



*Dance Families*

# HAND BOOK

*2025*

# WELCOME!

Welcome to dance! Thank you for choosing Smith's Dance Academy. We are so excited to have you and your dancer joining our dance family and looking forward to an exciting dance season. We hope this policy book will answer questions as to why and how we do things. If there is anything that you or your dancer does not understand, please do not hesitate to ask us!

Our objective is to provide all students with dance instruction that maximizes their individual potential in an environment that is fun and low stress. All students' progress at a different pace and it is important that you and your child are patient. Becoming frustrated will only hinder the learning process and it will no longer be fun. Each class will challenge the student, because without challenge, there is no sense of accomplishment. Although one student may progress faster than his/her friend, this is not to say that each dancer doesn't have talent...they all do.

It is very important that dancers practice on their own time. Class time is not enough. If a student comes to class with an understanding of what was taught the previous week, and is able to execute the movements correctly, then the class will be able to progress as a whole at a faster pace.

As teachers, our goal is not to make professional dancers of everyone, but to see each student learn, grow and progress each year. Not only do the students learn the art of dance, they learn concentration and discipline, how to take direction and to work with others. Then, at the end of the year, they come out on stage and put it all together at the recital. This is an accomplishment and source of pride for everyone involved, including the parents.

We are so happy to share our love of dance with your dancer and can't wait to see your dancer shine!

# CALENDAR

	MON	TUE	WED	THUR	SAT	<u>No Class Days</u>
1	Oct 6	Oct 7 *	Oct 8	Oct 9	Oct 11	Oct 13: Thanksgiving
2	Oct 20	Oct 14	Oct 15	Oct 16	Oct 18	Nov 11: Remembrance Day
3	Oct 27	Oct 21	Oct 22	Oct 23	Oct 25	Dec 22-Jan 3: Holiday Break
4	Nov 3	Oct 28	Oct 29	Oct 30	Nov 1	Feb 16: Family Day
5	Nov 10	Nov 4	Nov 5	Nov 6	Nov 9	Mar 2-7: March Break
6	Nov 17	Nov 18	Nov 12	Nov 13	Nov 15	Apr 4,6: Easter
Term 2						Apr 9, 11
1	Nov 24	Nov 25	Nov 19	Nov 20	Nov 22	
2	Dec 1	Dec 2	Nov 26	Nov 27	Nov 29	<u>Special Events</u>
3	Dec 8	Dec 9	Dec 3	Dec 4	Dec 6	Oct 20-25: Bring a Buddy Week
4	Dec 15	Dec 16	Dec 10	Dec 11	Dec 13	Oct 27-Nov 1: Halloween Week
5	Jan 5	Jan 6	Dec 17	Dec 18	Dec 20	Nov 17-22: SDA Spirit Week
6	Jan 12	Jan 13	Jan 7	Jan 8	Jan 10	Dec 15-20: Holiday Open House Week
Term 3						
1	Jan 19	Jan 20	Jan 14	Jan 15	Jan 17	Feb 9-14: Love Dance Week
2	Jan 26	Jan 27	Jan 21	Jan 22	Jan 24	Apr 8-18: Sparkle & Shine Week
3	Feb 2	Feb 3	Jan 28	Jan 29	Jan 31	TBA Picture Week
4	Feb 9	Feb 10	Feb 4	Feb 5	Feb 7	
5	Feb 23	Feb 17	Feb 11	Feb 12	Feb 14	<u>Payment Due Dates</u>
6	Mar 9	Feb 24	Feb 18	Feb 19	Feb 21	Oct 6th : Term 1
Term 4						Oct 27th: Costume Fees
1	Mar 16	Mar 10	Feb 25	Feb 26	Feb 28	Nov 19th: Term 2
2	Mar 23	Mar 17	Mar 11	Mar 12	Mar 14	Jan 14: Term 3
3	Mar 30	Mar 24	Mar 18	Mar 19	Mar 21	Feb 25th: Term 4
4	Apr 13	Mar 31	Mar 25	Mar 26	Mar 28	
5	Apr 20	Apr 7	Apr 1	Apr 2	Apr 4	* No Woodstock classes Oct 7 , make up class Apr 21
6	Apr 27	Apr 14	Apr 8	Apr 16	Apr 18	
Potential Storm Days ( if needed)	May 1	Apr 21, 28	Apr 15, 22, 29	Apr 23, 30	Apr 25, May 2	
Tentative Recital Date	May 9	May 9	May 9	May 9	May 9	

