

Darlene's Dance Academy

Student Handbook 2011-2012

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INTRODUCTION

This booklet contains valuable information, which will be referred to throughout the season. Please take the time to read it in its entirety.

MISSION STATEMENT-CODE OF PROFESSIONAL CONDUCT

Darlene's Dance Academy is dedicated to providing a unique experience in all forms of dance to achieve excellence through a positive and creative teaching style. We follow a strict code of conduct in our professional and business relations. Integrity, fair dealings and truthfulness are of utmost importance to us.

HISTORY

Life is about choices and Darlene recalls having to choose Girl Guides or taking dance lessons at age 11. Within the first year she was hooked and continued her dance training over the next 10 years with examinations in tap, jazz and ballet. As an advanced competitor she received a scholarship for her unique jazz solo performance and went on to perform professionally with a dance company. Having had many professional opportunities, Darlene knew that she wanted to pass along her knowledge to children and in 1979 started instructing dance in communities and studios throughout Edmonton.

In 1989, Darlene Drummond went back to her roots at the Lynnwood Community Hall and started out on her own with 25 students. Recitals were held at the hall and admission was a potluck donation. Later on the communities expanded to Elmwood, Lessard, Meadowlark and Willowby with the recitals being held at S. Bruce Smith School, Victoria Composite High School and Myer Horowitz Theatre.

In 2003, she moved her community league based program into a full studio. The foundation that influenced Darlene to construct the unique facility was that she always believed a positive environment builds a child's self esteem no matter how old you are. Now, over 20 years later, Darlene's Dance Academy's recitals have been held at the Jubilee Auditorium with over 600 students performing. Darlene can't help but wonder what her life would have been like if she had chosen Girl Guides back at the Lynnwood Community Hall.

CHILDREN'S FITNESS TAX CREDIT

In January 2007, the Government of Canada has implemented the Children's Fitness Tax Credit, which allows parents to claim a maximum of \$500 per year for eligible fees paid for each child who is under 16 at any time during the year. Darlene's Dance Academy is classified as an eligible program in which you need to keep your receipts. Further information can be found on the Internet by typing in Children's Fitness Tax Credit, Canada.

CLASSES OFFERED

Nursery (3 years) This is a class designed to combine creative movement along with story based activities to help develop natural co-ordination necessary to start dance classes at 4 years old.

Preschool or PrePrimary (4 - 5 years) Based on ballet technique with a jazz flare to music they can relate to. A wide variety of skills are carefully designed for this age category and their high energy level. Two levels are offered according to ages.

Tap (5 years and up) Al Gilbert tap syllabus is used to teach the proper gradual buildup of tap technique. It is a unique style in which the feet form sounds, patterns, rhythm, co-ordination and timing-essentially making the music.

Jazz (6 years and up) A fast moving, high energy class with a unique and widely diverse syllabus. Ballet classes are highly recommended for each jazz student, as strength and flexibility are needed to perform these movements properly and safely.

Ballet (6 years and up) The structure of the ballet syllabus is designed to build the student's alignment, self-discipline, correct muscle use and strength while also learning a style of dance that is poised and graceful. We use the Cecchetti Ballet Syllabus and exams are offered to the older students. (exam students must be enrolled in a ballet technique class)

Hip Hop (9 years and up) The dance styles of the street have finally made it to the mainstream. This is an urban dance with many different styles, all of which are challenging and fun. Fast or smooth, you got to have a groove!

Lyrical (12 years and up) This is a stylized form of jazz and ballet, which adheres to telling a story through the movements or interpreting the lyrics in the song chosen. It is a style that incorporates more fluidity in movement and focuses on expression.

Modern (12 years and up) A dance style which focuses on core strength and the use of the floor in its movement. The dancer will use their body to interpret shapes, lines and feeling.

Musical Theatre / Novelty (7 years and up) It is the culmination of dancing, singing, and acting all in one. Think of Broadway and you will understand what this is all about! High energy and expression of face and body are crucial to this art form.

