



Dear Parent/Guardian

I would like to take this opportunity to welcome you to Gemstars School of Performing Arts. Gemstars is a place where your child can develop their creativity, confidence, rhythm and expression whilst building strong friendships. Our school supports the development of new skills in a safe and exciting environment.

Each term students work on a variety of styles in dance, drama and singing from musical theatre to pop. All classes are carried out in a fun and safe environment with fully vetted staff. Our classes encourage students to immerse themselves in the performing arts which have many benefits e.g. confidence, social and creative development. We are constantly introducing new material across the board and keep classes fresh & exciting for all!

"We regularly see students discovering talents, excelling in performance skills and others overcoming shyness or a lack of confidence. Children amaze us with their capabilities and their personal achievements." Georgina & Emma

We also host annual shows with this year's show taking place in the Lime Tree Theatre. This allows the students to showcase their work over the last year to family/friends. Our stage school show is always an enjoyable experience for children and audience guests alike. This year our end of year show will be held in the Limetree theatre 15th & 16th June 2018.

Gemstars are here for you and your children. Everyone has a creative side, it just needs the opportunity to be developed and expressed. We look forward to working with you all. Please feel free to contact us to discuss any concerns or queries you might have about enrolling your child/children in our stage school. We're a very welcoming stage school and keep our core family values at the heart of everything we do.

Gemstars Ethos can be summed up by our commitment to the power of the Arts to support a person's overall holistic development which in turn supports the growth of strong and supportive communities. There are no Arts without community and no community without Arts.

Fees for 2017/2018

*Fees and fee structure will be due and take effect from September 2017. If paying by cheque please make payable to: **GEMSTAR PRODUCTIONS***

Option 1

Each term will be run over a 10 week period with the cost per class payable in a once off payment of €100 for the first child, €180 (Two siblings in a family) and €240 (Three siblings within a family)

Option 2

The term will be run over a 10 week period with the cost per class payable in two instalments: €50+€50 for the first child, €90+€90 (Two children in a family) and €120+€120 (Three children within a family). Please note if you are availing of this option the second half of the payment must be paid by the latest of **week 5** or the place will no longer be secured. As of September 2017 we have to strictly enforce this rule for everyone.

Please speak with Georgina or Emma for additional information or requests in relation to payment.

****Please be advised if you miss a class the fee for this class will still be required as this is a term fee payment and not pay as you go.***

Important Information

There is an annual registration fee of €10. Please return the registration form and fee together

NB: Please note this form must be fully signed and returned by week 2 inclusive of the fee. Failure to return this form will result in the child being refused entry to class. By signing this registration form you are agreeing to abide by the rules and conditions of Gemstars School of Performing Arts

Website

Our website is currently available at www.gemstars.ie. Under the parent's login you will find important information and class notes. The login code is: gemstars1718 (all one word with no capitals or spaces)

Class Requirements

Children are required to wear a pair of leggings, Gemstars T-Shirt and a pair of shoes with a rubber sole/pumps or trainers in class. Class t-shirts and jackets are available to order in class. The children also required to bring a bottle of water to every class.

Teachers/Staff

All teachers and staff of Gemstars are fully Garda vetted and work under the direction of Emma & Georgina. Emma & Georgina are the designated persons within the organisation of Gemstars. All staff follow the most current child protective guidelines and the School has a child protection policy which is displayed in every class. Georgina & Emma are the directors of all creative content that is implemented within the class. All material used in class is age appropriate and suitable for working with young people.

Reserving A Place

If you would like to reserve a place in our school of performing arts, please forward your Child/Children's full name, age including a Parent/Guardian Name and contact number. Please include the location and class time you wish to reserve. A €20 euro Deposit is required to secure a place for each term. **From September 2017 we can no longer reserve a place without a €20 deposit per child.** This is applicable to every class term. This is payable at any of our class locations by cash or Cheque or alternatively by bank transfer. This €20 deposit is taken off the term balance for each term.

