

Welcome to the 2026 dance year! We're looking forward to another year of dance classes in the beautiful Basin.

Foothills Dance Academy aims to encourage students to get active and interact with their classmates and teachers during classes. We teach safe dance technique along side a love of music and movement - all in a friendly and caring environment.

All teachers are qualified, hold current first aid certificates and Working With Children Checks. Foothills Dance Academy provides professional dance education at all levels and styles, to ensure students enjoy dancing and creating new friendships.

STYLES OF DANCE

BALLET

Graceful, elegant and a great technical foundation, classical Ballet classes are a great introduction into the dance world for any dancer. Foothills Dance Academy follows the Royal Academy of Dance syllabus, which provides comprehensive progression and excellent ballet training, all while encouraging students' love of movement, performance and music.

JAZZ

A combination of stretches, exercises and dance routines, Jazz classes are a fun outlet for the energetic student or students wishing to keep active.

CONTEMPORARY

Combining technique, interpretation and free flowing dance, Contemporary classes are great for students wanting to express their emotions through dance.

MOVING LITTLE MOUNTAINS

Foothills Dance Academy's program for toddlers through to six-year-olds, Moving Little Mountains offers classes in Ballet, Jazz and contemporary. Combining movement, music and imagination, students will enjoy learning new skills in a fun and nurturing environment.

ADULT

From beginners to experienced dancers, adult classes are a great way to get moving, keep fit and make new friendships.

EXAMINATIONS

At Foothills Dance Academy, students attending ballet classes have the opportunity to participate in Royal Academy of Dance (RAD) examinations. A world-recognised ballet syllabus, the RAD examination system has options for students to complete each level through Graded Examination, Class Award or Solo Performance. Participating in RAD classes and examinations gives students something to aim for and work towards, while giving parents feedback on how students are progressing.

SHOWCASE

The Annual Showcase is Foothills Dance Academy's end-of-year performance. This is a fun, relaxed and exciting performance where the students have the opportunity to perform on a professional stage, in costume in front of an audience. Two performances have been scheduled this year to ensure all families get to watch their students dance on stage. Please see **Important Dates** for all Showcase dates. Please note that dates, times and locations are subject to change and may be affected by enrolments.

INCLUDED IN THIS INFORMATION PACK:

2026 Timetable

Uniform Fact Sheet

Fees Fact Sheet

Important Dates

Code of Conduct

Commitment to Child Safety

Contact Information

TUESDAY - Venue TBA, MISS JESSICA

TIME	CLASS	APPROXIMATE AGE
4:30-5:00	Junior Jazz	6-8
5:00-5:45	Junior Ballet	6-8
5:45-6:30	Junior and Intermediate Contemporary	6-10
6:30-7:30	Senior and Senior Advanced Ballet	12+
7:30-8:15	Senior and Senior Advanced Jazz	12+
8:15-9:15	Adult Ballet	16+

WEDNESDAY - Venue TBA, MISS JESSICA

TIME	CLASS	APPROXIMATE AGE
4:30-5:15	Pre-Senior Contemporary	10-12
5:15-6:15	Pre-Senior Ballet	10-12
6:15-6:45	Pre-Senior Jazz	10-12

SATURDAY - Venue TBA, MISS JESSICA

TIME	CLASS	APPROXIMATE AGE
9:00-9:30	Teeny Dancing	Toddler
9:30-10:00	Tiny Ballet	2-4
10:00-10:30	Tiny and Petit Jazz	2-6
10:30-11:00	Petit Ballet	4-6
11:00-12:00	Senior and Senior Advanced Ballet	12+
12:00-12:45	Senior and Senior Advanced Contemporary	12+

Timetable is subject to change and is dependant on the number of students enrolling in each class.

Teen Dancing: toddlers accompanied by an adult

Tiny: 2 turning 3, and 3 turning 4

Petit: 4 turning 5, and 5 turning 6

Junior: 6 turning 7, and 7 turning 8

Intermediate: 8 turning 9, and 9 turning 10

Pre-Senior: 10 turning 11 and 11 turning 12

Senior: 12 turning 13 and 13 turning 14

Senior Advanced: 15 and over

Adult: 16 and older

Please note: Students are assessed as individuals and will be placed into the appropriate class on recommendation from the class teacher. Students will progress into the next level annually. Therefore if a student has a birthday in April they do not progress into the next level immediately.