Jazz Technique (12 years and up) This is a structured jazz class that does not follow a set standard syllabus. The students are challenged to learn new exercises weekly while maintaining their focus on technique. This is to be used as a class to enhance Jazz training, not to replace it.

Ballet Technique (12 years and up) This is a structured ballet class that does not follow a set standard syllabus. The students are challenged to learn new

exercises weekly while maintaining their focus on technique. This is to be used as a class to enhance Cecchetti training, not to replace it.

Pre Pointe and Pointe (12 years and up) This is a progression of ballet technique and only those students showing a strong understanding of body alignment and hip placement will be slowly introduced to this technique. Please note that the instructor must approve all footwear.

Adult (20 years and up) For the young at heart! We offer beginner to intermediate classes in Tap, Jazz and Hip Hop. They are designed to be fun and challenging. For those adults wanting more stage performance, entering into festivals and the recital is an option.

Parent + Tot (1.5 - 3 years) This is a great introduction to dancing for children to dance along with Mom or Dad so they can develop their coordination over a 8 week period. The teacher guides the Parent/Tot team in a way that makes discovering movement, balance & listening skills easy & fun.

DIVISION LEVELS

Recreational Program: All styles of dance are offered in this program. These are classes stated in our schedules with the letter 'R' behind it.

The recreational level are students who usually take anywhere from 30mins to 2 hours a week of class instruction. These dancers will attend pictures, recital and require a costume. Students age 5 years and up may or may not receive additional performance opportunities such as entering a local festival held in the beginning or mid-May. The teacher's choice for this opportunity would be made prior to Nov. 1st and is based on class attendance and ability.

Competitive Program: On the schedule, these classes have a letter 'C' behind it. These classes offer a more intensive program for those students who show a strong natural ability and passion for dance. Competition level students should be enrolled in Technique classes as well. Those enrolled in Technique classes will excel faster in their dance training. Requirements of students must have a back ground in dance, show consistent hard work, good attendance and attend all scheduled events. *A contract is to be signed in September so that everyone understands the requirements of participating in this level.* Students not following these requirements will be moved to the recreational division and will not be accepted back into the competitive program the following year. Please note that these competition classes may also be required to purchase black jazz shoes for festivals due to costuming. We would advise in December if this was required.

Competitive Program Festivals:

Junior 'C' levels will be enrolled into at least 1-2 festivals held in Edmonton or surrounding areas.

Intermediate and Senior 'C' levels will be enrolled into at least 3-4 festivals held in Edmonton or surrounding areas. One of those festivals will be held out of town. In the past, we have gone to Hinton and Banff to participate in festivals.

Festival Information:

We post on our website all dates, times and schedules as soon as we receive the information. Festivals dates are usually held in April and May. Most are held on the weekends but some can be held during the week. Please note that some of the times could involve missing some school. Entries into festivals will be determined by late Oct. with the festival fees being due on Nov. 1st. Entry Fees can range from Groups \$20 to \$30 per entry, Duets or Trios range from \$16 to \$28 each and Solo's \$30 to \$50 depending on the festival.

DRESS CODES

Please note all dress codes are to be adhered to in all classes and instructors may set their own consequences for improper dress.

(ie: Student is asked to change into proper attire or sit out from activity)

Boy's Dress Codes – ALL CLASSES EXCEPT HIP HOP

Child Sizes – Bodywrappers White T-Shirt	Style #B400
Bodywrappers Black Jazz Pants	Style #B191
Men Sizes - Bodywrappers White T-Shirt	Style #M400
Harmonie Black Bermuda Shorts	Style #HM709

(these shorts can only be bought at BZBodys Dance Store)

Dance belts are required for the older students.

Boys shoe colour is Black. Note any special requirements of shoes under separate disciplines.

Parent + Tot

Recommend loose comfortable clothing such as t-shirt with leggings and bare feet. Little skirts or whatever you'd like is just fine. Adults can wear a t-shirt with yoga or sweat pants and bare feet.

