



TCDA Code of Conduct for Students and Parents/Carers

Version 1

Effective Date: March 15, 2025

TCDA Pty Ltd
ACN 617 607 253
ABN 93 656 571 166

INTRODUCTION

At Tamworth City Dance Academy (TCDA), we believe that "Dance is the Vehicle, Life is the Lesson." This Code of Conduct outlines our expectations for students and parents/carers to ensure a safe, respectful, and positive environment for everyone. By enrolling with TCDA, students and their parents/carers agree to uphold these standards.

OUR VALUES

TCDA is guided by five core values:

- **Integrity:** Being honest and ethical in all interactions
- **Courage:** Making brave decisions and venturing outside comfort zones
- **Accountability:** Taking responsibility for actions and commitments
- **Respect:** Valuing the individuality and contributions of others
- **Excellence:** Striving for the highest standards in everything we do

STUDENT CODE OF CONDUCT

ATTENDANCE AND PREPARATION

- Arrive at least 10 minutes before class to prepare and warm up
- Attend classes regularly and notify TCDA of necessary absences
- Come properly dressed according to TCDA's uniform guidelines
- Bring appropriate footwear and water bottle to every class
- Listen attentively during instruction and ask questions when needed

BEHAVIOR AND ATTITUDE

- Show respect to all teachers, staff, volunteers, and fellow students
- Follow all instructions from TCDA teachers and staff
- Maintain a positive attitude and be open to constructive feedback
- Support fellow dancers and celebrate their achievements
- Report any concerns, injuries, or issues to teachers promptly
- Refrain from using personal electronic devices during class time
- Focus on personal improvement rather than comparing to others

SAFETY AND WELLBEING

- Inform teachers of any injuries or health conditions before class
- Participate in proper warm-up and cool-down procedures
- Never attempt advanced skills without proper supervision
- Keep the dance space clear of personal items and potential hazards
- Follow all emergency procedures when instructed
- Report any safety concerns immediately

RESPECT FOR FACILITIES

- Treat TCDA property and equipment with care
- Keep changing areas, studios, and common spaces clean and tidy
- Dispose of waste properly and participate in recycling efforts
- Report any damages or maintenance issues to staff
- Only consume food and drinks in designated areas

DIGITAL CONDUCT

- Obtain permission before taking photos or videos in the studio
- Never share photos or videos of other students without consent
- Use social media responsibly when mentioning or representing TCDA
- Keep communications with TCDA staff and other students respectful
- Report any concerning online behaviour to parents and TCDA staff

PERFORMANCES AND EVENTS

- Commit to rehearsal schedules for performances
- Arrive on time and prepared for all performances and events
- Show support for all performers regardless of role or ability
- Follow all venue-specific rules and requirements
- Represent TCDA with pride and professionalism

PARENT/CARER CODE OF CONDUCT

SUPPORTING YOUR DANCER

- Ensure your child arrives on time and prepared for class
- Notify TCDA of absences in advance whenever possible
- Support your child's practice at home when appropriate
- Encourage a healthy balance between dance and other commitments
- Provide positive reinforcement focused on effort and improvement
- Communicate any concerns directly with TCDA management

COMMUNICATION AND ENGAGEMENT

- Read all communications from TCDA and respond promptly when necessary
- Update contact information and student health details as needed
- Direct questions or concerns to appropriate staff through official channels
- Attend parent meetings and stay informed about TCDA activities
- Respect staff time by scheduling appointments for extended discussions
- Provide constructive feedback through appropriate channels

FINANCIAL RESPONSIBILITY

- Pay all fees by the specified due dates
- Understand that term fees must be paid in full regardless of missed classes
- Notify TCDA promptly if experiencing financial difficulties
- Be aware that unpaid fees may result in withheld costumes and performance restrictions
- Recognize that the annual registration fee is non-refundable

RESPECT AND BOUNDARIES

- Remain in designated waiting areas during classes
- Interact respectfully with all TCDA staff, volunteers, and other families
- Support TCDA's professional decisions regarding class placements and casting
- Address conflicts through proper channels following TCDA's Complaint Handling Policy
- Respect the privacy and personal boundaries of staff and other families
- Avoid negative discussions about TCDA, its staff, or other students/families
- Support TCDA's commitment to diversity and inclusion

SAFETY AND COMPLIANCE

- Ensure emergency contact information is current and accurate
- Disclose any medical conditions or special needs that may affect participation
- Follow all safety protocols and procedures during TCDA events
- Comply with designated drop-off and pick-up procedures
- Never approach or collect another child without parent and staff permission
- Follow all TCDA policies regarding photography and recording
- Abide by TCDA's no-smoking/no-vaping policy anywhere on the premises

VOLUNTEERING AND PARTICIPATION

- Consider supporting TCDA events and performances when possible
- Follow volunteer guidelines and respect the leadership of TCDA staff
- Maintain confidentiality regarding any sensitive information
- Model positive behaviour and TCDA values when representing the studio
- Encourage a community spirit that celebrates all students' efforts

CHILD SAFETY COMMITMENT

TCDA is committed to providing a child-safe environment where children are protected and empowered. Our Child Safe Child Friendly Policy ensures:

- Zero tolerance for child abuse or harm
- Comprehensive staff screening and training
- Clear procedures for reporting concerns
- Respect for the diverse needs and backgrounds of all children
- Regular review of safety practices and policies
- Open communication channels for children and families
- A physically and emotionally safe space for all children

If you have any concerns regarding child safety, please contact Paul Singh (Child Safety Officer) immediately at 0438 621 440.

BREACH OF CODE

Breaches of this Code of Conduct will be addressed according to TCDA's policies and procedures:

- Minor breaches may result in verbal or written warnings
- Repeated breaches may lead to temporary suspension
- Serious breaches may result in termination of enrolment
- All breaches will be documented and handled confidentially
- TCDA will ensure fair process in addressing all concerns

ACKNOWLEDGMENT

By enrolling with TCDA, students and their parents/carers acknowledge they have read, understood, and agree to follow this Code of Conduct. This Code should be read in conjunction with TCDA's other policies and procedures available at our studio office or upon request.

TCDA Director: Paul Singh

For questions or concerns: 0438 621 440 or paul@tamworthcitydance.com.au

This Code of Conduct will be reviewed annually and updated as needed.