# CALENDAR

## ***Dance Season Schedule***

There are 24 class weeks in the dance season including one week for our holiday open house and one week for class pictures , concluded with a year end recital.

## ***Storm Days***

If there is inclement weather cancellation notices will be posted on Facebook, announced via email, shared on CJ104. There are built in storm days at the end of the dance year in case we need to cancel due to weather conditions. If additional storm days need to be made up make-up classes will be scheduled at a later date.

## ***Parent Teacher / Professional Development Days***

Dance class will be held on professional development days, council days and parent/teacher interview days.

## ***Holidays***

Dance class is not held during Thanksgiving, Halloween, Remembrance Day, Family Day, Christmas and March breaks and the Easter holidays.



# THEME DAYS

**Bring a Buddy Week Oct 20-25:** Dancers are invited to bring a buddy to class with them this week to learn a fun partner dance.

**Halloween Week Oct 27-Nov 1:** Dancers are invited to wear their halloween costumes to class.

**SDA Spirit Week Week Nov 17-22:** It's time to show your studio spirit! Wear all your SDA gear and celebrate our awesome dance family!

**Holiday Open House Week Dec 15-20:** We are excited to celebrate the season with our dancers and their families! Open House info will be sent home in the Dec newsletter.

**Love Dance Feb 9-14:** Show us the love! Wear your favourite pink and red outfit, hearts encouraged!

**Sparkle and Shine Week Apr 8-18:** We want to see all our dancers shine! Dancers are encouraged to make up their own dances and show them off to their classmates and wear their shiniest, sparkliest outfits and last costumes.

**Picture Week TBA:** Class and individual pictures will be taken at the studio during regular class times this week.

**Recital 2025 May 9:** Our recital will be held May 9th at the McCain Community Theatre.

# CLASS TIME

## ***Class Etiquette***

Please do bathroom breaks before class begins.

No gum or candy in class please, it is a choking hazard.

## ***Spectators***

To minimize distractions and maximize the amount of time spent on instruction, spectators are not permitted during class. Parents and family will be invited to observe during the last 5 minutes of the each class (30 minutes or longer). The teacher will open the door when the students are ready to show their accomplishments of the day.

## ***Teachers***

Teachers should not be interrupted during classes.

If you have any questions/concerns about classes please contact the director.

## ***Assistants***

Assistants are sometimes present during class. They help to line up the dancers, keep them focused on the dancing, encourage and provide assistance with shoes and emergency bathroom breaks. Dancers interested in becoming an assistant may fill out an application on the web-site: [www.smithdanceacademy.com](http://www.smithdanceacademy.com)

# CLASS TIME

## ***Dress Code***

We request that all dancers wear appropriate dancewear for class. Bodysuits, exercise pants, tank tops and t-shirts are suitable, no jeans or jean shorts. Long hair must be worn up, buns are encouraged.

## ***Shoes***

Dancers studying ballet, contemporary, musical theatre, lyrical and/or jazz will need black ballet slippers or jazz shoes.

Dancers studying tap will need black tap shoes.

Dancers studying hip hop will need clean indoor sneakers or black ballet slippers or jazz shoes.

Dancers do not need to have shoes for the first class. If you do not have your shoes yet, please wear clean indoor sneakers to class.

For safety reasons, dancers cannot dance in sock feet.

Please ensure you label all your dancers shoes with their name so we can return any misplaced shoes to their owners.

Please do not purchase pink/nude shoes as dancers cannot wear them for the recital or class pictures.