Ballet

**Hair is to be pulled into a bun- secured with hairspray, gel, bobby pins and hairpins for ages 6 and up. No bangs and no jewelry are to be worn.*

Nursery, Preschool and Pre Primary (3-5 years)

Bodywrappers Navy Short Sleeve Bodysuit	Style #BWC120
Mondor Ballerina Pink Nylon Full Foot Tights	Style #345
Capezio Pink Ballet Shoes	Style #200

Primary / Junior Grades (6-10 years)

Bodwrappers Navy Tank Bodysuit	Style #BWC115
Mondor Ballerina Pink Nylon Full Foot Tights	Style #345
Capezio Pink Ballet Shoes	Style #200

Ceccc & Teen Grades / Technique / Pre Pointe (10+ years)

Mainstreet Black Pinch Tank Bodysuit	Style #93383
or Bodywrappers Black Tank Bodysuit	Style #8395
Mondor Ballerina Pink Microfiber Convertible Tight	Style #319

For Ceccc Gr. 2-3: Bloch Pink Ballet Shoes Full Sole Style #SO205

For Ceccc Gr. 4 & up:

Angelo Luzio Pink Stretch Split Sole Ballet Shoe	Style #246 preferred
or Bloch Pink Canvas Split Sole Ballet Shoe	Style #SO277

NOTE: Pointe classes will be instructed by their teacher regarding their shoes.

Jazz / Technique / Lyrical / Musical Theatre

**Hair is to be neatly pulled into a ponytail – secured with gel, hairspray and bobby pins – no jewelry is to be worn.*

Primary and Jr. Grades (6-10 years)

Bodywrappers Navy Tank Bodysuit	Style #BWC115
Bloch Light Tan Footed Tights	Style #TO921G
Bloch Beige Jazz Bootie	Style #SO499 preferred

(These grades may also have the option of shoe style #SO405)

Int. - Sen. Grades / Technique / Lyrical (11+ years)

Any <u>Tight Fitting</u> Yoga or Dance Top & Capri Pant or Dance Shorts	
Bloch Beige Jazz Bootie	Style #SO499 / 481

Musical Theatre

Same dancewear as Jazz, Tap or Ballet class but would require the Beige Jazz Bootie.

Tap (Boy's entry level tap shoe is Capezio Black #442)

**Hair is to be neatly pulled into a ponytail - secured with gel, hairspray and bobby pins - no jewelry is to be worn.*

Pre Primary Grade (5 years)

Bodywrappers Navy Short Sleeve Bodysuit	Style #BWC120
Mondor Suntan Nylon Full Foot Tight	Style #345
Capezio Tan Tvette Tap Shoe	Style #625

Primary + Jr. Grades 1 & 2 (6-7 years)

Bodwrappers Navy Tank Bodysuit	Style #BWC115
Bloch Light Tan Footed Tights	Style #TO921G
Capezio Caramel Mary Jane Tap Shoe	Style #3800

Jr. Grades 3 & 4 (8-12 years)

Any <u>Tight Fitting</u> Yoga or Dance Top & Capri Pant	
Bloch Light Tan Footed or Convertible Tights	Style #TO921G / TO935G
Bloch Tan Showtapper Tap Shoe	Style #SO323

Int. Grades 5 & up (12+ years)

Any <u>Tight Fitting</u> Yoga or Dance Top & Capri Pant or Dance Shorts	
Bloch Light Tan Footed or Convertible Tights	Style #TO921G / TO935G
Bloch Tan Split Sole Slip On Tap Shoe	Style #SO389

ADULT CLASSES

Any Comfortable Top + Lycra Pants	
JAZZ shoes – Bloch Black Jazz Bootie	#SO499 / 481
TAP shoes – Bloch Black Split Slip On Tap Shoe	#SO389

HIP HOP – Plain white running shoes (BZBodys also carry's them)

Modern

**Hair is to be neatly pulled into a ponytail - secured with gel, hairspray and bobby pins - no jewelry is to be worn*

Modern (12+ years)

Same as Cecchetti Grades above but bare feet is required.

Shorts are also acceptable.

