Handbook - Adults
2027



MELBOURNE
INSTITUTE OF
DANCE

Melbourne Institute of Dance

Melbourne Institute of Dance
ABN 73 551 272 156

Version 2027.2
Updated 16 November 2026
Effective 1 January 2027; applies to 2027 bookings accepted earlier
Next review November 2027 or earlier after a significant incident or legal change

Director: Kalman Warhaft
melbourneinstituteofdance@gmail.com
0436 342 295
www.melbourneinstituteofdance.com

Postal address: P.O. Box 6048, Hawthorn West VIC 3122
Deepdene Studio: 985 Burke Road, Deepdene VIC 3103
Balwyn North Studio: Corner of Belmore Road and Winfield Road, Balwyn North VIC 3104

Read this document with the other three adult documents and the applicable Enrolment Form. Version 2027.2 applies to services from 1 January 2027 and to bookings for those services accepted earlier. Existing 2026 purchases and agreements retain their agreed terms unless a lawful prospective change is communicated and any necessary acceptance obtained. Students under 18 retain the protections of the children's documents.

Table of Contents

1.0 Mission Statement **6**

1.1 Values 6

1.2 Statement of Commitment to Child Safety 6

1.3 Commitment to Wellbeing and Safety 6

1.4 Shared Spaces 7

1.5 Terminology Used 7

1.6 About this Handbook 7

2.0 Method and Curriculum **8**

2.1 Classical Ballet 8

2.2 Contemporary Dance 8

2.3 Character Dance 8

3.0 Adult Ballet Class Levels and Programs **9**

3.1 Beginner Ballet Level 1 9

3.2 Ballet Levels 1 & 1.5 9

3.3 Ballet Level 2 9

3.4 Ballet Level 3 10

3.5 Beginner Contemporary Dance Level 1 10

3.6 Advanced Contemporary Dance Levels 2 10

3.7 Character Dance Workshops Levels 1 & 2 10

3.8 Private Lessons or Small Group Lessons 10

4.0 Classroom Expectations **11**

4.1 Protocol and Etiquette 11

4.2 Punctuality and Late Arrivals 11

4.3 Attendance and Absences 11

4.4 Illness or Injury 11

5.0 Presentation and Grooming **11**

5.1 Ballet Attire 12

5.2 Hair 12

5.3 Water Bottles and Food Policy 12

6.0 Personal Belongings and Lost Property 12

6.1 Reporting Concerns and Getting Support 13

7.0 Terms and Conditions 13

7.0.1 Class Placement and Progression 13

7.0.2 Enrolment Decisions and Review 14

7.0.3 Eligibility and Age Requirements 14

7.0.4 Enrolment Authority and Accurate Information 14

7.0.5 Shared Spaces 14

7.1 Payment and Enrolment 15

7.2 Cancellations Refunds and Credits 15

7.3 Risk Health and Responsibility 16

7.3.1 Shared Spaces with Children 17

7.4 Incident Recording and Response 17

7.5 Arrival Departure and Supervision 17

7.6 Illness and Attendance 17

7.7 Educational Aids Internal Class and Rehearsal Recording 17

7.8 Photography and Recording by Students Families and Visitors 18

7.9 Image Video and Audio Recording and Use 18

7.9.1 General Conditions 18

7.9.2 Stage Performances and Productions 19

7.9.3 Assessments 19

7.9.4 Dance Classes and Rehearsals 19

7.9.5 Optional General Media Marketing and Advertising 19

7.9.6 Changes Withdrawal and Removal Requests 20

7.9.7 Artificial Intelligence and Separate Authorisation 20

7.10 Communication and Detail Updates 20

7.11 Suspension Temporary Pause and Cancellation 21

7.12 Enrolment and Consent Selections 21

7.13 Personal Property 22

7.14 Behaviour and Conduct 22

7.15 Amendments Governing Law and Acceptance 22

8.0 Policies and Procedures 22

9.0 Code of Conduct 23

10.0 Bookings and Fees 24

10.1 Online Booking Instructions 24

10.2 Payment Options 24

10.3 Fee Structure 25

10.4 Additional Expenses and Requirements 25

11.0 Term Dates 2027 27

1.0 Mission Statement

We nurture each student’s passion for dance - one step at a time!

Melbourne Institute of Dance offers classical ballet and contemporary dance training for students from the age of three. Whether pursuing a career in dance or exploring movement for personal expression, our dedicated team provides the knowledge and support to help every dancer achieve their full potential.

Our training is grounded in the Russian (Vaganova) method, enriched with current industry practice, and tailored to meet the needs of Australian dancers today. This strong foundation equips students to excel nationally and internationally.

Contemporary Dance training is also a core element of our program. We recognise the evolving artistic landscape and ensure students benefit from the depth of our professional experience.

MIoD strives to set the standard for dance education in Australia through excellence in teaching and a commitment to student growth.

1.1 Values

At MIoD, we value:

Excellence: Upholding the highest standards in dance education and inspiring every student to achieve their best.

Inclusivity: Creating an environment where adults of all backgrounds, abilities, and experiences feel supported and valued.

Respect: Treating everyone with kindness and professionalism.

Creativity: Encouraging individuality and artistic expression.

Commitment: Promoting discipline, consistency, and perseverance.

Community: Building strong, supportive connections within and beyond the studio.

1.2 Statement of Commitment to Child Safety

MIoD is committed to providing a safe, inclusive, and nurturing environment for all children and young people, including Aboriginal and Torres Strait Islanders. We prioritise their wellbeing, protection, and right to participate in dance free from harm or abuse.

Every person, including staff members, teachers, and volunteers, is responsible for upholding this commitment and ensuring that child safety, including cultural safety, is ingrained in our culture, decision-making, and daily practice.

1.3 Commitment to Wellbeing and Safety

MIoD is committed to providing a safe, respectful, and inclusive environment for all adult students, including Aboriginal and Torres Strait Islanders. We prioritise physical and emotional wellbeing, ensuring that all classes are conducted professionally and with care. Our teachers uphold high standards of respect, appropriate boundaries, and professionalism at all times.

