



Bayside Dance 2024 Handbook PRESCHOOL PROGRAM

A Guide for Students and Parents

Updated January 2024

FROM THE DIRECTOR

Welcome to Bayside Dance! I'm so glad you've decided to join our dance community.

This handbook will serve as your guide to Bayside Dance, not only in terms of practical things like dates, what to wear and procedures, but will also explain why we do what we do. (Hint: it's because we love dance!)

We hope to inspire a passion for the art of dance in each and every student that steps through our doors, whether you dance once a week or every day.

I can't wait to share another amazing year of dance with you all.

Kaitlin Hague
Director, Bayside Dance

OUR VISION

To be the leading source of dance education in Brisbane's Bayside area.

OUR MISSION

To help preschoolers, kids, teens and adults find self-expression and enjoyment through dance classes every week. Our combination of a nurturing environment, strong technical training and creativity sees our students grow not just in the dance studio but as human beings.

OUR VALUES

Positivity — Dance is not without hard work, but each and every dance class is underpinned by a philosophy of encouragement and enjoyment. The best results come when we can enjoy what we do.

Community — Our classes are friendly and welcoming. We support one another in our successes and (sometimes literally) catch each other when we fall.

Respect and Safety — We show respect to our dancers, parents, staff and property. The use of safe dance practice is imperative in our classrooms and built into our curriculum.

Service — We value each and every customer and pride ourselves on our ability to communicate with and serve our customers.

Quality — We value high quality. Our teaching staff, costumes and uniforms, performances and experiences are of a high calibre.

OUR STAFF

Our teachers LOVE teaching dance and we expect a lot from them. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities. Many of our teachers have wide-ranging professional performance experience to share with our students, and while we know not every dancer who steps through our doors wants to or will become a professional dancer, we believe each and every student deserves our care and attention.

Director: Kaitlin Hague

Assistant Director: Kate Sterren

Teaching team: Maddison Baker, Holly Dimoska, Heather Gerrard, Abby Hartmann, Isabella Maric, Maggie McLaughlin, Lauren McNamara, Madeleine Smallhorne, Rebecca Swain, Aimee Ternus, Desney Toia, Lily Wearne

Admin team: Jaime Walker, Lauren McNamara, Charlotte Foxall-Webb

CONTACT INFORMATION

0402 927 688

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ADDRESS 2/264 Tingal Rd Wynnum 4178

WEBSITE www.baysidedance.com.au

FACEBOOK PAGE www.facebook.com/bayside.dance.qld

INSTAGRAM PAGE www.instagram.com/bayside.dance.qld

CLOSED FACEBOOK GROUP FOR PARENTS AND STUDENTS
(or search "Bayside Dance Parents and Students")

<https://www.facebook.com/groups/1619491614964936/>

2024 TERM DATES

TERM 1: Mon 29 Jan — Thur 28 Mar

TERM 2: Mon 15 Apr — Sat 22 Jun

TERM 3: Mon 8 Jul — Sat 14 Sep

TERM 4: Mon 30 Sep — Sat 7 Dec

Bayside Dance does not hold regular classes on public holidays or school holidays.

THE PRESCHOOL PROGRAM

Our preschool dance classes are carefully designed to provide your child with a fun-filled half hour of learning through physical movement and creative play. A year-long program will see your child's coordination improve and imagination take flight through carefully constructed lessons guided by caring and considerate teachers who just love seeing our littlest students take delight in dance. Dancers can join us from 2 years of age.

We have a range of classes available to preschool dancers depending on their age and interest.

Itty Bitty Ballet

For our littlest dancers aged 2 years. A gentle introduction to basic dance steps used across a range of dance styles, using lots of imagination, familiar music and exciting props and games.

Teeny Tiny Tots

For dancers aged 3 and/or heading to prep in 2025. This ballet-inspired class focuses on fine and gross motor development in a fun and imaginative way, sure to have your little one twirling with delight!

Tiny Tots

For dancers aged 4 and/or heading to prep in 2024. Dancers learn basic dance techniques from ballet and a range of other styles all while having a ball! Tiny Tots is the perfect preparation for a life-long love of dance and a great pre-cursor to commencing school the following year.

Tiny Tumbling

Develop strength, flexibility and gross motor skills in our Tiny Tumbling class! Similar to gymnastics, participants learn basic tumbling like forward rolls, as well as having tonnes of fun! For dancers aged 3 and 4 years.

Mini Pop

This hip hop-inspired class will have your little one grooving and moving. Dancers will love this engaging and energetic class that will see them learning cool moves and gettin' down! For dancers aged 3 and 4 years.