Hip Hop

**Hair is to be neatly pulled into a ponytail - secured with gel, hairspray and bobby pins - no jewelry is to be worn*

All Hip Hop Grades (9+ years)

Tight Tank, Cap Sleeve Top or Dancewear Top

Sweat, Track, Cargo, or Dancewear Pants or Capri

BZBodys sells the Hip Hop All White Runners Style #7892

(NO jeans, shorts, outdoor runners, platforms or sandals)

NOTES: Classes that are scheduled back-to-back, student only needs to change shoes and not outfit. If one of those classes is a ballet class, then the student must wear their ballet outfit and have hair in a bun for both classes. Usually the student will enjoy adding on some capris or shorts overtop of their ballet outfit so they can feel the jazz style more. Dancewear clothing must be tight fitted with stretchable material, no street wear allowed unless in a hip hop class.

DANCEWEAR COMPANIES

Dancewear requirements can be purchased in the studio during Aug. 30-31 and Sept 1 from 4:00pm – 9:00pm. Sizing for outfits and shoes are taken at that time, purchases must be paid for and then the items will be brought to the studio for pick up on Sept. 3rd from 10:00am-2:00pm or the child's first day of dance class. WE DO HAVE A RED BOOK AT THE STUDIO FOR PARENTS WISHING TO BUY OR SELL THEIR USED SHOES OR BODYSUITS.

These dance shops have been given a list of our required dancewear.

BZBodys (.net)	220 Century Rd, Spruce Grove	780-962-5308
Karries Kostumes (.ca)	2001 Tudor Glen, St Albert	780-460-2626
Tu The Pointe	8135 Roper Rd, Edmonton	780-413-9622

Only tight fitting Yoga or Dancewear Tops, Capris and Shorts are allowed to be worn unless taking a hip hop class. No street or baggy clothes allowed for any of the classes. If a student arrives to class without being dressed in the proper dance attire, they may be sent home.

Please note that BZBodys is the only shop that has brought in the Hip Hop All White Runners. BZBodys has also brought in men's sizing of Bermuda shorts, which instructors prefer instead of pants.

STUDENT RESPONSIBILITIES

ATTENDANCE

All students are required to attend their classes on a regular basis. Frequent, repetitive class work is essential to muscle development and memory. If a student does not attend classes on a regular basis, they will fall behind and risk being removed from choreography or possible being put into a lower level class. It is also extremely important that students do not come late to classes. Dance classes are designed to begin with a warm-up and then graduate to more difficult work, missing the warm-up could result in injury. Students should arrive 5 - 10 minutes prior to class starting. Consistent attendance is mandatory and self-discipline with attire and grooming is necessary.

POLITE

Students are to be respectful to all others including other dancers, faculty and family. This is to occur both in and out of the studio. Student behavior at festivals and other functions outside the studio is to be considered courteous to everyone no matter the response in return. This is to be upheld at all times with NO EXCEPTIONS.

POISED AND PATIENT

Consistent and persistent effort must be made each class to ensure the student actually progresses. Lack of consistent effort does not heed the results both the student and the teacher want to achieve.

POSITIVE

Negative attitude from one affects all in the classroom. We are committed to having a safe and secure atmosphere to achieve positive results for the group as a whole. This is to be everyone's objective.

INAPPROPRIATE BEHAVIOR will be disciplined as follows:

First Infraction - a verbal warning

Second Infraction – discussion with the parent

Third Infraction - will result in dismissal from the dance studio. Withdrawal Policy will be followed.

Any student caught stealing, bullying, vandalizing or intentionally hurting another individual with is dismissed immediately and Withdrawal Policy will be followed.

CLASS RULES

No Gum, Candy, Food or Soft/Sport Drinks (small water bottles are allowed)

No Jewelry (small stud earrings are allowed)

No Jeans, Boxers, Regular Clothing or Street Shoes

All cell phones must be turned off in the classroom.

