



# WELCOME TO DANCE!

First Class: Mon SEPT 28 / TUE SEPT 29 / WED SEPT 30 / SAT OCT 3

## 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! We are looking forward to an exciting dance season and the information included should help answer many of your questions about dance classes. We hope this policy book will answer any questions as to why and how we do things the way that we do, you will find answers to a number of commonly asked questions. If there is anything that you or your child does not understand, please do not hesitate to ask us. This is the best way to get the correct answer and avoid the potential for misunderstanding.

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 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.

# Calendar

## Dance Season Schedule

There are 24 class weeks in the dance season , concluded with a year end recital ( pandemic pending). A tentative schedule for the season will be available at the beginning of the year in this booklet and on the web-site. An up to date calendar will be maintained on the web-site for your reference.

## Storm Days

If there is inclement weather please listen to CJ 104.1 FM for cancellation notices. You may also check the Website and our Facebook page for updates and cancellations. 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 ( evening classes only), Remembrance Day, Family Day, Christmas and March breaks and the Easter holidays.

## Special Days

*Halloween Oct 26-31:* Dancers are invited to wear their halloween costumes to class.

*Super Week Nov 16-21:* Super Stars and Super Heros! Dress up like your favourite super star or super hero while we celebrate all the super dancers at SDA!

*Christmas Celebration Date TBA:* We are excited to celebrate the season with our dancers and their families! Our open houses will look a little different this year due to social distancing and public health guidelines so please keep an eye out for more information coming in early December.

*TuTu Terrific! Jan 11-16:* Rock your favourite tutu or favourite past costume during class this week !

*Love Dance Feb 8-13:* Show us the love! Wear your favourite pink and red outfit, hearts encouraged!

*SDA'S Got Talent! Mar 15-20:* We want to see all our dancers shine! Dancers are encouraged to make up their own dances and show them off to their classmates.

**SMITH'S DANCE ACADEMY 2020-2021 CALENDAR**

<b>Term 1</b>	MON	TUE	WED	THUR	SAT	<u><b>No Class Days</b></u>
<b>1</b>	Sept 28	Sept 29	Sept 30	Oct 1	Oct 3	Oct 12- Thanksgiving
<b>2</b>	Oct 5	Oct 6	Oct 7	Oct 8	Oct 10	Nov 11 - Remembrance Day
<b>3</b>	Oct 19	Oct 13	Oct 14	Oct 15	Oct 17	Dec 21-Jan 3 Xmas
<b>4</b>	Oct 26	Oct 20	Oct 21	Oct 22	Oct 24	Feb 15 - Family Day
<b>5</b>	Nov 2	Oct 27	Oct 28	Oct 29	Oct 31	Mar 1-5 March Break
<b>6</b>	Nov 9	Nov 3	Nov 4	Nov 5	Nov 7	Apr 3 - Easter
<b>Term 2</b>						
<b>1</b>	Nov 16	Nov 10	Nov 18	Nov 12	Nov 14	
<b>2</b>	Nov 23	Nov 17	Nov 25	Nov 19	Nov 21	
<b>3</b>	Nov 30	Nov 24	Dec 2	Nov 26	Nov 28	
<b>4</b>	Dec 7	Dec 1	Dec 9	Dec 3	Dec 5	
<b>5</b>	Dec 14	Dec 8	Dec 16	Dec 10	Dec 12	
<b>6</b>	Jan 4	Dec 15	Jan 6	Dec 17	Dec 19	
<b>Term 3</b>						
<b>1</b>	Jan 11	Jan 5	Jan 13	Jan 7	Jan 9	
<b>2</b>	Jan 18	Jan 12	Jan 20	Jan 14	Jan 16	
<b>3</b>	Jan 25	Jan 19	Jan 27	Jan 21	Jan 23	
<b>4</b>	Feb 1	Jan 26	Feb 3	Jan 28	Jan 30	
<b>5</b>	Feb 8	Feb 2	Feb 10	Feb 4	Feb 6	
<b>6</b>	Feb 22	Feb 9	Feb 17	Feb 11	Feb 13	
<b>Term 4</b>						
<b>1</b>	Mar 8	Feb 16	Feb 24	Feb 18	Feb 20	
<b>2</b>	Mar 15	Feb 23	Mar 10	Feb 25	Feb 27	
<b>3</b>	Mar 22	Mar 9	Mar 17	Mar 11	Mar 13	
<b>4</b>	Mar 29	Mar 16	Mar 24	Mar 18	Mar 20	
<b>5</b>	Apr 12	Mar 23	Mar 31	Mar 25	Mar 27	
<b>6</b>	Apr 19	Mar 30	Apr 7	Apr 1	Apr 10	