We have new shoes available for purchase at the studio for all dance styles. Please email [sda4dance@gmail.com](mailto:sda4dance@gmail.com) to arrange a fitting appointment. We cannot accommodate fittings during class time - thank you for your cooperation.

# COMMUNICATION

## ***Newsletters***

Newsletters will be sent out at the first of each month and at any other time needed by email.

## ***Facebook***

Visit our exclusive SDA Families Facebook group for up to the minute information. Your registration confirmation email will include a link to join the group where you will find all cancellations, newsletters and any other info first.

## ***E-mail***

E-mail is often the fastest way to reach us: [sda4dance@gmail.com](mailto:sda4dance@gmail.com)

## ***Phone***

As I am often in class, many times you will reach my voicemail, please leave a message and I will return it as quickly as possible. 325-2707



# TUITION & FEES

## SMITH'S DANCE ACADEMY 2025-2026 FALL SESSION FEES & TUITION

**Option 1:** Full Session (24 weeks) Payment Prior to Oct 1st *Pay ahead and save 15%!*

Registration Fee (one/family)	\$30.00
1 Hour Class Tuition	\$442.00
45 Minute Class Tuition	\$332.00
30 Minute Class Tuition	\$221.00
15 Minute Class Tuition	\$111.00
Costumes fees:	Costume fees for each class will be announced on Oct 1st and must be paid in full prior to Nov 1st. We will make every efforts to minimize costume fees and use the same costume for multiple classes wherever possible. The maximum costume fee /class will be \$100 including tax.

Or **Option 2:** 4 Term Payments *(due on Oct 7th, Nov 19, Jan 14, Feb 25)*

Registration Fee (one/family)	\$30.00
1 Hour Class Tuition	\$127.00
45 Minute Class Tuition	\$96.00
30 Minute Class Tuition	\$64.00
15 Minute Class Tuition	\$32.00
Costumes fees:	Costume fees for each class will be announced on Oct 1st and must be paid in full prior to Nov 1st. We will make every efforts to minimize costume fees and use the same costume for multiple classes wherever possible. The maximum costume fee /class will be \$100 including tax.

\*\*\*All prices include HST\*\*\*

# REGISTRATION

## ***Payments***

Please submit your payment as quickly as possible. If we do not need to collect payments during class it leaves more time to dance!

E Transfers may be sent to : sda4dance@gmail.com Please include your dancers first and last name in the comments.

Payments can be made at the studio via cash and credit cards(3% service charge).

## ***Withdrawal from Classes / Trial Period***

We hope your dancer enjoys dance class. There will be a 2 week trial period at the start of the first term. If for some reason your dancer decides to withdraw, please notify us prior to the third week of class. Notification within the trial period gives another dancer the chance to enrol. If during the trial period a dancer decides to discontinue taking dance, they will receive a refund on any remaining classes for the term. After the trial period dancers will be deemed to be enrolled for the term, and responsible for payment of the full term's tuition fees .

There will be no trial period for terms 2, 3 and 4. Once the term begins there will be no refunds issued for the remainder of the classes in that term.

Registration fees are non-refundable.

Costume fees are non -refundable after Nov 1st.

Any dancer who withdraws prior to the first class will be charged the registration fee

## ***Late Fees***

A 5% late fee will be charged at the beginning of each month on overdue accounts, until all overdue amounts have been paid. Invoices will be emailed out and a reminder email will be sent to all parents 1 week prior to the next term's tuition payment due date.

Any dancers whose fees are paid late in the previous dance year may be asked to pay their entire class fees in full at the beginning of the session to avoid late payments occurring in the upcoming dance year.

# RECITAL

We are excited to conclude the dance season with a year end recital. Each class will perform 1 dance in the recital. Our 2025 recital will be held May 9<sup>th</sup> at the McCain Community Theatre (WHS) there will be multiple recitals and your dancer will participate in one performance. Recital details and information will be sent out in a special Recital Newsletter.