End of Year Show

Our end of year show this year takes place in the Limetree Theatre 15th & 16th June 2018. If your child is taking part in this year's show there is a €30 fee per child payable by the end of May. Further details will be provided closer to the time.

Payment/Bank Transaction Details

To make a payment please lodge the payment to Gemstar Productions and include the Child's name in the subject line and class/location so we can identify the payee.

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*Class reservation cannot be confirmed without a booking deposit of €20 per child. Deposits are non-refundable or transferrable. Balance must be paid in cash or cheque at the latest of the first day of class or 7 days in advance of commencement of class if paying by bank transfer.

Class Rules & Regulations:

- ***No parents are allowed in class during tutorials***
- Strictly no mobile phones in class however they may be kept in a bag if they are turned off
- Pupils must wear Class T-Shirt & leggings to class. This allows students to perform to the best of their ability. No skirts please.
- Trainers/Pumps must be worn at all times no other footwear will be allowed in class.
- If you wish to discuss your child's interests etc. you can speak to the teacher after class
- ***Good behaviour is expected by all pupils at all times***
- Pupils must **arrive on time** for class and be **collected on time**, as we cannot be responsible for any pupil outside of class times.
- Please provide a healthy drink for the child for the duration of the class (Bottle of water). We encourage healthy eating so please no fizzy drinks or sweets.
- The teachers may on occasion give sweets or jellies at the end of a class so please advise of any allergies on the registration form
- Parents must return and fill out the requested registration/Release/Costume form by week 2 at the latest.
- **Parents & Students must respect the staff of Gemstars at all time. Failure to comply will result in the loss of a place for the student.**
- **Parents/students must also respect the facility & staff where the class takes place. No running around the buildings or creating excessive noise.**
- Gemstars reserves the right to refuse admission or cease the term at their own discretion
- Deposits or term payments are Non-Refundable and Non-Transferrable
- Fees for class must be paid for at the **beginning of every class** and not when the class has finished.
- **It is mandatory to inform the management if your child has additional needs before enrolment.** Please contact us via email or phone to further discuss any relevant details.
- *Suitability for classes will be determined in the first two classes. We also reserve the right to refuse admission and to cease the term contract throughout any term.

It is mandatory to inform the management if your child has additional needs before enrolment. Please contact us via email or phone to further discuss any relevant details on gemstarslimerick@gmail.com or 0874405177.

***Suitability for classes will be determined in the first two classes. We also reserve the right to refuse admission and to cease the term contract throughout any term.**

If you require any more information, please feel free to contact us.

Child Protection Notice For Gemstars School of Performing Arts

Gemstar productions is fully committed to safeguarding the well-being of all children & young people with whom we interact and to the implementation of policies and practices that protect children and vulnerable adults from harm.

The aim of **Gemstar Productions** Protection and Welfare Policy is to promote best practice in protection and set out a procedural framework to ensure that members of staff are equipped to make informed and confident responses to specific issues and take proactive steps to minimise risk with regard to protection and welfare issues.

In implementing its policy **Gemstar Productions** undertake to provide a safe environment where the welfare of the child/young person is paramount. We will adhere to the recommendations of;

Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth affairs.

We have implemented procedures covering but not limited to:

- Code of behaviour for all Staff & Students;
- Confidentiality
- Recruitment and selection of staff;
- Staff management and supervision;
- Involvement of primary carers;
- Informing Parents of Incidents and accidents.

**The use of photography & videography within the class is strictly prohibited by Students or Parents. This is in keeping with child protection guidelines & policies as stated above.
Thank you for your co-operation**

We hope all our Families & Students have an enjoyable year.

Signed: Emma & Georgina O Driscoll

Gemstars Contact Number: **087 4405177**

Email: gemstarslimerick@gmail.com

Join us on www.facebook.com/gemstarslimerick Twitter: @gemstarslimk

Website: www.gemstars.ie

