



# SMITH'S DANCE ACADEMY

## POLICY BOOK 2011-2012

### **1.0 INTRODUCTION**

This handbook has been written as a guide for parents and students to understand how Smith's Dance Academy operates. We hope this manual will clear up a lot of questions as to why and how we do things the way that we do. In this booklet 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.*

### **2.0 DANCE CLASSES**

#### 2.1 GENERAL

Smith's Dance Academy offers tap, jazz, ballet technique, hip hop and various other styles of dance. We accept students from the age of three to adult. Class durations vary depending on the skills being taught, as well as the age and abilities of the dancers.

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 children practice on their own time. Five minutes before class 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. This is an accomplishment and source of pride for everyone involved, including the parents.

#### 2.2 DANCE YEAR SCHEDULE

The dance year runs for 25 class weeks, these weeks include one week for our Christmas Open House, and another for dance pictures. A tentative schedule for the year will be available at the beginning of the year.

#### 2.3 THE BEGINNING OF CLASS

Dancers are asked to arrive and be ready 5 minutes prior to class.

Jazz shoes are to be worn first in most cases. Please try to do bathroom breaks before class or during the break. A 3-5 minute break is given during the middle of class to change shoes and drink water. Water bottles are permitted during class. No food or pop. Dancers arriving on the bus are encouraged to bring a snack and to eat it before classes begin.

#### 2.4 SPECTATORS

To minimize distractions and maximize the amount of time spent on instruction, spectators are not permitted during class. Woodstock classes can be observed via the monitor in the waiting room. Parents and family will be invited to observe during the last 5 minutes of the last class of each month. In all other locations parents and family will be invited to watch the last 5 minutes of each class. The teacher will open the door when the students are ready to show their accomplishments for the day.

#### 2.5 SPECIALTY CLASSES

Specialty classes will start after the Christmas break. These classes focus on a specific dance style and are a wonderful way for dancers to experience more of the world of dance. Specialty classes perform one dance in the recital, for which a costume must be purchased, in addition to the specialty class fees.

#### 2.6 PRIVATE LESSONS

Private lessons may be available upon request at a cost of \$25 + HST /hour.

### 2.7 WALTZ & COUPLES LESSONS

Wedding waltz and couples lessons in other style are available at our studio in Woodstock or in your home. The cost is \$25+HST/hour. (plus \$0.35/km travel allowance for any location outside Woodstock) Please contact Amanda to schedule a lesson.

### 2.8 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.

## **3.0 REGISTRATION AND FEES**

### 3.1 REGISTRATION

Registration can be made:

- In person at registration day(s)
- By mail to : Smith's Dance Academy  
5 Hillside St  
Hartford, NB  
E7M 0E1
- Online at: [www.smithdanceacademy.com](http://www.smithdanceacademy.com)

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 of \$20 per family ( living at the same address)
3. Payment in the form of:
  - Full payment of all 4 terms, as well as the costume fee in cash or Credit Card (online)
  - Post Dated cheques for all 4 terms as well as for the costume fee

*\*If you wish to pay in term payments but via credit card or cash or through a third party such as Pro Kids, we are happy to accommodate you, however you will still be asked to provide post dated cheques for the term dates, which will be destroyed or returned to you as per you wishes, once payment has been received.*

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.

### 3.2 TRIAL PERIOD

All dancers have a two-week trial period beginning the first day of class. If during the first two weeks a dancer decides to discontinue taking dance, they will receive a refund on any remaining classes after the trial period, the return of post-dated checks, and the costume fee. Registration fees are non-refundable. After the two week trial period dancers will be deemed to be enrolled for the full year, and liable for the full year's tuition fees and costume fee. No refunds or credits will be issued after the 2 week trial period.

### 3.3 WITHDRAWAL FROM CLASS

Upon receipt of a medical certificate a dancer can receive a refund after the trial period. The costume fees are non-refundable after the trial period has expired. Any dancer who withdraws prior to the first class will be charged the registration fee plus 2 classes.

### 3.3 DISCOUNTS

Discounts are available for families enrolling two or more students and for those who wish to pay for all four terms at the beginning of the year. Term and family discounts are only available until 2 weeks after the first class.

### 3.4 COSTUME POLICY

No costumes will be submitted to any dancer who has any outstanding invoices, or has not submitted post dated cheques for all tuition and fees for the entire dance year.

### 3.4 NSF and LATE FEES

There will be a \$10 charge applied to all NSF checks in addition to any fees charged to Smith's Dance Academy by our bank. A \$10.00 late fee will be charged at the beginning of each month on overdue accounts, until all overdue amounts have been paid.