PARENT RESPONSIBILITIES

- Ensure child attends class and arrives at least 5-10 mins prior to class start time.
- Ensure that all fees are paid on time. (On or prior to the 1st of the month)
- To treat the concerns of the teachers seriously.
- To inform the teachers of any concerns or problems pertaining to your child, which may affect their dance training.
- To ensure you review website for all newsletters, notices and schedules.
- To call or email the office of an unavoidable absence.
- Respect and support the studio policies and schedules.

STUDENT PICK UP

We prefer that all younger children be picked up inside the studio. Older students waiting outside the front door should be present with another student. If by themselves, they should be waiting inside. No students are allowed to go to the park. Please discuss pick up procedures with your children.

PLAY AREA

We have a play area at the front of the studio adjacent to the waiting area. We are not, however, a daycare and expect parents to monitor their children's behavior and clean up after playing in the area. Noise levels need to be kept down and standing on stools is prohibited and will only result in an injury. If play area is abused, all items in the play area will be removed or even closed off.

LOST and FOUND

Lost items can be found in the wooden bench located in the front entrance. Jewelry or smaller items would be found at the office. Twice a year, items are put out throughout the hallway and items not claimed are given to charity.

TEACHER RESPONSIBILITIES

- Attend meetings to keep informed about upcoming events.
- Ensure that all students are treated equal and are in a safe and caring environment.
- Inform parents and students of any concerns.
- Teach a full curriculum appropriate for the student's age and ability.
- Respect and follow studio complete set of guidelines and ethics.
- Set clear boundaries and communication paths.
- Place students in classes suited best for their level and ability, placing safety above all else.

INFORMATION and COMMUNICATION

We are proud to provide you with the current technology for registering online, account information, emailing receipts, newsletters and schedules to keep you up to date.

We have found that parents do not always receive their newsletters from their children so to ensure you get the proper communication, we post everything on

our website and the Bulletin board in the front waiting room. *No newsletters are given out unless you inform the office that you want to manually receive all paper work.* We do however give newsletters out pertaining to our recital and picture schedules but these are hand delivered to the parents.

We post on our website:

- All scheduling information for Festivals, Pictures and Recital. Only group names are used and only first names for solo/duet/trio entries.
- All policies and procedures.
- All calendar of events, holidays and cancellation of classes due to weather.

Office Hours:	Monday to Thursday	4:30pm - 9:00pm
	Friday	4:30pm - 8:00pm
	Saturday	9:30am - 2:00pm

Phone: 780-481-2487

Fax: 780-486-0360

Email: darlene@darlenesdance.com

Website: www.DarlenesDance.com

ENROLLMENT and REGISTRATION FEE

- REGISTRATIONS ACCEPTED TILL: Dec. 1st ages 3-5 and Oct. 20th ages 6+
- Registration Fee: \$30.00 per student or \$42.00 per family.
- The Registration, First and Last month's tuition is non-refundable with the exception if we cannot place the student in the appropriate class.
- Enrollment is complete when the Payment Registration Form and payment is dropped off or mailed to the office within 5 business days after registering online. See website for summer office hours.
- Darlene's Dance reserves the right to cancel a class or combine classes with another appropriate class when enrollment is low. Consideration of 2 weeks may be given to see if a class will remain open.
- **G.S.T.** – All fees include the 5% G.S.T. Our registered GST is #888327475.

TUITION and PAST DUE

- Tuition is based on a yearly fee divided by 10 months for customer convenience. It bears no relationship to the number of classes in any given month. Add up total family hours per week to arrive at your yearly or monthly tuition.
- Tuition is paid monthly to hold a student's place in a class(es) and must be paid regardless of the student's attendance, sickness or vacation each month. Tuition is not pro-rated for any late enrollments after the first of the month, although missed classes may be made up if there is an appropriate class to attend but must be made up prior to Jan. 1st due to all classes starting their dances.
- Monthly tuition payments are due by the 1st of each month with a grace period until the 7th of the month. Tuition paid after the 7th of the month will be considered past due and a \$15.00 late fee will be automatically added to the students account. Other fees that would be included in this rule would be Festivals and Costumes with the billing dates of Nov. 1st, Dec. 1st and Feb. 1st.
- Darlene's Dance Academy reserves the right to apply any unpaid tuition or past due fees to the credit card on file after the 7th day of the month to keep your

account up to date. Any cheques returned NSF, etc. are subject to a \$25.00 charge on your account. Please remember you *will not* be sent a monthly statement.