# Class Time!

## Class Etiquette

Please do bathroom breaks before arriving at the studio.

Dancers enrolled in 2 or more classes back to back may bring a water bottle with them to class. No gum or candy in class, it is a choking hazard.

## Spectators

Due to social distancing guidelines and our covid-19 operational plan we cannot allow spectators in the studio at this time. Once your dancer is registered you will be invited to join our SDA Families facebook group where teachers will be uploading weekly videos of your dancers progress in class.

## Dress Code

We request that all dancers wear appropriate dancewear for class. Bodysuits, exercise pants, tank tops and t-shirts are acceptable, no jeans. Crop tops must be covered with another shirt, no bare midriffs.

Long hair must be worn up, buns are encouraged.

Tights, leotards, shorts and many other dance wear options are available for purchase at the studio

## Shoes

Dancers studying ballet, contemporary, musical theatre 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 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. When purchasing ballet slippers it is strongly recommended you purchase slippers which have an elastic overtop of the foot, to ensure a secure fit. Ballet slippers must have a leather bottom to allow your child to feel the floor through their shoe. Isotoner type slippers are not ballet slippers or jazz shoes and will NOT be permitted in class, this policy is for your dancers safety. The padding in the bottom of the isotonic slipper type shoe does not allow the dancer to truly feel the floor.

We have new shoes available for purchase at the studio in various and for all dance styles.

## Teachers

Teachers should not be interrupted during classes.

If you have any questions or concerns about classes at Smith's Dance Academy please contact the director, Amanda Boone at [amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.com) or 325-2707.

## 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)

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## Communication & Contact

### Newsletters

Newsletters will be sent out at the first of each month and at any other time needed by your preferred method as indicated on your dancer's registration form.

Newsletters are also posted on the website [www.smithdanceacademy.com](http://www.smithdanceacademy.com).

### Website

A Website is available for your information. Through the Website you may access updates, newsletters, updated calendars, this policy book and much more.

### Facebook

Visit our Facebook page for up to the minute information.

### E-mail

E-mail is often the fastest way to reach us: [amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.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

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# Covid 19 Procedures

- Waiting areas will be closed. We ask that parents please wait for their dancer in their vehicles to ensure social distancing. Your dancer's teacher will greet them at the door ( with a 6 ft social distance) and bring them back to the door at the end of classes. We ask that if you see a dancer at the door to please wait until the teacher returns to greet the next dancer before sending your dancer in to ensure social distancing. At the end of class please keep an eye on the door for when the teacher brings your dancer out to meet you.
- Once in the studio each dancer will be assigned a "bubble" which will be taped out on the studio floor. Dancers will be asked to stay within their bubble during class, and also keep their belongings inside their bubble. For this reason we ask that dancers only bring what is absolutely necessary into class ( no extra toys, clothes, large bags etc.). All bubbles will be sanitized between classes/each day with a 24 hr sanitizer.
- There will be no viewing at the end of classes for parents. We understand this is very disappointing however we cannot have viewings and maintain social distancing. Instead we will be taking short videos during classes and making them available to you via our SDA Families Facebook group in order to keep you updated on your dancers progress.
- The water fountain will be closed. Any dancers enrolled in 2 consecutive classes or longer class is asked to please bring a water bottle with them which they can keep in their "bubble". Please ensure dancers do all bathroom breaks before coming to the studio. We will have the studio bathroom open for emergencies only to limit the traffic in it, and will sanitize before the start of classes each day.
- We will limit "hands on teaching" as much as possible. Teachers will only go within your dancer's bubble when absolutely necessary, for example to help younger dancers tie shoes. When we do have to be within a dancer's bubble we will wear a mask.

