responsible for who collects students from the studios and/ or other organised activities. Any exceptional circumstances are to be agreed up front in writing with Artistic Director.
- A parent or guardian to a student up to 16 years of age is to accompany the student whenever ascending/ descending the main stairs on the way into and out of the school.
- The upstairs entrance door to the studios is to be kept in a closed position at all times.
- Students must be respectful to fellow students and teachers in and out of school. Any form of rudeness and/ or bullying will **not be tolerated**.



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- Due to the physical nature of classes offered at Dance Project Studios, it is understood and accepted that teachers and/ or teaching assistants may have to physically touch and handle students during lessons and rehearsal activities in order to administer correction and direct on appropriate technique.
- It is understood and accepted that some students, particularly at Nursery to Grade 1 levels, may require assistance from teachers and/ or teaching assistants whilst changing and/ or using bathroom facilities.
- Students are expected to attend a minimum of 80% of lessons in both **Autumn Term & Winter Term** to participate in the **Annual School Production**. Exceptions with a valid reason require discussion between parent and Artistic Director.
- Students are expected to attend a minimum of 80% of lessons in **Autumn Term, Winter Term & Spring Term** in order to sit for **any examinations** hosted by Dance Project Studios. Exceptions with a valid reason require discussion between parent and Artistic Director.
- Whether a student is allowed to sit for an examination or not is at Artistic Directors discretion and will be decided following consultation with the respective teacher/s.
- No chewing gum is allowed anywhere at the school.
- No eating is allowed within the studios with the exception of the designated Summer Programme lunch breaks which are supervised by Dance Project Studios' staff accordingly.
- Drinks must be in plastic bottles that can be opened and closed again.
- No jewellery or watches in class except for small studded earrings.
- Mobile phones are to be switched off or put on silent in the studios. It is at the teacher's discretion to collect mobile phones during class and to return them to student/ s at the end of class.
- Jackets, bags and shoes are to be left in the assigned or flexi hallway cubbyholes.
- Electronics and other expensive items are not recommended at school. They are the sole responsibility of the individual student.



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- Students shall not:
 - bring friends onto school premises without prior approval of Artistic Director
 - abuse any school equipment/ facilities or use them in a manner other than their intended purposes. Any wilful, negligent or deliberate damage must be paid for in full by the person who caused it;
 - behave in a disorderly, violent or rude manner;
 - smoke anywhere within the school premises;
 - bring with them/ consume alcoholic beverages and/ or narcotics within the school and/ or at any school event;
 - come to school whilst under the influence of alcohol and/ or narcotics.
- All patrons entering Dance Project Studios shall not bring any pets to the studios at any time, regardless of how domesticated they are.
- Dance Project Studios and its Directors, Officers and Administrators accept no liability whatsoever for any loss, damage to, or theft of personal property which may occur within the school premises or at any organised event.
- Parents, guardians and students agree to the public display of any of Dance Project Studios' images and video footage from classes, performances, trips or activities that students may participate in, in accordance with the [DPS General Data Protection Policy](#).
- Parents, guardians and students agree to release Dance Project Studios, all its teachers, assistants and representatives from any injury and actions causing injury that a student attending lessons, rehearsals and/ or events/ activities may sustain.
- It is understood that Parents, Guardians and Students are familiar with the [DPS Customer Health Policy](#) and fully accept to abide by them. These Regulations shall remain in force at all times. This document shall remain available via the school Administrator and on the Dance Project Studios website.
- Parents, guardians and students give unconditional permission to Dance Project Studios' teachers, assistants and representatives to administer First Aid and secure the necessary medical attention and care for students in the event of illness or injury, including the provision of First Aid and the requesting of ambulance services as necessary. It is understood that every effort will be made to make contact with the Emergency Contact or Guardian/s on file with Administrator, particularly in case of emergency.



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Jazz Classes

- Modern Theatre students must align with classes as follows:
 - Baby (P&C) 45 minutes per week for ages 2-3 Years
 - Nursery 1 hour per week for ages 3-4 Years
 - Pre Primary 1 hour per week for ages 4-5 Years
 - Primary 2 hours per week (Exam at 5 Yrs)
 - Grd 1 2 hours per week (Exam Year)
 - Grd 2 Yr 1 2 hours per week
 - Grd 2 Yr 2 2 hours per week (Exam Year)
 - Grd 3 Yr 1 2 hours per week
 - Grd 3 Yr 2 2 hours per week (Exam Year)
 - Grd 4 Yr 1 3 hours per week
 - Grd 4 Yr 2 3 hours per week (Exam Year)
 - Grd 5 Yr 1 & Yr 2 4.5 hours per week (Exam Year)
 - Grd 6 Yr 1 & Yr 2 4.5 hours per week (Exam Year)
 - Inter Foundation 4.5 hours per week (Exam Year)
 - Intermediate 1.5 hours per week Syllabus
& 1.5 hours per week Jazz Adv Funk
& 1.5 hours per week Jazz Adv Lyrical
 - Advanced 1 & 2 (2 to 3 Yrs)
1.5 hours per week Syllabus
& 1.5 hours per week Jazz Adv Funk
& 1.5 hours per week Jazz Adv Lyrical



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- Students wishing to take only 1 class per week of Jazz from Grade 1 upwards will **not be allowed** to participate in the Annual School Show and will **not be allowed** to sit for examinations. Furthermore, students will only be accepted subject to availability within the respective class with first preference given to students working towards examinations.
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#). Teacher may disallow students to participate in class if not in full uniform.
- Hair must be neat and tidy in a ponytail for all Jazz classes.