1.4 Shared Spaces

MIoD may operate children's and adult programs at the same venue. Foyers, corridors and waiting areas may be shared, but MIoD will identify and manage mixed-age risks through documented supervision, clear sightlines, access controls and venue-specific risk assessments.

Children and unrelated adults must not change in the same undivided area at the same time. Use separate rooms or separately allocated times. A zone is acceptable only where a physical privacy barrier creates a genuinely separate changing space with controlled access and no shared sightlines; floor markings or signs alone are insufficient. Supervision must protect privacy and follow the venue risk assessment. Photography and recording are prohibited in toilets and changing areas. Essential medical or accessibility devices may be used without photographing or recording others; other device use must occur outside these areas. Emergency assistance must not be delayed.

Adult students, visitors, contractors and support people must not initiate private contact with a child, be alone with a child out of sight of authorised staff, exchange personal contact details or social-media accounts, offer personal gifts or special favours, provide transport, photograph or record a child, or supervise or discipline a child unless specifically authorised in writing and subject to MIoD's child-safety controls.

Responsibility for maintaining adult-child boundaries rests with adults. A child will not be blamed or penalised for an adult's boundary breach.

1.5 Terminology Used

MIoD means Melbourne Institute of Dance. An adult is aged 18 or over. Adult-level programs may include approved students aged 16 or 17, who remain minors and retain all child-safety protections. “You” means the adult student or, for a minor, the student and their parent or legal guardian as applicable.

1.6 About this Handbook

These documents apply to MIoD adult-level programs, including classes, workshops, private lessons, rehearsals, assessments where offered, performances, online sessions and related activities. Adult-level classes are open to students aged 16 and over, subject to suitable placement. An adult is a person aged 18 or over. Every person under 18 is a child or minor, including a 16- or 17-year-old attending an adult-level class.

Students aged 18 and over enrol and give consent for themselves. For students under 18, the parent or legal guardian must complete the Child Enrolment Form and provide the required authorisations. The Terms and Conditions - Children, Policies and Procedures - Children and Code of Conduct - Children continue to govern their enrolment and child-safety protections. Adult-program booking, payment and participation arrangements apply where relevant and consistent with those protections. Nothing in the adult documents reduces the safeguards applying to a minor.

Unless expressly identified as a children's document, references to Terms and Conditions, Policies and Procedures, Code of Conduct and Handbook mean the 2027 adult documents. The full Terms govern contractual conditions, the Policies govern operational procedures and the Code governs

conduct. The Handbook provides practical guidance and a reference index; its summaries do not replace or override the full documents. Read all four together with the applicable Enrolment Form. Current approved documents are available at https://www.melbourneinstituteofdance.com/policies.

2.0 Method and Curriculum

We are committed to providing adult students with the highest standard of dance education. Our curriculum blends classical ballet training, contemporary dance techniques, and complementary styles to develop well-rounded dancers with technical precision, musicality, and artistry. Each element is carefully introduced at the appropriate stage of training to ensure safe, progressive development.

2.1 Classical Ballet

Our Classical Ballet classes are based on the Russian method (Vaganova). Developed over 100 years ago by Agrippina Vaganova, this methodical training system continues to evolve and is recognised as one of the most respected methodologies in the world.

Training in the Vaganova method develops strength, flexibility, control, and musicality through a holistic, full-body approach. It emphasizes the expressive use of the arms and upper body. This system is the preferred training method of many leading ballet companies and schools worldwide, producing technically skilled and artistically expressive dancers.

2.2 Contemporary Dance

Our Contemporary Dance classes draw on techniques developed by Martha Graham, Merce Cunningham, Lester Horton, and the Alexander Technique. These foundations are then blended with current dance trends. Students learn movement rules before exploring, adapting, blending, and extending them. This builds a broader vocabulary of movement, quality, and artistry.

Because of its complexity, Contemporary Dance should be taken in conjunction with Classical Ballet . We recommend at least one year of prior ballet training to ensure a strong technical foundation.

2.3 Character Dance

Designed to explore different cultures, Character Dance is a specific subdivision of Classical Ballet. It is the stylised representation of traditional folk or national dances, mostly from European countries, and incorporates movements and music adapted for the theatre.

Character Dance is integral to most Classical Ballet repertoire and can be seen in all of the great full-length ballets. Usually danced in heeled shoes, these classes begin at the barre, similar to a Ballet class, and conclude in the centre where traditional dances are learned.

We recommend at least one year of prior ballet experience or completing our Beginner Ballet Program before enrolling.

3.0 Adult Ballet Class Levels and Programs

Our Adult Program offers a range of classes for dancers aged 16 and over. All classes are based on ability. If you have not danced before, we recommend starting with Beginner Ballet. If you have previous experience, you are welcome to join our higher-level Classical Ballet or Contemporary Dance classes.

You may book a suitable drop-in class, subject to eligibility, placement and availability, via our website:

https://www.melbourneinstituteofdance.com/book .

You are free to create your own schedule, as we understand adults lead busy lives. To get the most from your training, we encourage attending classes regularly to build consistency and confidence.

3.1 Beginner Ballet Level 1

Designed for dancers starting out or returning to dance, these Back to Basic classes provide the opportunity to take those first steps while gradually building confidence and coordination. Students work on the fundamental aspects of a ballet class, with each element broken down in a supportive and enjoyable environment.

Most adult students who have not learnt ballet before should begin here. Each term revisits the basics of posture and alignment, progressing slowly through new foundational elements each week. Every class introduces fresh exercises, with the teacher demonstrating each one in detail to ensure understanding and proper technique.

3.2 Ballet Levels 1 & 1.5

Designed to build solid foundations for adults, this class gradually introduces the basic elements of a full ballet class. To gain the most from this program, we recommend starting at the beginning of the term when classes return to the fundamentals. Each week builds on the previous one, so by the end of the term students will have completed a basic yet complete ballet class.

Students may join at any time during the term, as new exercises are introduced each class and demonstrated in full by the teacher. The Level 1.5 class continues where Level 1 concludes, introducing turning, jumping, and connecting steps, with one or two concepts explored per exercise.

3.3 Ballet Level 2

Designed for dancers who feel confident with our Beginner and Level 1 classes, this program introduces new steps and more intricate combinations. Classes are taught methodically, allowing students to refine both technique and artistry. Each class incorporates all aspects of a modern full ballet class. We recommend a solid understanding of Beginner and Level 1 before booking.