DANCE ACADEMY

0418 740 379

info@foothillsdanceacademy.com.au

At Foothills Dance Academy each style of dancing has a uniform. Wearing the appropriate uniform, especially dance shoes, assists students to prepare mentally and physically for each style of dance. Below is a detailed list of uniform requirements for each age group and dance style, as well as recommended brands. Please note that some images apply to various age groups and styles. Foothills Dance Academy jackets are available for families to purchase. Order forms will be sent via email.



Recommended items: Energetiks Short Sleeve Leotard CL02 and Mock Wrap Skirt CS27 in Ballet Pink

MOVING LITTLE MOUNTAINS and JUNIOR BALLET

- Light Pink Short Sleeve Leotard
- Light Pink Mock Wrap Skirt
- Pink Ballet Tights
- Pink Ballet Shoes with elastics
- Optional Pink Crossover or Dance Jumper
- Hair secured in a neat ballet bun



Recommended items: Energetiks Footed Jazz Tights and Black V Band Shorts

MOVING LITTLE MOUNTAINS and JUNIOR JAZZ

- Light Pink Short Sleeve Leotard
- Black Jazz Shorts
- Tan Tights
- Tan Jazz Shoes with no laces
- Optional Pink Crossover or Dance Jumper
- Hair tied securely and off the face



Recommended items:
Footundeez - Child Shoes

MOVING LITTLE MOUNTAINS and JUNIOR CONTEMPORARY

- Light Pink Short Sleeve Leotard
- Black Jazz Shorts
- Convertible Ballet Tights
- Contemporary Shoes/Thongs
- Optional Pink Crossover or Dance Jumper

INTERMEDIATE BALLET



Recommended items:
MDM Ballet Shoes

- Bloch RAD Rani Leotard in Teal
- Pink Ballet Convertible Tights
- Pink Ballet Shoes with elastics
- Canvas Character Shoes (lower heel)
- Character Skirt
- Optional Crossover or Dance Jumper
- Hair secured in a neat ballet bun

INTERMEDIATE JAZZ



Recommended items:
MDM Protract Leather Jazz Shoes

- Bloch RAD Rani Leotard in Teal
- Black Dance Shorts
- Tan Tights
- Tan Jazz Shoes with no laces
- Optional Crossover or Dance Jumper
- Hair tied securely and off the face

INTERMEDIATE CONTEMPORARY



Recommended items:
Footundeez - Child Shoes

- Bloch RAD Rani Leotard in Teal
- Black Dance Shorts
- Convertible Ballet Tights
- Contemporary Shoes/Thongs
- Optional Crossover or Dance Jumper
- Hair secured in neat bun

RAD GRADE 6 and ADULT BALLET



Recommended items:
Bloch Demi Pointe Shoes

- Any Style Black Leotard
- Pink Ballet convertible Tights
- Pink Ballet Shoes with elastics OR Demi Pointe Shoes with ribbons
- Pointe shoes with ribbons*
- Optional Crossover or Dance Jumper
- Hair secured in a neat ballet bun

**For students participating in Pointe class*

Please Note: Adults may wear active wear clothing for ease of movement.



Recommended items:
Bloch Karacter Boys' Canvas
Character Shoes

MALE BALLET

- White T-Shirt or Leotard
- Black Shorts or Footless Tights
- White Socks
- White Canvas Ballet Shoes
- Canvas Character Shoes*
- Hair off face

**For students participating in RAD classes and exams*



Recommended items:
MDM Protract Leather Jazz Shoes

MALE JAZZ

- White T-Shirt or Leotard
- Black Shorts or Black Footless Tights
- White Socks
- Black Jazz Shoes with no laces
- Hair off face



Recommended items: Energetiks
Short Sleeve Leotard BL02 in White

MALE CONTEMPORARY

- White T-Shirt or Leotard
- Black Shorts or Footless Tights
- White Socks
- Contemporary Shoes/Thongs
- Hair off face



Foothills Dance Academy highly recommend MDM shoes for all our students

MDM shoes provide the correct levels of support,
controlled resistance and sensory awareness.



Your nearest MDM Stockists are:

Knox Dancewear
434 Burwood Highway
Wantirna South VIC 3152

Dance Art
207 Mt Dandenong Road
Croydon VIC 3136



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FEES FACT SHEET

At Foothills Dance Academy there are two options for families to pay for their dance classes: casually or by the term. Fees are charged per dance class. There are no refunds if students miss classes or leave during the term.