FOR PARENTS

When you enrol in dance classes you're teaching your child so much more than just how to point their toes. By making a commitment to an activity you are teaching them commitment, dedication and how to work hard. By encouraging them to attend class every week (even if they're having an off day), you're encouraging good habits that will see them through to being successful adults. Three cheers for you!

We work exceptionally hard to communicate clearly and frequently. As such, we ask that you do your bit and read our monthly newsletters to help you stay informed about your child's dance education.

Bayside Dance is a place where students can dance as much or as little as they like. You should know that whether your child takes one class or several, we absolutely value their participation in dance with us. With this in mind, we ask that you come to us with any concerns regarding your child's dance experience. There has yet to be an issue we can't solve with a phone call and good communication!

Preschool classes are some of our most popular at Bayside Dance. Our age-appropriate curriculum is designed especially for little bodies with big imaginations.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, basic dance activities, and games in an environment of creativity. At around age 4 we commence training in turn out and explore different dance styles.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So, don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

The process of separating from the parent at dance class is an important accomplishment of preschool children. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that their parent will come back and pick them up;
- to respect the teacher/student relationship.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasise what the child is doing at the dance class rather than what you do while they are in class
- Arrive on time, to avoid rushing your child into class which can make them feel anxious.
- Avoid prolonged goodbyes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit). Holding a teacher or assistant's hand or sitting next to the teacher can quickly fix a tearful situation.

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. If you feel your child is not coping with dance class at this time, speak to our team. Likewise, should you be experiencing any changes in the home environment (a new

baby sibling, parent going back to work, toilet training, etc.) let us know so we can prepare for and address the situation accordingly.

HANDY HINTS

These handy hints will help your little dancer make the most out of class. We encourage students to:

- Be organised — Arrive at class on time with the right shoes and dressed appropriately.
- Be polite — To teachers, students and any guests in the studio.
- Be respectful — To their teachers who want to help them achieve their best.
- Be focused — Class time is their chance to learn, so it's best to leave toys and distractions at home where possible (the occasional "special guest" is ok).
- Be a good listener — To learn the steps and improve each week, it's important to listen to the teacher's instructions.
- Have fun! Bring your happy smile and dancing feet!

POLICIES AND PROCEDURES

Contacting us

If you have any questions we encourage you to contact the office at hello@baysidedance.com.au or 0402 927 688. Our friendly reception and admin staff are only too happy to help you out.

You can also contact us via our private Facebook group for parents and students. This group is great to ask general questions, and if you see a question that you know the answer to, feel free to respond. If your concern is a private one however, it is best to email it through. Negativity and bullying are not tolerated in the private group (just like they are not tolerated in the classroom).

Our public Facebook page is primarily designed for sharing our studio with the wider public, so while we encourage you to post positive experiences and photos to our page and "share" the love, questions are best to be emailed or addressed in the private group.

Changing your details

Please let us know if you move house, change emails or phone numbers.

Parking

Bayside Dance shares a carpark with our neighbour, North Sails. During morning classes, please use only the designated car parks for Bayside Dance, and utilise street parking should these be full.

After 4.30pm and on weekends, you are welcome to park in the North Sails bays should they be free.

Do not park in front of either of the roller doors, and please supervise any behaviour in the carpark. It is not a playground.

There is ample street parking available on Tingal Rd, and surrounding streets, however please ensure you obey parking signs and do not park across residents' or businesses' driveways. We want our neighbours to keep liking us!

Newsletters

Newsletters and important updates are emailed MONTHLY. If there is something you would like to include, such as a child's success at a school performance or a major performing-arts related achievement we would love to hear about it! Oh, and don't forget to READ the newsletter, especially before you contact us with questions. You may find all your questions answered.

Class Cancellations/ Teacher Substitutions

It is highly unlikely that classes would be cancelled, however sometimes events beyond our control may require the cancellation of a class (i.e. extreme weather event, sudden teacher illness/accident). In the case of a cancellation, parents are notified via text message and email, and cancelled classes are credited to the following term's account.

Just like you, our teachers sometimes get sick or may need to take time off work. Where the teacher knows in advance that they will be away they may choose to inform students in class that they will have another teacher the following week. Where a teacher is sick or a last-minute substitution has to take place, it's possible you may not receive notification prior to arriving at class. We only employ teachers of the highest standard, so if your child's teacher is not your regular teacher you can be confident your child will still have an enjoyable and educational experience. We do not issue a refund where a substitute teacher has taken class.