- We ask that all parents and dancers follow all precautions set out by Public Health, if you or your dance answer YES to any of the following questions please DO NOT enter the studio.
    1. Have you or a member of your family shown two of the following symptoms?:
      - fever above 38°C;
      - a new cough or worsening chronic cough;
      - sore throat;
      - runny nose;
      - headache;
      - a new onset of fatigue;
      - a new onset of muscle pain;
      - diarrhea;
      - loss of sense of taste or loss of sense of smell; and
      - in children, purple markings on the fingers or toes.
    2. Have you have travelled outside of the Atlantic bubble in the last 14 days?
    3. Have you have been tested for Covid-19 within the last 14 days or been in contact with someone who has been tested?
    4. Have you been around someone who has tested positive for Covid-19?
  - Our full Covid 19 operational plan is available on our website for your reference.
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## Registration, Payments & Withdrawal from Classes

### Registration

To Register you will need all of the following:

1. Completed registration form ( available online at [www.smithdanceacademy.com](http://www.smithdanceacademy.com))
2. Registration fee \$25.00 (one per family, living at the same address)
3. Payment in the form of:
  - Full payment of all fees in cash, cheque ,Credit Card
  - First term payment or Post Dated cheques for all 4 term payments

We appreciate your help and understanding in making the payment system run as smoothly as possible so as we will not need to use up class time to track and accept payments.

## 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!

Payments can be made at the studio via, cash, cheque and credit cards.

Payments can be made on the web-site via paypal.

E Transfers may be sent to : [amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.com) Please include your dancers first and last name in the comments.

Cheques can be mailed to :

5 Hillside St

Hartford, NB

E7M 0E1

### SMITH'S DANCE ACADEMY 2020-2021 FEES & TUITION

	1 Payment for Full Season (24 weeks - due by Sept 28)	4 term Payments (6 weeks / term due by: Sept 28, Nov 10, Jan 5, Feb 16)
Registration Fee (one / family)	\$25.00	\$25.00
1st Class	\$175.00	\$45.50
2nd Class (10 % off)	\$157.50	\$40.95
3rd or More Class (20% off)	\$140.00	\$36.40
Costumes fees:	Costume fees for each class will be announced on Oct 15th and must be paid in full prior to Nov 10th. 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 \$85 including tax.	
<b>***All prices include HST***</b>		



## **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 10th.

Upon receipt of a medical certificate a dancer can receive a refund after the trial period.

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

## **NSF Fees**

There will be a \$35 charge applied to all NSF checks.

## **Late Fees**

A 3% late fee will be charged at the beginning of each term 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 start.

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 year to avoid late payments occurring in the upcoming dance year.

## **Covid -19 Closure Refunds**

In the event we are forced to close due to covid-19 all remaining class fees in the term ( or season if full payment was made) will be refunded. When we reopen we will start with a new term.

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## **Recital**

We are excited to conclude the dance season with a year end recital ( pandemic pending). Due to Covid-19 we can't tell you exactly what the recitals will be like this season. Please keep an eye out for recital information in early April.

## **Costumes**

Costumes for the recital will be chosen by the director and purchased by the student. 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 group pictures. Costumes will be purchased in the fall, 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).

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# **ADDITIONAL CLASSES & SERVICES**

## **Birthday Parties**

Smith's Dance Academy would be very happy to help your child celebrate their special day! Parties are available at the studio or in your home. Please see the web-site or contact Amanda for more details.

## **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.

## **Waltz & Couples Lessons**

Wedding waltz and couples lessons in other style are available at our studio or in your home. Please contact Amanda to schedule a lesson.

## **Studio Rentals**

The studio is available for rentals for \$25/hour + HST.

## 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 choosing to have your child dance with Smith's Dance Academy. I am looking forward to an exciting dance year!

Amanda Connors- Director

325-2707

[amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.com)