### 3.5 CHILD FITNESS TAX CREDIT

Please keep your receipt for the child fitness tax credit in a safe spot. If additional copies / e-mails are needed at a later date, a \$5 administrative fee will be charged.

## **4.0 PERFORMANCE GROUPS**

### 4.1 DANCE COMPANY - GENERAL

Dance Company is a competitive dance team that competes at dance conventions, 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 technique class.

In addition, 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 shows 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. Company dancers are "ambassadors" for Smith's Dance Academy and are expected to maintain a high standard of behavior and professionalism at all events in which they participate.

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

For More Information please see the Dance Company page on the web-site.

### 4.2 FESTIVAL TEAM

Festival Team is a new addition for the 2011-2012 dance year. This group will be open to dancers of any age. Dancers will be taught several dances during a free workshop. All dancers are welcome to join, we in turn ask that these dancers make themselves available to perform at any local festivals, parades, pageants etc that Smith's Dance Academy participates in throughout the dance year, as well as the summer break.

## **5.0 RECITALS**

### 5.1 GENERAL

Smith's Dance Academy holds recitals each year, in each community. at the end of the dance year.

### 5.2 REHEARSAL

There will be a rehearsal for the recital and it is very important for your child to attend. All dancers must remain in the auditorium while awaiting their groups' rehearsal.

### 5.3 TICKET SALES

Approximately three weeks before the recital, tickets will go on sale at various locations. Tickets are sold on first come-first serve basis. All family members, including parents must purchase tickets. You are strongly encouraged to purchase your tickets in advance to ensure your attendance at the show and to avoid line-ups at the door.

### 5.4 COSTUMES AND MAKE UP

Costumes for the recital will be chosen by the teacher and purchased by the student. A costume fee plus HST will be charged in October. The fee is only refundable during the 2-week trial period.

Costumes will be purchased in the fall, sizes will be determined based on the costume order form submitted by the dancer's parent. Parents will be responsible for any alterations.

Please no food or drink while in costume. Water bottles are encouraged.

Dancers are strongly encouraged to wear make-up for the recital. The stage lights tend to give a "washed out" look.

### 5.3 BACKSTAGE

During the recital the backstage area is open to dancers and helpers only. A check in location is set up at the entrance. Dancers are to check in and the assistants, teachers or helpers will help see them to their changing area. To reduce the confusion we do not allow parents in the backstage area. You may pick up your child at the entrance after the show. Dancers performing in the first half of the show only can be picked up during the intermission, at which time dancers in the second half of the show may come backstage.

Helpers are needed for the backstage area. Usually, parents and family of dancers volunteer to help. They are given 1 adult ticket to the show per half show of helping. Helpers usually volunteer for a show which their dancer is **not** performing in. Please watch the web-site and newsletters for more information, closer to the recital dates.

### 5.4 DVDs

Each year, Smith's Dance Academy will decide on a videographer for the recitals. **Any questions concerning videos should be directed to the videographer.** Videos can be purchased at the recital and will be delivered after the recital. Please note that the videographer is an independent contractor and not affiliated with Smith's Dance Academy. Personal video cameras are permitted during the recital.

### 5.5 PERFORMANCE POLICY

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

## **6.0 TEACHERS and ASSISTANTS**

### 6.1 TEACHERS

The teachers of Smith's Dance Academy are Amanda Boone, Nicole Smith, and Brittany Campbell. Any questions with concern about classes at Smith's Dance academy should be directed to the director, Amanda at [amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.com) or 325-2707. Teachers should not be interrupted during class.

Assistants are sometimes present during class. They help the teacher and assistant 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.

### 6.2 ASSISTANTS

Dancers interested in becoming an assistant must fill out an application and meet the following criteria:

#### The dancer must:

- be currently enrolled in regular classes
- Have at least two years of dancing experience with SMITH'S DANCE ACADEMY.
- Be at least 11 years of age.

Being an assistant requires dedication and a positive attitude. Although it is a volunteer position, Smith's Dance Academy requires a commitment from assistants. A "three strikes" policy is in place. A strike will be given if the following guidelines are not followed:

- to be on time for class. If you are late, please wait until the break to enter the class. Do not interrupt the class.
- if for some reason you will be absent, please contact the teacher you are assisting in advance, when possible.
- tap and jazz shoes and proper dancewear are to be worn while assisting. NO SNEAKERS/SOCKS. NO JEANS.
- please do not speak to other assistants during the class. It is distracting to the dancers.
- to respect the teacher and other assistants at all times, including your regular class.