TERM FEES

Families choosing to pay their fees by term will be sent an invoice by week 1 of each term. Term Fees are to be paid by week 4 of each term. Fees that are unpaid after week 4 will incur a late fee of \$25, and if Term Fees go unpaid students will be excluded from participating in classes.

CLASS TIME:

30 minutes
45 minutes
1 hour

COST PER CLASS:

\$12
\$14
\$17

*A 10% discount will apply when enrolling in 3+ classes

COSTUME PACKAGE

To assist families with students participating in Moving Little Mountains to Senior Advanced Ballet classes, Costume Fees will be charged as part of terms 3 and 4 invoices.

Please note: additional charges may be added to ballet costume hire for tutus.

CASUAL FEES

The option of paying for classes casually is great for the Moving Little Mountains and Adult Classes, or for families who may have busy schedules and are unable to attend all classes throughout the term. Casual Fees must be paid at the start of each lesson, in an envelope with the student's name and class they are attending.

CLASS TIME:

30 minutes
45 minutes
1 hour

COST PER CLASS:

\$14
\$17
\$20

FAMILY DISCOUNT

Families with two or more students dancing, who pay Term Fees will receive a minimum discount of 10% off their Term Fees. The family discount will be added to your invoice, and isn't applicable to extras such as costume fees.

PAYMENT OPTIONS

Term Fees can be paid in cash or via bank transfer (banking details can be found on invoices). Casual Fees are to be paid in cash.

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DATE	EVENT
Saturday March 28th	Park Catch-up and Enrolment day
Tuesday April 28th	Term 2 Commences
Tuesday May 12th - Saturday May 16th	PJ and Bring a Friend Week
Tuesday June 23rd - Saturday June 27th	Viewing Week
Saturday June 27th	End of Term 2
Tuesday July 14th	Term 3 Commences
Tuesday July 28th - Saturday August 1st	PJ and Bring a Friend Week
Tuesday August 11th - Saturday August 15th	Mid-Term Break
Tuesday September 15th - Saturday September 19th	Viewing Week
Saturday September 19th	End of Term 3
Tuesday October 6th	Term 4 Commences
Tuesday November 3rd	No Classes due to Melbourne Cup Holiday
Sunday November 22nd	Theatre Rehearsal
Wednesday November 25th	End of Term 4
Sunday November 29th	Photo Day and Matinee Showcase
Saturday December 5th	Christmas Party

Events dates, times and locations are subject to change. Please refer to Foothills Dance Academy's website, Facebook page, Facebook group, emails and information table in the foyer of The Basin Progress Hall for the latest news.

Please note: in the event of a CODE RED and/or CATASTROPHIC FIRE RATING days, classes will be cancelled or moved to Arrabri Community House, due to council regulations. Families will be informed via text message. If classes are cancelled, a credit will be automatically applied to the next Term's fees.

Please keep up to date with Foothills Facebook Page and Private Group, as well as the VicEmergency App and CFA Website.

All staff and volunteers at Foothills Dance Academy are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel at Foothills Dance Academy are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Foothills Dance Academy child safe policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to Foothills Dance Academy Child Safety Officer / leadership, and ensure any allegations are reported to the police or child protection
- reporting any child safety concerns to Foothills Dance Academy Child Safety Officer / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (it is necessary for teachers to have physical contact with students when correcting and guiding them in dance classes)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes (adults may be required to assist students changing in and out of costumes)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our Child Safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Foothills Dance Academy Child Safety Officer Miss Jessica Longley.

If you believe a child is at immediate risk of abuse phone 000.



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OUR COMMITMENT TO CHILD SAFETY

Foothills Dance Academy is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our organisation has robust human resources and recruitment practices for all staff and volunteers.

Our organisation is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Our children

This policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

Our Commitment to Child Safety Continued

Training and supervision

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <www.workingwithchildren.vic.gov.au> for further information

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Our Commitment to Child Safety

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Foothills Dance Academy takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are **mandatory reporters** must comply with their duties.

Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media).

Regular review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Allegations, concerns and complaints

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.



info@foothillsdanceacademy.com.au

CONTACT INFORMATION

Miss Jessica Longley RAD RTS Foothills Dance Academy Artistic Director

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info@foothillsdanceacademy.com.au

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Find Foothills Dance Academy on Facebook and Instagram, and for families enrolled in the school the Private Facebook Group.