Medical Information and First Aid

Bayside Dance captures medical information as part of our enrolment process. If your child suffers from one of the following conditions, we ask that you discuss treatment plans and medication with our reception team or their teacher as an additional precaution:

- Severe allergies (especially anaphylaxis)
- Diabetes, asthma or epilepsy
- Any other condition where the child might need to take medication in class
- Any special needs that may affect their behaviour or physical capabilities (including sensitivities to sound or touch)

If your child is undergoing physiotherapy or other treatment, please ensure that our staff are informed so that we don't further aggravate anything and can offer modified exercises if required. All information about our students is confidential.

All of our teachers hold current first aid certificates and will provide first aid in class if necessary and within the scope of their training. Where the teacher deems necessary, parents may be contacted to collect children early from class or may call an ambulance in serious situations.

Nut-aware zone

To ensure the safety of our Bayside Dancers with nut allergies, our waiting room/reception area is NUT AWARE. Please ensure that snacks you bring to the studio don't contain nuts. If you or your dancer has eaten nut products before class, please wash your hands before or when you arrive. As always, the safety of our students comes first.

Attendance

We encourage all students to attend as many classes as possible throughout the term (after all, they have been paid for!) Each class represents a step forward in content, and as such it can be frustrating for the teacher and likewise for the student if classes are constantly being missed. If your child will be absent from class, please send us a quick email to let us know. If your dancer is absent from class without notifying us, you will receive a follow up email.

Illness

If your child is unwell and not able to attend class, a text message or email to let us know is very much appreciated. If your child is experiencing contagious symptoms (e.g., runny nose, coughing, fever, diarrhoea or vomiting) they should be kept home from class. Once your child is not contagious, they can return to class, however you may like to notify the teacher so that if the child appears to become unwell throughout the class they can be allowed to sit down for a period, or for you to be called if symptoms worsen/the child appears distressed.

Covid-19 and related symptoms

If you or your child is experiencing Covid-19 symptoms (fever, sore throat, runny nose, cough, trouble breathing, vomiting, diarrhoea) they SHOULD NOT attend the studio. Families should follow up-to-date Covid restrictions as outlined by the State Government at the time.

Bayside Dance operates under an industry approved Covid-safe plan, however this plan can change at any time. All parents, students and staff members are expected to follow any current directions from Queensland Health in relation to social distancing and mask wearing should they apply.

Makeup Classes

Students who miss a class can contact us about doing a makeup class in either the same or a similar style, provided Bayside Dance have been notified prior to the absence taking place. Makeup classes are the responsibility of the parent and can only be taken in the same term as the missed class. Refunds or credits will not be issued for missed classes.

Arrival and Departure

Arriving on time for class will ensure you're able to make the most of dance lessons. Dancers should wait in reception until the previous class exits the studio, or until called by the teacher (unless otherwise requested by the teacher).

We encourage students under 10 to arrive around 5 minutes prior to class starting, so as not to draw out the waiting time prior to class commencing. Young students should be taken to the bathroom prior to the start of class.

For their safety, children should be picked up immediately after class. If your child's class is the last of the day, please be respectful of our teachers' time and arrive on time to collect your child. If you are concerned you might be late or need to drop off a child early, get in touch via text message (noting that we aren't able to answer the phone during class).

Lost and Found

Please mark all dancewear, shoes, and personal items with your child's name. We are not responsible for any items that your child brings to class. We have a lost property bucket in reception where any lost property will be placed. The bucket will be emptied at the end of each term.

Our Classroom Environment

Bayside Dance encourages a relatively relaxed classroom environment where students feel comfortable and there is mutual respect between dancer, teacher and parent. However, that doesn't mean that class is a 'free-for-all' or that we encourage poor behaviour from our students. We expect dancers and parents to be polite and that our teachers' instructions will be followed.

In the dance classroom the teacher is in charge and works carefully to create a sense of focus for the students. You should never disrupt class unless in an emergency. If you are late, it is polite to apologise to the teacher.

If you need to speak to the teacher, ensure it is before the class commences or after the class concludes, and be respectful that we often have classes back to back and may be focusing on welcoming the next lot of students into the classroom. Sometimes it is best to send an email rather than take up time from another class.

Parents and the classroom

Usually, parents and siblings are not permitted inside the classroom. Parents and siblings of preschool children are asked to wait in reception, where we have CCTV installed so that you can watch your child in class. If your dancer is a little nervous when starting out, we will slowly ease the parent out of the studio.

Child and Youth Risk Management Strategy

Bayside Dance follows a Child and Youth Risk Management Strategy. For more information and to view the full strategy, please [follow this link](#).

At Home Practice

For preschoolers, any general exploration of movement or remembering what they did in class is great, but we certainly don't expect them to have any sort of structured practice outside of their class.