#### Other expectations for Assistants:

- If a dancer needs their shoes tied, please help them if they need it.
- During pre-school classes, if a dancer needs to go to the bathroom, please take them.
- You are a role model please behave accordingly in the classroom and out.
- Encourage the dancers, help them. Leave any criticism and discipline to the teacher .

-dancers are required to check with Amanda before taking on other teaching events in the community, whether they are paid or volunteer.  
-assistants are a reflection of the school. Please keep this in mind when in the community. You must be careful when on MSN and Facebook. If it is found that you are a negative reflection on the school in the community or online you will receive a warning to fix the problem. If it does not improve, you will be removed from the program.

Assistants helping with 3 or more classes may be eligible to receive a discount on classes.

## **7.0 DRESS CODE**

### 7.0 APPAREL

We request that all dancers wear appropriate dancewear for class. Bodysuits, exercise pants, tank tops and t-shirts are acceptable. NO JEANS.

### 7.1 SHOES

All dancers (except adults) require BLACK tap shoes. Tap oxfords ( lace up) are recommended for dancers age 10 and up.

Any dancers studying jazz or ballet will also require BLACK jazz shoes or ballet slippers. Jazz oxfords ( lace up) are recommended for dancers age 10.

When purchasing ballet slippers it is strongly recommended you purchase slippers which have an elastic overtop of the foot, to ensure a secure fit. Isotoner type slippers are not ballet slippers or jazz shoes and will NOT be permitted in class. This is for your child's safety as they are very slippery and not as snug to the foot as their dance shoes will be.

New shoes can be purchased from Amanda or at [www.smithdanceacademy.com](http://www.smithdanceacademy.com)

Used shoes can be swapped early in the dance year. This is a convenience provided to our dancers and parents. Dancers with shoes for sale should bring them to the first class or registration. All shoes must be labeled with your name and your price. The school will not be held responsible for improperly labeled or lost or misplaced shoes.

## **8.0 OTHER IMPORTANT INFORMATION**

### 8.1 NEWSLETTERS AND UPDATES

Newsletters will be distributed at the first of every month, and at any other time needed via e-mail. If you do not have e-mail or would like a hard copy of the newsletter please pick it up during the first class of every month. Newsletters are also posted on the website [www.smithdanceacademy.com](http://www.smithdanceacademy.com).

### 8.2 WEBSITE

A Website is available for your information. Through the Website you may access updates, newsletters, group pictures, this policy book and much more. If you do not wish for your dancer's picture to appear on the Website, please contact the director.

### 8.3 CONTACT

If you have any questions, please refer to this handbook first. You can also get up to date information from the Website [www.smithdanceacademy.com](http://www.smithdanceacademy.com). If you still have questions, please contact Amanda at [amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.com) or 325-2707. If you are unable to reach her, please leave a message.

### 8.4 STORM DAYS

If there is inclement weather please listen to CJ 104.1 FM for cancellation notices. When school is cancelled due to weather condition, dance class is cancelled. You may also check the Website for updates and cancellations. Make-up classes will be scheduled at a later date. There are built in storm days at the end of the dance year in case we need to cancel due to weather conditions.

### 8.5 PARENT/TEACHER INTERVIEW AND SCHOOL PROFESSIONAL DEVELOPMENT DAYS

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

#### 8.6 HOLIDAYS

Dance class is not held during Thanksgiving, Remembrance Day, Christmas and March break and the Easter holidays. Classes are held during the potato break.

#### 8.7 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 offense will result in a permanent ban.

#### 8.8 THE STUDIO IN WOODSTOCK

Dancers are asked to please remain in the studio and waiting area. Due to problems with supervision, dancers and family are required to be in the waiting room or studio. No playing outside on the property. We will not be held responsible for any accident or injuries of dancers or their friends and families while on the property.

The desks and tables in the studio are NOT benches. They are not intended or safe for dancers to sit or stand on.

#### 8.9 OPEN HOUSE

For a week in December, prior to Christmas break, Smith's Dance Academy will invite parents to observe their child's class. This allows the parent a first-hand view of what their child is learning and how they are developing. We encourage all parents to attend during the open house. A gift exchange takes place among the dancers, if you would like to participate please purchase a gift of no more than \$5.00. If you do not wish for your child to participate, please inform your child's teacher.

#### 8.10 PICTURES

A schedule will be provided to all students for photograph times and dates. Pictures can be ordered on or after picture day and will be available for pick up from the photographer. **Any questions concerning pictures should be directed to the photographer.** Please note that the photographer is an independent contractor and not affiliated with Smith's Dance Academy.

We hope this policy book answered many of your questions. Should you need anymore information please e-mail [amanda@smithdanceacademy.com](mailto:amanda@smithdanceacademy.com) or call 325-2707.