3.4 Open Ballet Level 3

Designed to further develop technique and artistry, these classes offer new and varied combinations each week and require a strong knowledge of ballet. We recommend at least one year of prior experience or completing our Beginner Ballet Program before booking.

3.5 Beginner Contemporary Dance Level 1

Designed to expand the way you move, Contemporary Dance draws on a range of styles to get you moving in ways you may never have imagined. These one-hour classes build gradually in pace, starting on the floor, developing to standing work, and finishing with dynamic movements through space. We recommend at least one year of prior experience or completing our Beginner Ballet Program before booking.

3.6 Advanced Contemporary Dance Levels 2

Designed to expand the way you move, Contemporary Dance draws on a range of styles, challenging dancers to move in ways they may never have imagined. We recommend at least two years of prior experience or completing our Ballet Program Level 2 before booking.

These one-hour classes challenge both movement and expression. They begin on the floor with rolling, melding, and twisting sequences, then develop into expansive travelling phrases and airborne combinations.

3.7 Character Dance Workshops Levels 1 & 2

Designed to explore different cultures, Character Dance is a distinctive subdivision of Classical Ballet. It represents traditional folk and national dances, primarily from European countries, using movements and music adapted for the theatre. Character Dance is integral to most classical ballet repertoire and can be seen in many of the great full-length ballets.

Usually danced in heeled shoes, these classes begin at the barre, similar to a ballet class, and progress to centre work where traditional dances are learned. We recommend at least one year of prior ballet experience or completing our Beginner Ballet Program before booking.

3.8 Private Lessons or Small Group Lessons

These classes can be scheduled throughout the year, subject to availability, and tailored to meet each student's individual needs. Focus areas may include:

Technique and artistry coaching.

Technique support for a safe return to dance in line with relevant professional advice; dance lessons are not clinical rehabilitation.

Additional assessment preparation.

Learning a solo

4.0 Classroom Expectations

Classroom expectations are designed to create a respectful, focused, and productive learning environment for all students.

4.1 Protocol and Etiquette

Ballet and dance have long-standing traditions of respect and good manners. Following studio etiquette helps create a calm, safe, and positive experience for all students.

4.2 Punctuality and Late Arrivals

Students must arrive on time to ensure proper preparation. Please do not enter the studio early if another class is still in session, and wait quietly until the previous group has exited. Late arrivals disrupt the class, break focus, and prevent a safe warm-up.

If you arrive after class has begun, please enter between exercises (not while music is playing), apologise to the teacher, and join only once you have completed your warm-up. If you are significantly late, the teacher may require you to observe rather than participate.

4.3 Attendance and Absences

As ballet and dance are taught in groups, consistent weekly class attendance is recommended, but not mandatory, as adult group classes are offered on a drop-in basis, to allow for busy lifestyles.

Bookings are required via the website for all adult classes.

Group booked classes require 24 hours' cancellation notice. If you cannot attend, please email melbourneinstituteofdance@gmail.com.

4.4 Illness or Injury

Students with any infectious illness must remain at home and not attend class.

If a student has an injury or non-contagious illness but can still participate, please inform the teacher before class or email melbourneinstituteofdance@gmail.com.

5.0 Presentation and Grooming

Students are expected to arrive for class well-groomed and appropriately dressed. Proper grooming supports confidence, promotes a healthy body image, and ensures safety in movement. Students must also maintain good personal hygiene for the comfort of all.

5.1 Ballet Attire

We recommend comfortable activewear.

If you prefer a more traditional option:

Ladies: Leotard in any solid colour. Tights in ballet pink, black, or other neutral tones.

Men: Fitted T-shirt or singlet and dance tights.

Warm-up wear: An activewear-style tracksuit.

Official MIoD merchandise (optional) is available for purchase at:

https://melbourneinstituteofdance.deco-apparel.com/

Recommended Footwear:

Ballet or dance shoes should not be worn outdoors, as this can damage the footwear, transfer dirt onto the studio floor, and increase the risk of injury.

Ladies / Men:

Canvas flat split-sole ballet flats

Colour for women: Pink or tan

Colour for men: Black, white, or tan

Contemporary Dance: Bare feet, socks, or dance foot thongs

5.2 Hair

We recommend long hair be worn in a bun, so it stays out of the face and eyes. This will make pirouettes easier. Instruction sheets are available upon request.

5.3 Water Bottles and Food Policy

Bring a labelled water bottle. Food and other drinks are ordinarily kept outside the studio. Medication, emergency glucose, necessary hydration and reasonable medical or disability adjustments are permitted and must be managed safely. Discuss non-urgent arrangements with the teacher; emergency treatment must not be delayed.

6.0 Personal Belongings and Lost Property

Please bring all personal belongings into the studio and place them neatly at the sides of the room. Do not leave any items in the change room area.

All lost property will be kept in a designated area for one term. If you believe you have misplaced an item, please email melbourneinstituteofdance@gmail.com with a description, and staff will check the lost property collection. At the end of each term, any unclaimed items will be donated to charity or disposed of appropriately.

MIoD is not responsible for loss of or damage to personal property except where MIoD is legally responsible.

6.1 Reporting Concerns and Getting Support

Tell any staff member about a concern or email melbourneinstituteofdance@gmail.com. In immediate danger call 000. Staff must use https://www.melbourneinstituteofdance.com/incident

without delaying protective action or external reporting. You do not need to complain to the person whose conduct is in question. Policies and Procedures - Adults Section 8.6 gives the complaint and external reporting routes, including when the Director is involved. Requests for reasonable adjustments follow Section 8.10 and must not attract retaliation.

7.0 Terms and Conditions

These documents apply to MIoD adult-level programs, including classes, workshops, private lessons, rehearsals, assessments where offered, performances, online sessions and related activities. Adult-level classes are open to students aged 16 and over, subject to suitable placement. An adult is a person aged 18 or over. Every person under 18 is a child or minor, including a 16- or 17-year-old attending an adult-level class.