Practicing with your child allows you to join in the dance experience, however we don't expect you as a parent to correct them or force them to practice (this can in fact be more damaging them letting them playfully practice on their own). We love hearing when our students play "dance teacher" and mum or dad has to be the student!

Behaviour Management Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehaviour.

- Children who exhibit unacceptable behaviour or attitudes are told what is wrong and directed to a positive alternative approach or behaviour.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before re-joining the class.
- If a child's misbehaviour continues to disrupt the class, the parent or guardian will be called to pick up the child.

Termination of Enrolment

In certain circumstances, it may be necessary for the director to terminate a student's enrolment. Every effort will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include the following:

- Consistently disruptive or dangerous behaviour by students or their parents
- Bullying or abuse of other children, parents or staff (including on social media)
- Consistent failure to pay fees
- Stealing or vandalism (which could result in instant termination and follow up with police if necessary)

Key Parent Contact

We understand that some children have shared care across two households. In this case, we ask that one parent becomes the key contact for the child and assumes responsibility for enrolment and payment of fees. This ensures a stable and continuous enrolment for your dancer throughout the year.

With regards to communication however, we are more than happy to add both email addresses to our newsletter database to ensure both households are across information such as rehearsals, special events, performances, costumes and more.

Student and Parent Use of Social Media

Use of social media is commonplace. This policy is intended to provide Bayside Dance students and parents with guidelines to eliminate any confusion concerning its use at Bayside Dance.

- You are always welcome to share photos and videos of your child celebrating what they have learnt at Bayside Dance. If posting on Facebook or Instagram, you can also tag us (@bayside.dance.qld)
- Do not post videos or photos of staff or children other than your own without express permission from the staff member or the parent of those students. Never post anything that would compromise the self-esteem of a student. If you do post videos of class content, never post choreography in its entirety as Bayside Dance owns the copyright to all choreography taught at the school.
- You DO NOT have permission to reveal any information that compromises Bayside Dance. By that, we mean you are forbidden to share personal information about the director, staff, other students or their families, or anything that is proprietary and/or confidential to them or Bayside Dance.

- Students and parents should neither claim nor imply that they are speaking on behalf of Bayside Dance.
- Respect the law, including those laws governing child protection, defamation, discrimination, harassment, and copyright and fair use.
- Parents and students should never post negative comments about other schools or teachers.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.
- Dancers should not list Bayside Dance in their bio on Instagram

General Policies

- Only water is allowed in the studios. No food, drinks, or chewing gum.
- Students and parents should direct all communication via the admin team and/or the director. Communication with other teachers via personal phone, email or social media is not allowed unless authorised by the director.
- Never speak negatively about teachers, students, or parents from other schools.
- All students must show respect for their teachers at all times. Inappropriate behaviour could result in dismissal from the school.

UNIFORMS AND CLASS WEAR

Bayside Dance encourages neat presentation and appropriate dancewear for safety reasons. The below table and pictures show the recommended dance wear for each style we offer for preschoolers. You can purchase shoes, studio leotards, skirts, hair products and other dance items at the studio.

For preschoolers, hair should be neatly pulled back off the face. If you'd like to do a ballet bun, [watch our online tutorial here](#).

	Itty Bitty Ballet, Teeny Tiny Tots and Tiny Tots	Mini Pop	Tiny Tumbling
Option 1	A leotard in any colour* Skirt optional.	A leotard in any colour teamed with bike shorts or leggings*	A leotard in any colour teamed with bike shorts or leggings.* No skirts or tutus.
Option 2	Comfortable clothing with stretch (no denim)	Comfortable clothing with stretch (no denim)	Comfortable clothing with stretch (no denim)
Shoes	Pink or black canvas ballet shoes	Black jazz shoes	Bare feet

*A uniform is not compulsory for preschoolers, but we do offer a studio leotard in preschool sizes that many dancers choose to wear.



Emilia is ready for Itty Bitty Ballet, Teeny Tiny Tots or Tiny Tots!



Tamsin and Lakyn are ready for Mini Pop!



Eden, Ziggy and Elka are ready for Tiny Tumbling!

Dancers are encouraged to adhere to the following guidelines:

- Students should carry their dancewear, shoes, and other belongings in a dance bag. It is a great idea to ensure that your dance bag and all of its contents are named.
- Watches and jewellery (like necklaces and bracelets) should not be worn to class as they can cause distraction and injury. Dancers may be asked to remove these items.
- Dance shoes should be put on in reception/just outside the classroom and taken off before leaving the venue to keep shoes in tiptop condition. Never wear your dance shoes outside on grass or concrete, and especially not when it rains!
- For preschool dancers, it's great to introduce the routine of getting ready for dance class with a special 'dance outfit' (i.e. leotard and skirt). While fluffy or sparkly tutu skirts can be very cute, we find these can sometimes be distracting. It can be best to keep it simple. Tutus are definitely not permitted in Tiny Tumbling.
- While you may wear socks or bare feet for the first few weeks of class, we do expect all dancers to obtain the correct shoes for their dance genre for safety and technique.