PAYMENTS – full details are listed on our Payment Registration Form

Payments Accepted are: Visa, Mastercard, Cheque, Debit and Cash.

Any cheques returned NSF, etc. are subject to a \$25.00 charge on your account.

As long as you don't opt out of receiving emails, all payments processed will receive email notification of their receipt each time a charge is processed.

NOTE: No credit card information is put on any computer or program.

➤ **REGULAR SEASON PAYMENT PLAN FORM**

There are 3 Payment Plans to choose from:

PLAN #1 – AUTOMATIC CREDIT CARD PLAN (Visa or Master Card)

- We automatically bill your credit card on the 1st of the month leaving you with no late penalties plus the Exemption Rule applies to this Plan.

PLAN #2 – MONTHLY POST DATED CHEQUE PLAN

- Must provide a credit card on file to secure your account.
- Must submit post-dated cheques, made payable for the 1st of the month.
- The Exemption Rule will apply to this plan.
- Possible late penalties could apply as well as extra NSF charges to account.

PLAN #3 – PAY MONTHLY PLAN

- No credit card is left on file to secure your account.
- All payments must be made by the 1st of the month.
- The Exemption Rule *will not* apply to this plan.
- Late payments are subject to the late penalty fees.
- The extra penalty for this option is that if your account is not paid within 30 days, the student/s may not return to class until all outstanding fees are caught up.

➤ **PARENT + TOT PAYMENT FORM**

There is just 1 separate payment form to fill out with a 1 time payment to be paid at the time of registering online. Payments accepted are cash, debit, cheque, Visa or Mastercard.

EXEMPTION RULE - for June 1st tuition payments

- For customer convenience, we are allowing customers whose accounts are \$165/month and over, the benefit of being able to split the cost up and pay this fee on June 1st instead of Sept. Please note that tuition is based on a yearly fee and is divided over 10 months to lower the monthly payments. Therefore you must realize that June, may or may not have any dance classes being held and this payment still must be made for June 1st.
- The exemption rule will not be offered for PLAN #3 - PAY MONTHLY PLAN.

- If a student quits during the year, the June fee must be paid immediately as it is a non-refundable payment and was given for customer convenience.
- If some classes are dropped during the year, June's tuition will reflect that adjusted price. If dropped to under the \$165/month, June's tuition is no longer exempt and payment is due immediately.
- **The office will need to manually adjust the account to reflect the changes on your account.**

COSTUMES and DEPOSITS

Fee is \$40.00 per class and is due on or before Dec. 1st with the balance being due on Feb. 1st. These costumes will be yours to keep. Classes not subject to this fee are: Jazz or Ballet Technique, Pre Pointe or Pointe, Cecc Int. and Adult classes. If this fee is paid early, it is refundable if a 'Drop Class Request has been submitted **before Dec. 1st**. If a student withdraws after Dec. 1st, you will be responsible for the remaining balance of the costume/s that has been ordered on your behalf as we are not able to return any costumes once they have been ordered.

Our costumes are purchased from the United States, and our buying system is pre-arranged with a company who places one order on behalf of many studios, thus giving us the best possible rate. Most classes have a price range of \$60-\$69 per costume and the competition classes ranging from \$70-\$90 per costume. Measuring for costumes is to be done during the first two weeks in November. It is mandatory for all students to be measured during these two weeks to ensure proper measurements are taken. The costume is ordered off a chart according to the students measurements. The costumes however are made as a standard size and may not fit the child perfectly. For students who wish to get a better fit, may pay to have alterations done on their own.

OTHER COSTS

Dancewear – All dance classes must wear the requirements listed per dance discipline.