Students aged 18 and over enrol and give consent for themselves. For students under 18, the parent or legal guardian must complete the Child Enrolment Form and provide the required authorisations. The Terms and Conditions - Children, Policies and Procedures - Children and Code of Conduct - Children continue to govern their enrolment and child-safety protections. Adult-program booking, payment and participation arrangements apply where relevant and consistent with those protections. Nothing in the adult documents reduces the safeguards applying to a minor.

Unless expressly identified as a children's document, references to Terms and Conditions, Policies and Procedures, Code of Conduct and Handbook mean the 2027 adult documents. The full Terms govern contractual conditions, the Policies govern operational procedures and the Code governs conduct. The Handbook provides practical guidance and a reference index; its summaries do not replace or override the full documents. Read all four together with the applicable Enrolment Form. Current approved documents are available at https://www.melbourneinstituteofdance.com/policies.

MIoD may accept, pause, decline or discontinue enrolment where reasonably necessary for safety or wellbeing, serious or repeated misconduct, significant disruption to safe group instruction, failure to follow agreed participation conditions or genuine operational limitations. Each decision requires individual consideration of circumstances, reasonable adjustments, alternatives and applicable law under Sections 7.0.1, 7.0.2 and 7.11.

7.0.1 Class Placement and Progression

Placement and continued participation depend on the technical foundations and readiness reasonably required for the class or level. Progression is not automatic or determined by age or attendance alone.

The Director and teacher will assess clearly communicated, level-appropriate requirements including technical knowledge, coordination, strength, control and safe execution, taking account of individual circumstances and reasonable adjustments. MIoD may recommend continued study at the current level, a more suitable class or a change to participation where requirements are not met.

Where appropriate, MIoD will explain areas for development and provide a reasonable opportunity for improvement and reassessment. If no suitable placement is available, any pause or discontinuation must follow Section 7.0.2. Performance and assessment readiness is addressed in Policies and Procedures - Adults Section 8.18.8.

7.0.2 Enrolment Decisions and Review

Before a final adverse decision, MIoD will explain the concerns, provide a reasonable opportunity to respond, and consider relevant information, reasonable adjustments, support and suitable alternatives. For minors, MIoD will involve the parent or legal guardian and consider the student's views according to age and development.

An immediate safety risk may require a temporary pause or restriction while the matter is assessed. The student, and parent or legal guardian where applicable, will be notified as soon as reasonably practicable and given an opportunity to respond before a final decision.

Final decisions will be in writing and state reasons, status, effective date, conditions, class allocation where applicable, unused prepaid fee or credit treatment and the review pathway. A review may be requested by emailing melbourneinstituteofdance@gmail.com with concerns and additional information. Complaints about the Director may use the independent-review and external pathways in Policies and Procedures - Adults Section 8.6.8; child-safety reporting follows Section 8.6.6.

Nothing in these Terms limits rights or remedies under Australian Consumer Law or applicable anti-discrimination legislation.

7.0.3 Eligibility and Age Requirements

Adult-level programs admit students aged 16 and over, subject to safe and suitable placement. Students aged 16 or 17 remain minors. Their parent or legal guardian must enrol them under the children's documents as explained in Section 7.0. Adult class attendance does not give a minor adult status or remove child-safety requirements.

7.0.4 Enrolment Authority and Accurate Information

Students aged 18 and over complete their own enrolment and authorisations, unless a representative has appropriate legal authority. For minors, the parent, legal guardian or person with legal authority must complete the Child Enrolment Form. Information must be accurate, complete and kept current. Required acknowledgements and applicable consent selections must be recorded before participation.

7.0.5 Shared Spaces

MIoD may operate children's and adult programs at the same venue. Foyers, corridors and waiting areas may be shared, but MIoD will identify and manage mixed-age risks through documented supervision, clear sightlines, access controls and venue-specific risk assessments.

Children and unrelated adults must not change in the same undivided area at the same time. Use separate rooms or separately allocated times. A zone is acceptable only where a physical privacy barrier creates a genuinely separate changing space with controlled access and no shared sightlines; floor markings or signs alone are insufficient. Supervision must protect privacy and follow the venue risk assessment. Photography and recording are prohibited in toilets and changing areas. Essential medical or accessibility devices may be used without photographing or recording others; other device use must occur outside these areas. Emergency assistance must not be delayed.

Adult students, visitors, contractors and support people must not initiate private contact with a child, be alone with a child out of sight of authorised staff, exchange personal contact details or social-media accounts, offer personal gifts or special favours, provide transport, photograph or record a child, or supervise or discipline a child unless specifically authorised in writing and subject to MIoD's child-safety controls.

Responsibility for maintaining adult-child boundaries rests with adults. A child will not be blamed or penalised for an adult's boundary breach.

Written authorisation involving a child must include the agreement of the parent or legal guardian and comply with Policies and Procedures - Adults Sections 8.3, 8.12, 8.17 and 8.21. It cannot authorise prohibited private contact or override child-safety safeguards.

7.1 Payment and Enrolment

Adult group classes are offered on a drop-in basis and must be booked through https://www.melbourneinstituteofdance.com/book. Payment must be made in full before attending, by credit card, cash, direct bank transfer or a valid prepaid class pass. Class entry may be declined if payment is not received or verified. Workshops, courses and production programs have the arrangements disclosed before booking.

A booking confirmation is subject to eligibility, suitable placement and completion of required enrolment information. Payment alone does not override a safety restriction or a requirement for written Director approval. Following a serious safety matter, discontinuation or unresolved material concern, a future application receives an individual review and must be accepted in writing before attendance.

MIoD may place participation on administrative hold where payment is overdue or required enrolment, medical, emergency-contact or participation information is missing, materially inaccurate or not current. Except where immediate safety or legal action is necessary, reasonable notice and an opportunity to correct the issue will be provided.

MIoD may cancel or reschedule classes, change a teacher or refuse entry where reasonably necessary for safety or operational reasons, with reasonable notice where practicable. Adverse enrolment decisions follow Section 7.0.2 and unused fees are addressed under Section 7.2.

7.2 Cancellations Refunds and Credits

Booked adult group classes require at least 24 hours' cancellation notice to avoid being charged. Notify MIoD at melbourneinstituteofdance@gmail.com. Private lessons also require at least 24 hours' notice; otherwise the full fee is charged. Any specific course or workshop cancellation conditions must be disclosed before purchase.