Where to buy dance shoes

We have MDM ballet and jazz shoes in stock at the studio.

TUITION AND EXPENSE POLICY

As per the Terms and Conditions agreed to upon enrolling via our website or in person, enrolment is for the full year of 2024 and will remain current unless cancelled in writing. Any changes to enrolment (e.g., cancellation, decrease or increase to the number of classes taken) MUST be processed PRIOR to the commencement of the upcoming term, otherwise the customer is liable for the full fees for that term. Term fees are due prior to the first week of term. Any fees that remain unpaid after week 3 of term will incur a \$35 late payment fee. If enrolment is cancelled after the commencement of the term any fees already paid will not be refunded.

We offer payment plan options via Payrix, where you can pay your term fees in fortnightly instalments.

Class length	Fees (for a 10-week term)
30 minutes (e.g. Preschool class)	\$174/term

Discounts

Discounts apply for multiple classes within families.

Two classes/family = 5% discount

Three classes/family = 10% discount

Four classes/family = 15% discount

Additional Fees

Tuition does not include dancewear, shoes, costumes, recital tickets, private lessons, holiday workshops, exams or special events.

ANNUAL CONCERT

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and even better job interview skills down the track. The rehearsal process is a tremendous learning experience as well. It helps dancers develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

At the time of producing this handbook, the following dates have been confirmed for our concerts, this year taking place at Chandler Theatre in the Sleeman Sports Complex:

Preschool Concert 2 November

Junior and Big Kids Rehearsal 3 November

Junior and Big Kids Concert 16 November

We distribute detailed concert information at the end of Term Two, and outline the commitment required. If you read the information provided, you will know everything to possibly know about the concert, as we try our very best to outline every detail upfront.

Itty Bitty Ballet dancers are invited to participate in the concert with their very own "My First Concert" package. More information about this is distributed in Term 3.

Costumes

We spend many hours determining the correct concert costumes for each class. They are always age appropriate and of the highest quality possible.

In an effort to ensure that costumes are delivered in time and to allow us to negotiate affordable prices with our suppliers, we charge a costume deposit on our Term 3 invoice, with the balance payable on your Term 4 invoice. If you choose not to do the concert, you would not pay the costume deposit. If you pay the costume deposit, a costume will be ordered for you/your child. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

Costumes are not distributed unless paid for. We often create a costume that can be worn to class again the following year.

Costume Payment Schedule

	Term 3	Term 4
One class/week (one routine at the concert)	\$79	Balance owing
Two or more classes/week (two or more routines in the concert)	\$119	Balance owing

ADDITIONAL INFORMATION AND ACTIVITIES

Kids & Teens Classes

Do you have an older child? Maybe they'd like to try hip hop, ballet, acro or something else? We'd love to have them at Bayside Dance. Classes run every day after school and on Saturdays. Many classes run back-to-back so dancers can learn multiple genres with one handy drop off time. We offer a range of classes that may take your child's fancy, including; ballet, tap, jazz, hip hop, musical theatre, acro and contemporary. They are welcome to try a few styles to find the one that suits them!

Adult Classes

Don't let your child have all the fun! Adult dance classes at Bayside Dance are all about YOU enjoying yourself through dance. Whether your goal is to get fit or more flexible, to return to dance after some time out, or to try something brand new, we would love to welcome you into our adult dance community. Classes range from beginner to experienced, across a variety of styles. Have a look at the Adults page on our website or ask us for details.

Performance Teams

Our Performance Teams represent Bayside Dance at competitions and local events. Joining a Performance Team is a fantastic opportunity to further engage in dance training and gain experience. In 2024 Bayside Dance will offer three different performance team opportunities, each designed to suit dancers with different needs: Mini Troupe (for 4-6 year olds), Performance Troupes (for Level and above), Talent Development Program (for highly dedicated students in Level 5 and above). If you would like more information, please speak with one of our team.

A FINAL NOTE

Welcome to 2024 at Bayside Dance! We look forward to an exciting, rewarding year of dance!

BAYSIDE DANCE CONTACT INFORMATION

0402 927 688

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WEBSITE www.baysidedance.com.au

FACEBOOK PAGE www.facebook.com/bayside.dance.qld

INSTAGRAM PAGE www.instagram.com/bayside.dance.qld

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