Hip Hop Classes

- DPS Hip Hop Diploma students must align with classes as follows:
 - Baby (P&C) 45 minutes per week for ages 2-3 Years
 - Nursery 1 hour per week for ages 3-4 Years
 - Pre Primary 1 hour per week for ages 4-5 Years
 - Primary 1 hour per week
 - Grd 1 1 hour per week
 - Grd 2 Yr 1 1 hour per week
 - Grd 2 Yr 2 1 hour per week
 - Grd 3 Yr 1 1 hour per week
 - Grd 3 Yr 2 1 hour per week
 - Grd 4 Yr 1 1 hour per week
 - Grd 4 Yr 2 1 hour per week
 - Grd 5 & 6 1 hour per week
 - Inter Found 1 hour per week
 - Inter to Adv 1 hour per week



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- Full uniform is to be worn for every class as per [DP Uniform Regulations](#).
Teacher may disallow students to participate in class if not in full uniform.
- Hip Hop sneakers with **non-marking** soles must be worn for classes.
- Hair for Hip Hop classes is completely open and up to students.

Ballet Classes

- Ballet students must align with classes as follows:
 - Baby (P&C) 45 minutes per week for ages 2-3 Years
 - Nursery 1 hour per week for ages 3-4 Years
 - Pre Primary 2 hours per week (Exam 4-6 Yrs)
 - Primary 2 hours per week (Exam 6-7 Yrs)
 - Standard 1 2 hours per week (Exam 7-8 Yrs)
 - Grd 1 2 hours per week (Exam 8-9 Yrs)
 - Grd 2 3 hours per week (Exam 9-10 Yrs)
 - Grd 3 3 hours per week (Exam 10-11 Yrs)
 - Grd 4 4 hours per week (Exam 11-12 Yrs)
 - Grd 5 4 hours per week (Exam Min Age 9 Yrs)
 - Grd 6 4 hours per week (Exam Min Age 10 Yrs)
 - Inter Foundation & intermediate:
4.5 hours per week (Exam Min Age 12 Yrs)
 - Advanced 1 & 2:
4.5 hours per week



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- Students wishing to take only 1 class per week of Ballet from Primary upwards will not be allowed to sit for examinations and will only be accepted subject to availability within the respective class. Note that students working towards examinations will be given first priority in registering for these classes.
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#). Teacher may disallow students to participate in class if not in full uniform.
- Hair must be neat and tidy in a bun with a bun holder or net.

Acro Dance Classes

- Acrobatic Arts students must align with classes as follows:
 - Baby (P&C) 45 minutes per week for ages 2-3 Years
 - Nursery 1 hour per week for ages 3-4 Years
 - Pre Primary 1 hour per week
 - Primary 1 hour per week
 - Level 1 1 hour per week
 - Level 2 1 hour per week
 - Level 3 1 hour per week
 - Level 4 2 hours per week
 - Level 5 2 hours per week
 - Level 6 2 hours per week
 - Level 7 2 hours per week
- It is recommended that Acro Dance students from Level 2 upwards attend a minimum of 2 hours per week of Ballet classes together with their Acro Dance class/es.
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#). Teacher may disallow students to participate in class if not in full uniform.



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- Hair must be neat and tidy in a ponytail for all Acro Dance classes.

The Musical Theatre Programme

- Students must align with classes as follows:
 - Musical Theatre All Grades:
3 hours per week comprising of:
 - 1 hour Musical Theatre Jazz Dance
 - 30 min Drama
 - 30 min Vocal
 - 1 hour Tap (Recommended)
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#).
Teacher may disallow students to participate in class if not in full uniform.
- Hair must be neat and tidy in a ponytail for all Musical Theatre classes.

Tap

- Students must align with classes as follows:
 - Tap All Grades:
1 hour per week
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#).
Teacher may disallow students to participate in class if not in full uniform.
- Hair must be neat and tidy in a ponytail for all classes.

Modern Contemporary

- Students must align with classes as follows:
 - Modern Contemporary All Grades:
1 hour per week
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#).
Teacher may disallow students to participate in class if not in full uniform.
- Hair must be neat and tidy in a ponytail for all classes.



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Spanish

- Students must align with classes as follows:
 - Spanish All Grades:
1 hour per week
- Full uniform is to be worn for every class as per [DP Uniform Regulations](#).
Teacher may disallow students to participate in class if not in full uniform.
- Hair must be neat and tidy in a bun with a black bun holder.