Do not attend with a potentially infectious illness to avoid a cancellation charge. Notify MIoD as soon as practicable. MIoD will consider a late-cancellation credit or fee waiver individually for sudden illness or injury, including relevant circumstances and reasonable adjustments. An exception is not automatic and will be confirmed in writing. Only proportionate supporting information may be requested; a detailed diagnosis is not routinely required.

MIoD does not ordinarily refund missed classes, change of mind or voluntary withdrawal, except where required by Australian Consumer Law or an agreed exception. If MIoD cancels a paid class



and no alternative is agreed, the student may choose a refund or reinstatement of the class-pass entitlement. If MIoD ends future services, unused prepaid services will be refunded unless the student agrees to a suitable credit or alternative. Statutory remedies, including the right to choose a refund where the law provides it, are not replaced by compulsory credit. There is no automatic forfeiture of all prepaid fees for a conduct concern.

Class-pass validity is stated in Handbook - Adults Section 10.3. Nothing in these Terms limits rights under Australian Consumer Law.

7.3 Risk Health and Responsibility

Dance involves inherent risks of physical activity and injury. Students must follow reasonable safety instructions, exercise due care and provide information about injuries, allergies, medication effects, medical conditions and other matters reasonably necessary for safe participation. MIoD takes reasonable steps to provide a safe environment. Nothing in these documents excludes or limits rights, protections or responsibilities that cannot lawfully be excluded.

MIoD may request relevant professional advice or medical clearance where reasonably necessary, explaining what is needed and why. It will consider reasonable adjustments individually, its staffing and facilities, essential program requirements and suitable alternatives under Policies and Procedures - Adults Section 8.10.

For remote classes, students must provide a suitable, unobstructed space, secure device placement and appropriate footwear. Unsafe home conditions may prevent safe participation. MIoD's legal responsibilities are not excluded by this requirement.

In an emergency MIoD may pause or modify activity, remove unsafe equipment, reposition students, seek assistance, provide first aid within staff competence or contact emergency services. Medical or emergency costs are the participant's responsibility except to the extent MIoD is legally responsible. For a minor, communication and costs are managed with the parent or legal guardian under the children's Terms.

Distress, self-injury, disability or medical incapacity will not automatically be treated as misconduct. Staff will take reasonable protective steps, provide appropriate assistance and contact emergency services where necessary. For an adult, an emergency contact may be involved with consent or where necessary and lawful for safety. Instructional touch requires explanation and agreement and may be refused or stopped without penalty under Policies and Procedures - Adults Section 8.3.

An emergency contact is a contact person, not automatically a substitute decision-maker or a person entitled to routine personal information. An adult who can make the relevant decision remains involved in it. Staff must follow applicable law and any verified legal authority where the adult cannot decide or communicate, and disclose only information reasonably necessary for assistance.

7.3.1 Shared Spaces with Children

The mixed-age and changing-area safeguards in Section 7.0.5 apply at all venues, rehearsals, performances and related activities, including classes containing 16- and 17-year-olds.

7.4 Incident Recording and Response

MIoD Online Incident, Concern and Near-Miss Form:
https://www.melbourneinstituteofdance.com/incident

MIoD records accidents, injuries, illnesses requiring intervention, behavioural incidents, child-safety concerns, disclosures, near misses and other significant events. Staff must use the form as soon as reasonably practicable, preferably before their shift ends. If unavailable, secure contemporaneous notes must be entered when access is restored.

The form never replaces immediate protective action, first aid, calling 000, external or mandatory reporting, evidence preservation or legal deadlines. Notification must respect safety, privacy and authority directions. Adult students are the primary contact about their own affairs; parents or legal guardians of minors are informed where appropriate and lawful.

Records and evidence are managed under Policies and Procedures - Adults Sections 8.5 to 8.8. A person need not complain to the person whose conduct is in question. Adult complaints follow Section 8.6.8; child-safety reporting follows Section 8.6.6 of Policies and Procedures - Adults.

7.5 Arrival Departure and Supervision

Students aged 18 and over manage their own arrival and departure and must follow venue access and emergency directions. Adult students do not acquire responsibility for supervising children by attending the same venue.

For minors, the parent or legal guardian must supervise before a teacher receives them. MIoD must maintain supervision after receiving the minor until collection by an authorised person or departure under written parent or legal guardian permission. This includes late collection. Before- or after-class care is not otherwise offered unless arranged in writing. Follow Policies and Procedures - Adults Section 8.13 and the children's documents.

7.6 Illness and Attendance

Students must not attend class if unwell or displaying symptoms of a potentially infectious illness. MIoD may require a student to leave class or stay home where reasonably necessary for the safety and wellbeing of the student or others.

7.7 Educational Aids Internal Class and Rehearsal Recording

MIoD may make limited photographs, video or audio recordings for internal teaching, technical correction, progress documentation, staff collaboration and rehearsal planning. These uses are part of normal educational delivery, acknowledged through acceptance of these Terms, and are not separate yes or no consent choices.

Internal material will not be published on the website, social media, advertising or another public platform without the applicable optional public-use consent. Access is limited to authorised people and storage, retention and disposal follow Policies and Procedures - Adults Section 8.5.

A student may express discomfort about a particular recording. Where reasonably practicable, MIoD will avoid or stop recording them without disadvantaging ordinary class participation. A student's comfort and expressed wishes will be considered, including age and maturity for minors.

Students, or parents or legal guardians of minors, must promptly notify the Director of court orders, family-violence risks, child-protection concerns or other circumstances affecting image capture or use. Reasonable alternatives will be considered where practicable.

7.8 Photography and Recording by Students Families and Visitors

Students, parents, legal guardians, visitors and support people must not photograph, film or audio-record a class, rehearsal, assessment or another student without MIoD’s prior permission and the appropriate permission of identifiable participants.

After class, and only with the teacher’s permission, limited photographs or short videos may be taken, provided any other students captured have consented or, for children, permission has been obtained from their parent or legal guardian.

MIoD may permit limited personal photography or recording at designated times or events. Any permission is subject to MIoD’s directions and may be withdrawn where necessary to protect privacy, safety or the orderly operation of the activity.