Festival Entry Fees – All Competition 'C' Levels are automatically entered into 2-4 Festivals. All Recreational 'R' Levels are subject to teacher's approval for possibly 1 Festival. Billing date and payment for festival entries is Nov. 1st. If dropping a class(es) on or after Nov. 1st, you will be responsible for any festival entry fees that your child was to participate in due to festival payment being made on your behalf.

Year End Recital – All classes with the exception of Ballet and Jazz Technique, Cecc Int. and Pre Pointe, will be performing and require Ticket Admission and Costume.

Pointe classes will be performing at the recital but will only require a basic costume. The same costume is used for festivals and recital.

WITHDRAWALS and REFUNDS

Students are enrolled in classes for the year. If dropping any class(es), a 'Drop Class Request' slip must be filled out and submitted into the office before the 1st of the month in order to reflect on your account. This document may be obtained at the office or downloaded from our website. If you drop a class(es) on or after the 1st of the month, you will not receive a refund for that month and are responsible for those fees incurred.

Note that the Registration, First and Last month's tuition is non-refundable with the exception if we cannot place the student in the appropriate class.

Other important billing due dates are Nov. 1st for Festival Entry Fees and Dec. 1st for Costume Deposits. On or After these dates, you will be responsible for these fees incurred and including the full Costume Balance after Dec. 1st date. Only by a Drop Class Request can you be entitled to receive a refund.

COMMITMENT

You need to look at Nov. 1st and Dec. 1st as a commitment date for the year. On Nov. 1st, if your child is entered into any Festivals, these entry fees are due and as of Dec. 1st, you will be responsible for payments owing on Costume Deposits and Costume Balances. All of these fees are paid in advance on behalf of the student and are non-refundable. Dancers are held responsible for participating in group dance numbers, to the instructor for choreography and to the studio for the remainder of fees to year end.

STUDIO POLICIES

Darlene's Dance Academy has set certain policies in place regarding payment, behavior and general operation of the studio. These policies are for the greater good of the school as a whole. Due to past policy abuse, all policies in this manual are non-negotiable and must be followed and accepted by students & parents attending our school.

- ABSOLUTELY NO SHOES ALLOWED past the entrance to the studio!
- Children's dance shoes must be completely clean so our studio floors do not get damaged. Hip Hop runners are to be for indoor use only.
- Payment methods and procedures must be followed.
- All complaints should be addressed to the office in writing.
- We reserve the right to change class times if needed based on the number of registrations in any given year.
- No student shall be accepted into class until all forms are filled out completely and all fees are paid up to date.
- Parents are responsible to ensure all information is received and reviewed regarding class times, dress codes, events and policies. If there are questions regarding these matters the onus is on the parent to contact the office for clarification.

MISSED CLASSES

There are no refunds for missed classes due to being sick, injured or on holidays, etc. However, students do have the option of taking an extra class to make up for the lesson/s missed if another class at the same level is offered or the office has approved another level for the student. The cut off date to attend another class would be Jan. 1st due to the classes starting their routines for the recital and festivals and would be confusing for the student if attending another class.

WEATHER and CLOSURES

Weather conditions would need to be extreme enough that we are not able to get into the parking lot. Due to weather conditions, sometimes it makes it impossible to put a note on the outside door, therefore there will be a notification made on the telephone message service 3 hours prior to class start time and can be confirmed by calling (780) 481-2487. We would also post on our website under the 'Calendar of Events' for that specific day. Every effort would be made to reschedule a make up class or the need to combine classes together to count for that class missed.

HOLIDAYS

- We have found in the past that we do not get students attending the Statutory Holidays so Darlene's Dance Academy is closed on these days: Labour Day, Thanksgiving Day, Remembrance Day, Family Day, Good Friday and Victoria Day.
- We also are closed for 2 weeks during the Christmas Holidays and 1 week for Spring Break.
- Halloween night would get cancelled if on a week night and a make up day would be scheduled. These classes would only be for the younger students.
- Extra time is spent when we do extra practice, competitions, rehearsals, and performances held outside the studio. There are no deductions on tuition fees.

