



WELCOME TO DANCE!

**First Class: MON SEPT 30/ TUE OCT 1 / WED OCT 2 / THUR
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

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 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, Remembrance Day, Family Day, Christmas and March breaks and the Easter holidays.

Special Days

Bring a Friend Week (3rd Class): will be during your dancer's third class. Dancers are invited to bring a friend to class and learn a easy, fun dance with them. All dancers who bring a friend will have their name entered for a draw for a special dance prize.

Halloween Oct 24-30: Dancers are invited to wear their halloween costumes to class.

Best Bun Nov 25-28: We want to see your most creative bun, decorated with your favourite colours and things!

Open house Week Dec 16-19: We are excited to invite dancers' families to come join us for our Christmas open house. Please keep an eye out for the updated schedule, some class times have been changed for just this one event.

TuTu Terrific! Jan 13-16: Rock your favourite tutu during class this week :D

Love Dance Feb 10-13: Show us the love! Wear your favourite pink and red outfit, hearts encouraged!

Show Your Stuff Mar 23-26: Dancers are encouraged to make up their own dances and show them off to their classmates.

2018-2019 CALENDAR RECITAL DATE : May 9**MONDAY CLASSES:**

SEPT 30

OCT 7, 21, 28 *no Class Oct 14 - Thanksgiving

NOV 4, 18, 25 * no class Nov 11 - Remembrance Day

DEC 2, 9, 16 *Christmas Break Dec 23-Jan 3

JAN 6, 13, 20, 27

FEB 3, 10, 24 *No Class Feb 17 - Family Day

MAR 9, 16, 23, 30 *March Break Mar 2-6

APR 6, 20, 27 *No class Apr 13 - Easter Monday

MAY 4

Potential Storm Days (if needed) Apr 14, 15, 21, 22, 23, 28, 29, 30, 13

TUESDAY CLASSES:

OCT 1, 8, 15, 22, 29

NOV 5, 12, 19, 26

DEC 3, 10, 16 *Christmas Break Dec 23-Jan 3

JAN 7, 14, 21, 28

FEB 4, 11, 18, 25

MAR 10, 17, 24, 31 *March Break Mar 2-6

APR 7

Potential Storm Days (if needed) Apr 14, 15, 21, 22, 23, 28, 29, 30, 13

WEDNESDAY CLASSES:

OCT 2, 9, 16, 23, 30

NOV 6, 13, 20, 27

DEC 4, 11, 18 *Christmas Break Dec 23-Jan 3

JAN 8, 15, 22, 29

FEB 5, 12, 19, 26

MAR 11, 18, 25 *March Break Mar 2-6

APR 1, 8

Potential Storm Days (if needed) Apr 14, 15, 21, 22, 23, 28, 29, 30, 13

THURSDAY CLASSES:

OCT 3, 10, 17, 24 *No class Oct 31 - Halloween

NOV 7, 14, 21, 28

DEC 5, 12, 19 *Christmas Break Dec 23-Jan 3

JAN 9, 16, 23, 30

FEB 6, 13, 20, 27

MAR 12, 19, 26 *March Break Mar 2-6

APR 2, 9, 16

Potential Storm Days (if needed) Apr 14, 15, 21, 22, 23, 28, 29, 30, 13

Class Time!

Class Etiquette

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

Please do bathroom breaks before class or when dancers change shoes. A short break is given during the middle of 45 minute and longer classes to change shoes and drink water. Dancers are not permitted to have any food, drinks or water in the studio.

Dancers arriving on the bus are encouraged to bring a snack and to eat it before classes begin.

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

Please do all bathroom breaks before class begins.

Spectators

To minimize distractions and maximize the amount of time spent on instruction, spectators are not permitted during class, however we understand that parents want to see how their children progress. 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 each class. The teacher will open the door when the students are ready to show their accomplishments of the day.

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, 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 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 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

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.

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

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

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)
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
 - Post Dated cheques for all 4 term payments and costume fee
 - Debit subscription via PayPal and costume payment

* If you wish to pay in term payments via credit card, 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 are very happy to support and work with Pro Kids. Dancers receiving assistance through ProKids will need to have full payment of their costume fee and any family contribution as determined by Pro Kids paid in full prior to the first class.

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 and or postdated cheques 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 Please include your dancers first and last name in the comments and set the security answer to "Dance".

Cheques can be mailed to :

5 Hillside St

Hartford, NB

E7M 0E1

Withdrawal from Classes / Trial Period

We hope your dancer enjoys dancing. If for some reason they decide to withdraw, please notify us by the third week of class. Notification within the three week trial period gives another dancer the chance to enrol. If during the first three 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 cheques, and the costume fee. Registration fees are non-refundable. After the three week trial period dancers will be deemed to be enrolled for the full year, and responsible for payment of the full year's tuition fees and costume fee. No refunds or credits will be issued after the 3 week trial period.

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.

NSF Fees

There will be a \$20 charge applied to all NSF checks.

Late Fees

A 3% late fee will be charged at the beginning of each month on overdue accounts, until all overdue amounts have been paid.

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

Recital

The recital date has been tentatively set for May 9th at Woodstock High School. Monday and Tuesday classes will dance in the early performance. Wednesday and Thursday classes will dance in the late performance. If you foresee any problems with your family being split into two recitals please contact Amanda and space permitting we can move your dancers to the appropriate class so that they can perform in the same recital.

Costumes

Costumes for the recital will be chosen by the director and purchased by the student. A costume fee plus HST will be charged in October. The costume fee is only refundable during the 3-week trial period.

Costumes will be purchased in the fall, sizes will be determined based on measurements taken by the teacher.

Tickets

Two to 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 avoid line-ups at the door.

Performance Policy

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

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.

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