Photography and recording are prohibited in toilets, changing areas, first-aid areas and any other private or sensitive location.

7.9 Image Video and Audio Recording and Use

7.9.1 General Conditions

Photographs and videos may show individual students or groups, while audio recordings may capture their voices. MIoD will use material respectfully, will not publish a student's full name with an image or recording without separate permission, and will consider the student's comfort and expressed wishes, with age and maturity considered for minors.

Authorised public use is royalty-free and non-compensable. Approved service providers may receive material only for authorised production, storage or publication and must be subject to appropriate privacy and confidentiality safeguards.

The Enrolment Form must record separate choices for: (a) essential stage-production recording, participant/family distribution and restricted archiving; (b) optional public or promotional use of assessment material; and (c) optional general media, marketing and advertising. Limited internal class and rehearsal recording and internal assessment recording are acknowledged through acceptance of these Terms and are not separate yes or no consent choices.

7.9.2 Stage Performances and Productions

MIoD stage productions, including the End-of-Year Gala Show, Solo Showing and other productions, will be professionally photographed, filmed or audio-recorded.

Essential production material may be provided through controlled distribution to participating students and their families and retained in a restricted MIoD production archive. Recipients must not publish or share recordings of other identifiable people without appropriate permission. These production arrangements do not authorise advertising or public publication. Public or promotional use of identifiable production material requires the separate optional general-media consent in Section 7.9.5.

Productions involve group choreography and shared footage, so MIoD cannot promise an individual exclusion from essential production capture or complete removal from copies already lawfully distributed. Public material must exclude, crop, blur, mute or otherwise de-identify anyone without the relevant publicity permission; where this is not practicable, it must not be published. Audience recording is prohibited unless expressly permitted by MIoD.

An adult student must select Yes to the essential production-recording arrangements before participating in a stage production. Selecting No does not affect ordinary classes; the student can change the selection before joining a production. Refusing optional general publicity does not prevent production participation. For minors, the applicable children's documents and parent or legal guardian authorisations continue to apply; no permission to publish a minor is inferred from an adult's consent.

7.9.3 Assessments

All MIoD assessments may be photographed, filmed or audio-recorded for examiner or assessor review, moderation, educational planning, internal records and progress documentation. Internal recording is a condition of assessment participation, cannot be separately restricted and does not require a separate Enrolment Form checkbox.

A student who does not accept internal assessment recording may choose not to participate in an assessment and may continue regular classes.

Assessment material will not be published or used for social media, advertising or promotion unless the adult student or, for a minor, the parent or legal guardian has selected Yes to the separate optional assessment-publicity consent. Selecting No to assessment publicity does not prevent assessment participation.

7.9.4 Dance Classes and Rehearsals

Limited internal recording during classes and rehearsals is governed by Section 7.7 and does not require a separate Enrolment Form checkbox. It will not be used publicly unless the applicable optional general-media consent has been provided. A student may express discomfort about a particular recording and MIoD will respond in accordance with Section 7.7.

7.9.5 Optional General Media Marketing and Advertising

MIoD may use suitable identifiable photographs, video or audio from classes, rehearsals, stage productions and other MIoD activities on its website, social media, advertising, publicity, newsletters and special-event material only where the adult student has selected Yes to optional general-media consent. Assessment publicity requires the separate consent in Section 7.9.3. Selecting No to general media does not affect ordinary enrolment, classes, assessments or



stage-production eligibility. For minors, apply the children's documents and the relevant parent or legal guardian authorisation.

7.9.6 Changes Withdrawal and Removal Requests

An adult may change optional publicity consent or withdraw essential production-recording acceptance by emailing melbourneinstituteofdance@gmail.com, identifying the selection and material concerned. For minors, the parent or legal guardian must use the applicable children's process. Urgent safety or privacy concerns may also be raised by phone on 0436 342 295 and must be recorded by staff.

Withdrawal of essential production-recording acceptance prevents further production participation requiring that recording while the withdrawal remains in effect, but does not end ordinary class participation. For an existing production booking, MIoD will discuss workable alternatives and advise in writing of any participation change and the fair treatment of unused fees under Section 7.2; withdrawal does not automatically forfeit all fees. Internal educational recording remains subject to Sections 7.7 and 7.9.3, including the available participation alternatives.

A withdrawal takes effect for new uses from receipt. Staff must promptly mark the consent record, pause affected scheduled publications and notify relevant teachers, photographers, editors and service providers. MIoD will acknowledge the request ordinarily within two business days and confirm action taken without unreasonable delay. Existing MIoD-controlled online material will be reviewed for reasonable removal or de-identification, with urgent safety concerns prioritised. No new promotional use of older production material is permitted under withdrawn optional publicity consent.

MIoD cannot guarantee recovery of printed material, participant/family copies, downloads, caches or third-party copies already lawfully distributed and outside its control. Restricted records needed for a lawful purpose may be retained without further publicity use. Staff must record the withdrawal, actions, any remaining material and the reason for retention under Policies and Procedures - Adults Section 8.5.

7.9.7 Artificial Intelligence and Separate Authorisation

Photography, recording or publicity permission does not by itself authorise AI processing. Any AI use involving an identifiable person requires the separate informed written consent, Director approval and safeguards in Policies and Procedures - Adults Section 8.19. For minors, parent or legal guardian consent and the child's comfort and wishes must also be respected. Prohibited AI uses cannot be authorised by consent.

7.10 Communication and Detail Updates

Adult students receive routine notices directly by email and must keep contact, emergency and relevant health information current by emailing melbourneinstituteofdance@gmail.com. Urgent changes may also be communicated by phone or SMS. Electronic notices are in writing.

For minors, the parent or legal guardian is the routine contact. Direct email to a minor must follow Policies and Procedures - Adults Section 8.17, including parental permission and copying the parent or legal guardian. A primary contact designation does not override another person's legal rights or a court order.



An adult's emergency contact is not automatically authorised to receive routine medical, complaint or participation information. Sharing must have consent or another lawful basis.