STUDENT PLACEMENT

Student placement is not always according to age, but also according to their ability. Students must achieve all the necessary technical requirements needed, in order to proceed to the next level, for no injuries to incur.

The following criteria will help to determine the correct placement of each dancer:

- ambition
- mental readiness and preparedness, to accept correction
- physical structure and ability
- strength
- class load
- dedication
- attendance record for classes and events

A child, who is willing to dance where we place them and not necessarily with their friends, shows signs of dance maturity and discipline in the art form. We really work at keeping the dancers within a fair age range; however, dance level is the first priority for proper development and student safety.

Unfortunately there is no set of rules as to how many years or classes a child takes before they reach a certain level, as every dancer develops at their own rate. Students are to be assessed on a yearly basis and will now be given a progress report at the end of every year. This progress report will have the recommended class they should register for in the following year and will help all parents at registration time. The instructor's years of training and experience should be trusted and respected in this matter in order to gain optimum results for you child.

Placements are made by our senior teaching staff and ultimately by Darlene. No one shall influence placement decisions or make adjustments including dancers, parents of dancers or the office staff.

CALCULATE AGE

We use to base the student's age according to Dec. 31 of the calendar year but have changed our policies to be March 1st of the following calendar year due to the school system changed policies **BUT go according to how your child is registered into the regular school system.**

(For their age, are they moved ahead in the school system or are they behind a grade for their age?) This helps to place the student with higher chances of being in the same dance class with their friends. Read our Registration Hints for more examples of age placement.

VIEWING CLASSES

Although we all love to watch our children learning, it is actually quite uncomfortable for the students to learn (and make mistakes) while people are watching. In order for your child to get the best out of class time we have implemented a no spectator rule and hope this will be respected. This includes friends of the dancers who want to come in and watch a class. We have one-way windows installed so that you can watch from outside the class.

We do not have an official parent's viewing week but do offer the parents of all recreational classes the opportunity to come into the classroom the week prior to closing for the Christmas break. Any competitive class will not be offered this opportunity.

PICTURES

Our group and individual pictures will replace regular class times during 5 days in May. Attendance during picture week is mandatory for all students to attend and purchasing pictures is completely optional. Scheduling of picture times and days will be posted on the website and on the bulletin board in April. We use

Artistic Creations for our professional pictures and they do a fabulous job. Pictures would be picked up during the last week of June.

FESTIVALS

This is an event where a dancer either as a soloist or group can perform in a non-competitive setting for adjudication, medals, or awards. Festivals can help promote self-improvement and increased self-esteem. Dancers who participate tend to grasp the performance edge early. More information found under the 'Division Levels' section of this booklet and 'Private Lessons' stated below this.

PRIVATE LESSONS

For those enrolled only in the competitive program, students may put their names on a list if they are interest in solo, duet or trio private lessons. This list is located in each studio room and lets the instructor know who is interested. This allows for communication between the teacher and the student on a monthly basis regarding the student's progress as we have a strict policy on what we look for when accepting students for private lessons. Not all students will receive their wish for private lessons as it is something that is earned and requires discipline and practice. Final results are prior to Nov. 1st and those accepted are required to sign a separate contract for their commitment.

Private Lesson Fees must be paid prior to starting any lesson:

Solo \$236.25

Duet \$197.40 per student

Trio \$166.95 per student

Entry fees range from \$20-\$50 per entry.

Extra Private Lessons per student per ½ hour \$20.00

RECITAL

Our recital is usually held at the Jubilee Auditorium the beginning of June either on a Saturday or a Sunday. There is an admission fee charge to attend and tickets are reserved seating through Ticketmaster. A costume is also required and for those entered into festivals, the same costume is used.

WEBSITE SECURITY

We use The Studio Director program and you can click on their icons when registering on the website to find exact details on how your information is protected.

Darlene's Dance Academy has made the decision not to put student's pictures onto our site and those that are, have been authorized.

No credit card information is put onto any computer work or program.