## ***Costumes***

Costumes for the recital will be chosen by the director and purchased by the student. Costume fees for each class will be announced on Oct 1st and must be paid in full prior to Nov 1st. We will make every efforts to minimize costume fees and use the same costume for multiple classes wherever possible. The maximum costume fee /class will be \$100 including tax.

Costumes are purchased in November. This gives us the biggest selection of costumes to choose from and find the most budget friendly options for our dance families, it also ensures costumes will arrive in time for photos. As the recital dates approach, we can concentrate on dancing, not costumes and pictures. Costume sizes will be determined based on measurements taken by the teacher.

## ***Performance Policy***

No dancer with an outstanding balance will be permitted to perform in the recital(s).

# MORE FUN STUFF!

## ***Dance Company***

Dance Company is a competitive dance team that participates at dance conventions, and performs at competitions and festivals. Since this is an extra class, extra fees are charged and additional costumes must be purchased. As well, all Dance Company dancers must be enrolled in a ballet class.

There is a high degree of responsibility and a substantial time commitment placed on the student to prepare for competitions. Dance Company members work hard all year round preparing for competitions and performances and must have above-average dedication and drive, for this is a very demanding and time-consuming activity. They must be able to learn very quickly and accept criticism. Dance Company dancers are “ambassadors” for Smith’s Dance Academy and are expected to maintain a high standard of behaviour and professionalism at all events in which they participate.

Dance Company is not only a commitment for the students, but for the parents as well. There are recitals, rehearsals, conventions etc to be paid for and transportation to be arranged.

For more information and audition dates please see the Dance Company page on the web-site.

## ***Private Lessons***

Private lessons may be available upon request. Please contact the director for scheduling and availability.

## ***Studio Rentals***

The studio may be available for rentals upon request. Please contact the director for scheduling and availability.

# BIRTHDAY PARTIES

Let us help your dancer have the best party of the year! And best of all we do all the set-up and clean up , so you really get to enjoy the party.

## ***PACKAGE A - JUST DANCE: \$100(+ HST)***

Up to 8 children (including birthday girl/boy)

we decorate the studio to match your chosen theme

we provide 45 minutes of dance instruction and games ( including all game supplies). We will create a special dance to match your dancer's theme.

You will have an additional 45 minutes in the studio for cake, any snacks you want to bring and opening presents for a total of 1.5 hours in the studio.

We host throughout the 1.5 hours

you provide all food, cake etc.

## ***PACKAGE B - THE TOTAL PACKAGE: \$175 (+ HST)***

Up to 8 children (including birthday girl/boy)

we decorate the studio to match your chosen theme

we provide 45 minutes of dance instruction and games ( including all game supplies). We will create a special dance to match your dancer's theme.

You will have an additional 45 minutes in the studio for cake and opening presents for a total of 1.5 hours in the studio.

We host throughout the 1.5 hours

We provide all food: chips, cheesies, juice, cake or cupcakes

## ***CHOOSE YOUR THEME:***

Ballerina Bash

Cheerleading

Hawaiian Luau

Hip Hop

Fashionista

Princess Party

Rock star

Request a party here:

<http://www.smithdanceacademy.com/Birthday-Parties.html>



# OTHER

## ***Bullying***

Smith's Dance Academy has a zero tolerance policy on bullying. A dancer who deliberately makes fun of or hurts another person while at Smith's Dance Academy will not be allowed to return for the remainder of the dance year, and no refunds will be issued for remaining classes, costume fee or registration fees. A second offence will result in a permanent ban.

## ***Removal from Class***

Smith's Dance Academy reserves the right to remove any dancer at any time, whose conduct, or whose guardian's conduct, in the opinion of Smith's Dance Academy is considered disruptive, in or out of the academy.

Thank you for joining our SDA family! I am looking forward to an exciting dance year and can't wait to see your dancer sparkle, shine and grow!

*Amanda*

Director

325-2707 | [sda4dance@gmail.com](mailto:sda4dance@gmail.com)