7.11 Suspension Temporary Pause and Cancellation

MIoD may make reasonable changes to a student's attendance or class arrangements, temporarily pause participation, suspend attendance or cancel an enrolment where reasonably necessary to:

- Protect the health, safety or wellbeing of the student or another person.
- Comply with a legal, regulatory or child-safety obligation.
- Respond to a serious or repeated breach of MIoD's Terms and Conditions, Policies and Procedures or Code of Conduct.
- Address circumstances in which the student's participation cannot be safely and reasonably supported after appropriate adjustments and alternatives have been genuinely considered.

Except where urgent action is required, MIoD will explain the concerns, provide the student and, for a minor, their parent or legal guardian with a reasonable opportunity to respond, consider the student's age, disability, individual circumstances and available alternatives, and communicate its decision in writing.

Nothing in this section excludes rights or remedies available under the Australian Consumer Law or applicable anti-discrimination legislation.

Where a participation restriction, suspension or cancellation arises from a recorded safety or behavioural incident, the relevant records and decisions will be documented in accordance with Section 8.8 Incident, Concern and Evidence Recording Procedure in the Policies and Procedures - Adults.

7.12 Enrolment and Consent Selections

The Enrolment Form must contain clear acknowledgements of these Terms and separate selections for: (a) essential stage-production recording, participant/family distribution and restricted archiving; (b) optional assessment publicity; and (c) optional general media, marketing and advertising.

The form must not include a separate yes or no choice for internal assessment recording or limited internal class and rehearsal recording. Those internal uses are disclosed and acknowledged through acceptance of these Terms. The form must make clear that internal material is not used publicly unless the relevant optional public-use consent has been provided.

For an adult, the selections are made by the student; for a minor, by their parent or legal guardian under the children's documents. AI authorisations under Section 7.9.7 are separate and purpose-specific. MIoD must record the acceptance date, document versions and selections. No optional consent is assumed from silence or attendance.

The enrolment form must identify and directly link all four applicable adult documents with their year and version, present the privacy collection notice before collecting health information, and require each mandatory acknowledgement individually. Record each media choice separately without preselected Yes answers; No is a valid response. Validate adult age, matching email addresses and signature before submission. Save the acceptance timestamp and exact text/version of the acknowledgements and consent questions, and provide the student with a copy

of their selections. A blank answer is not consent. Apply any additional lawful health-information consent requirements separately from publicity consent.

7.13 Personal Property

MIoD is not responsible for loss of or damage to personal property, except where MIoD is legally responsible.

7.14 Behaviour and Conduct

All students, parents and legal guardians must follow MIoD’s Code of Conduct - Adults and behave respectfully and safely at all times. MIoD may pause, suspend or end participation where there are serious or repeated conduct concerns, significant disruption, safety or wellbeing concerns, or breaches of these Terms and Conditions, the Code of Conduct or MIoD’s Policies and Procedures.

Unless immediate action is needed for safety, MIoD will explain the concerns and give the student or family an opportunity to respond before making a final decision. Any refund or credit will be handled in accordance with these Terms and Conditions and Australian Consumer Law.

Making a genuine complaint, respectfully disagreeing, requesting a reasonable adjustment or seeking legal advice will not, by itself, be treated as misconduct or used as a reason for an adverse decision.

Parents, visitors and support people must follow MIoD's safety, privacy and classroom requirements. They must not interfere with teaching, intimidate or interrogate another student, discipline another person's child, record without permission or refuse reasonable safety directions. Ordinary consensual conversation between adults is permitted. Contact with minors remains subject to the child-safety and communication restrictions.

7.15 Amendments Governing Law and Acceptance

MIoD may update these Terms for safety, operational or legal requirements. Significant changes will be notified directly before taking effect, with their effective date. Changes operate prospectively and do not retrospectively change an existing dispute, agreement or decision. Necessary agreement will be obtained where contractual rights or obligations materially change.

The latest approved versions will be available on the MIoD website. These Terms are governed by the laws of Victoria, Australia. Students aged 18 and over accept these Terms for themselves when enrolling or booking. Parents or legal guardians enrol minors under the children's Terms and applicable adult-program arrangements described in Section 7.0.

8.0 Policies and Procedures

This is an index only. Use the full MIoD Policies and Procedures (Legal Version) - Adults - 2027 for the complete operational requirements. The section numbers below match that document.

8.1 Statement of Commitment to Child Safety

8.2 Code of Conduct Reference Only

8.3 Professional Conduct and Physical Contact



8.4 Bullying and Harassment
8.5 Privacy and Data Protection
8.6 Complaints and Concerns
8.7 Incident Reporting and Management
8.8 Incident, Concern and Evidence Recording Procedure
8.9 Student Safety, Behaviour and Support
8.10 Reasonable Adjustments and Participation Planning
8.11 Enrolment Decisions and Clear Communications
8.12 Parents Legal Guardians Visitors and Approved Support Persons
8.13 Health Safety and Wellbeing
8.14 Illness and Attendance
8.15 Emergency Evacuation and Lockdown
8.16 Social Media and Digital Communication
8.17 Online Safety and Communication Boundaries
8.18 Programming and Content (Music and Choreography)
8.19 Artificial Intelligence (AI), Digital Image Generation and Intellectual Property
8.20 Recruitment and Screening (Child Safety)
8.21 Shared Studio Use with Children and Child Safety
8.22 Teacher Training, Supervision and Ongoing Compliance
8.23 Changes to Policies
8.24 Prospective Operation and Review

9.0 Code of Conduct

This is an index only. Use the full MIoD Code of Conduct (Legal Version) - Adults - 2027. These section numbers match that document.

9.1 Purpose
9.2 Scope
9.3 Our Commitment to Children
9.4 Behaviour Expectations for Students
9.5 Respectful and Inclusive Conduct
9.6 Responsibilities of Adults and Support People
9.7 Shared Spaces and Safety
9.8 Safe Physical Contact in Dance
9.9 Reporting Safety Concerns
9.10 Digital Behaviour and Online Conduct
9.11 Attendance Punctuality and Class Conduct
9.12 Health Safety and Injury Disclosure
9.13 Use of Studio Facilities
9.14 Privacy and Confidentiality



9.15 Photography Filming and Social Media

9.16 Substance Use and Professional Conduct

9.17 Equal Opportunity and Anti-Discrimination

9.18 Agreement Enforcement and Review

9.19 Responding to Behaviour and Safety Concerns

10.0 Bookings and Fees

Adult classes must be booked online at https://www.melbourneinstituteofdance.com/book

10.1 Online Booking Instructions

Visit: https://www.melbourneinstituteofdance.com/book

(Tip: Save this link as a favourite on your phone or computer.)

Select your class type, then click “Book Now.”

Choose your desired date and time, and click “Next.”

Enter your details, agree to the Terms and Conditions, and click “Book Now.”

You will receive a confirmation email once your booking is complete.

Please note that each class must be booked separately.

Key Points

Classes can be booked up to 14 days in advance.

A confirmation email will be sent once your booking is complete.

Cancellations must be made at least 24 hours before the class to avoid being charged.

Payment options include:

Direct bank deposit

Credit card or cash in person at the studio

10.2 Payment Options

Payment must be made before class to the front of house staff or directly to the teacher. If you are using a Class Card or Pass, please present it to the teacher at the beginning of the class so it can be marked off.

For conditions relating to payment obligations and enrolment acceptance, refer to Terms and Conditions 7.1 Payment and Enrolment.

Payments may be made by cash, credit card (Visa, Mastercard or Amex), or direct bank deposit. When paying by bank transfer, please include your full name and invoice number (or class description) in the payment reference to ensure it is correctly recorded.

Direct Deposit Details:

Account Name: Kalman Warhaft

BSB: 083 166

Account Number: 73 276 2836

Please allow 1-2 business days for transfers to clear.

Class entry may be declined if payment has not been received or verified.

10.3 Fee Structure

The following fees apply to 2027 adult purchases. The price, inclusions and expiry must be disclosed before payment. A later price change does not retrospectively increase a completed purchase.

Class passes are valid for six calendar months from purchase; the exact expiry date must be shown on the purchase confirmation. Scheduled term breaks and advertised public holidays are included in that period. If an unplanned MIoD closure or cancellation materially prevents reasonable use of a pass, MIoD will provide a fair extension, agreed alternative or refund as required by Section 7.2. A medical or other exceptional extension may be requested by email and will be assessed individually and confirmed in writing. Previously purchased passes retain the expiry terms agreed at purchase. Website and booking-system prices and expiry rules must match the applicable published schedule before sales open.

Payment option	Price
Drop-in ballet, contemporary or character	$38 per class
10 class pass, valid for 6 months	$350
15 class pass, valid for 6 months	$510
20 class pass, valid for 6 months	$660
Online Zoom group class	$15 per class

10.4 Additional Expenses and Requirements

Workshop (Adult Pointé and Adult Character) and Course Fees:

Workshops and courses are purchased for the duration of the program. This structure allows the same group of participants to progress together.

All workshops are offered through an application process. Participants must meet the required skill level to be accepted.

Annual Production Fee:

Our adult production group and performance season provide an opportunity to showcase your progress and growth in dance. Each year’s performance offers valuable stage and production experience, bringing together dancers from both the children’s and adult programs, ages four to eighty-four. It is a celebration of dance’s power to unite, inspire, and create lasting memories.

End-of-Year Gala:

Typically held in December, we present our End-of-Year Gala. This all-inclusive fee covers:

Costume costs

Theatre hire

Choreography

Artistic consultation

Studio hire

Teacher and coach time

Eligibility and Rehearsals:

We recommend that adult participants have at least one year of consistent weekly training before joining a production group.

Rehearsals are conducted with professionalism, care, and respect, within a supportive and social atmosphere. Many dancers also enjoy informal gatherings and post-rehearsal catch-ups as part of the community experience.

Enrolment and participation decisions follow the fair process in Terms and Conditions - Adults Sections 7.0.2 and 7.11. Attendance and technical readiness requirements are set out in Policies and Procedures - Adults Section 8.18.8.

Casting:

The Director and choreographer may amend casting, roles, choreography and the programme for artistic, safety or operational reasons, applying Policies and Procedures - Adults Sections 8.18.7 and 8.18.8.

Working with Children Check:

MIoD requires production participants aged 18 and over to hold a current Victorian Volunteer or Employee Working with Children Clearance before production rehearsals or performances, unless a lawful exemption is verified and accepted in writing. An Employee Clearance covers voluntary roles; paid child-related work requires an Employee Clearance unless a lawful exemption applies. This is an MIoD production safeguard and does not imply that every adult performer is legally a child-related worker. Students under 18 are not required to obtain a check merely because they attend an adult-level class. Role-based screening, exemptions and WWC Connect requirements follow Policies and Procedures - Adults Section 8.20. A clearance never authorises unsupervised contact with children. Application information: https://service.vic.gov.au/services/working-with-children.

Production-media acceptance is required before participation under Terms and Conditions - Adults Section 7.9.2. Production fees are advised before booking; this handbook does not set a new production levy. Workshop, course and production commitments are distinct from ordinary drop-in classes. Mixed-age backstage and changing arrangements follow Policies and Procedures - Adults Section 8.21.

11.0 Term Dates 2027

Classes follow MIoD's published term calendar, with public-holiday closures and production adjustments. Check current timetable notices for individual class availability. The following dates align with the final 2027 children's handbook.

Term 1: Monday 1 February to Sunday 28 March (8 weeks). No classes on Labour Day, Monday 8 March; Good Friday, Friday 26 March; or Easter Saturday, Saturday 27 March.

Term 2: Monday 12 April to Sunday 27 June (11 weeks). No classes on King's Birthday, Monday 14 June.

Term 3: Monday 12 July to Sunday 19 September (10 weeks).

Term 4: Monday 4 October to Monday 6 December (9 weeks). No classes on Melbourne Cup Day, Tuesday 2 November.

Adult production group events: General Rehearsal 1 and Photo Day, Saturday 27 November; Dress Rehearsal at The Round, Monday 29 November; General Rehearsal 2, Saturday 4 December; Gala at The Round, Monday 6 December. Individual calls and rehearsal requirements will be advised separately.

MIoD values the discipline of classical training, the joy of movement, and the personal growth that dance brings. The school is proud to support each student's development as both a dancer and a contributing member of the MIoD community, fostering ongoing engagement in the art of dance.

We look forward to nurturing your passion for dance - one step at a time!