



Dance Plus Lumsden Studio Policy Handbook

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REGISTRATION

Registration Forms

A completed registration form must be submitted for all registered dancers. Registration forms are available from our website and may be mailed, dropped off or submitted in-person at our open-house night.

Online Registration: visit our website for quick easy registration!

Print & Mail - Dance Plus, c/o 154 Litzenberger Crescent, Regina, SK, S4R 5X9

- Refer to the website for a full list of Class Descriptions and pre-requisites for your child.
- Ensure your child meets ALL the class requirements before registering in each class. Enrollment WILL NOT be accepted if the dancer does not meet the pre-requisites
- Studio Waiver must be read and accepted to register
- Protocols for classes will be in place whenever required by SHA

Early Bird Discount

Pre-Registration is offered to existing students of Dance Plus and is accepted starting in May. All dancers registered by June 15th will qualify for a **\$100.00 Credit** draw for the upcoming season.

Promotion Contest

New Students – new students to Dance Plus are automatically entered to **win a \$100.00 Credit** for the upcoming dance season.

**eligibility ends September 30th*

Commitment

When registering for classes, you are making the following commitment:

- Full Year Classes: Sept – May (*Recital mandatory, competition if selected by instructor*)
- Full Year Preschool & Combo: Sept – May (*Recital mandatory*)

Student Class Placement

Students will be placed into classes at the teacher's discretion based on age, experience and ability. Each dancer progresses at different levels and students will be placed in a class best suited for their benefit according to their progress in class. Teaching/office staff cannot discuss class placement during teaching hours. Contact us by phone during the day or leave a voicemail to discuss.

Class Schedule

A finalized class schedule will be completed following early registration and sent to registered dancers in **August**. Dancers may drop or add classes, depending on availability, up until September 30th to ensure proper costume orders take place.

Classes are filled on a first-come basis. Dance Plus reserves the right to cancel or combine any classes that DO NOT have sufficient enrolment, as well as reducing class lengths in order to accommodate a smaller class enrolment.

FEES

Cost Summary

Along with monthly class fees, there are additional costs that arise throughout the season. These costs may change slightly, but this provides a look at what and when certain things will be collected.

Item	Approx. Cost	Collection Period
Registration/Admin Fee	\$25.00	Upon registration yearly
Class Fees	Varies pending classes	Sept-May
Studio Clothing Items *	Varies per item	October
Costumes	\$80.00-110.00 / costume	All costumes to be paid in full By November 15th
Tights	\$12.00-20.00 / pair	November
Exam Fees - (Exam Students Only)	Varies per grade	November
Exam Bodysuit - (Exam Students Only)	\$30.00	November
Solo or Duo *	Varies as to level	day of private lesson
Competition Entry Fees	\$30-\$40/ dancer / routine	due by January 15
Dance Picture Package *	25.00 / package	March or April
Recital Tickets	\$10.00-20.00 / ticket	May

**indicates an optional expense*

Monthly Fees

Monthly fees are determined by the number of lessons in an entire season, September through May, divided into equal monthly payments.

Class / # Classes per week per family	Monthly Fee	Annual Fee
One	\$42.00	\$378.00
Two	\$77.00	\$693.00
Three	\$107.00	\$963.00

Multi-Class Discount: Dance Families taking more than 3 classes per week will receive a discounted class rate of \$25.00 on their 4th class and each additional class.

Family Discount: Additional Family discount may be given to those families with multiple dancers.

Community Funding Dance Plus accepts registration for those that require funding through Creative Kids, Jumpstart and Kids Sport. See the affiliate websites for information on how and when to register for funding towards dance lessons. Parents are responsible for keeping their account up to date until approved funding is received by the studio.

Payments

Monthly fees are due on the 1st of each month and must be paid in full no later than the 15th. All payments must be made payable to "Dance Plus" via Cash, Cheque or E-Transfer and must indicate the "**dancer's name**" regardless of payment method so the office knows which client account to apply the payment to.

- **CASH** – Indicate dancers name on envelope
- **Cheque** - Indicate dancers name in memo of cheque
- **E-Transfer** – Indicate Dancers name within senders message



- **Visa/Mastercard**

CASH: submit cash in an envelope with dancers name on it, hand in to your instructor

Cheque: submit cheque with dancers name in the memo, hand in to your instructor

Post Dated Payments: If paying by cheque, **post-dated payments** submitted at the start of the season are **preferred** to ensure payments are made on time.

E-Transfer Payments: send to danceplussubmit@hotmail.com

- Indicate dancers first & last name within the message of every e-transfer (ie. Suzy Smith –Sept fees) (automatic deposit, no questions to submit)

Vsa/Mastercard: To pay by credit card, enter your preferred card on your parent portal. If you have not submitted your current payment by any of the above methods by the 15th of each month, your credit card will automatically be charged. (Set it and forget it)

Payment Options

1. Full Annual Payment

- Submit 1 cheque, dated Sept.1st paying the entire season
- submit 9 post-dated Cheques, dated Sep.1st through May.1st to pay the entire season

2. Split Payment Schedule - 3 Post-dated Cheques, each covering 3 months' worth of fees, dated for:

- September 1st - for Sept/Oct/Nov Fees
- December 1st - for Dec/Jan/Feb Fees
- March 1st - for Mar/Apr/May Fees

3. Monthly – Cash or Cheque submitted on the 1st of each month

Late Fee/NSF Charge: A \$25.00 late fee will be applied monthly to all overdue accounts not paid within 30 days. All NSF cheques or declined credit card payments will be charged \$25.00. After three returned cheques within a season, only CASH will be accepted for payments.

NO Refunds: Refunds will not be given for lessons missed for any reason of your own accord. (i.e. illness, family vacation, short term injury, etc.).

Receipts

Receipts will only be written for **CASH** payments. Any payments made by cheque or e-transfer have verification of payment through banking information.

ADMINISTRATION

Correspondence & Communication

Good communication between Dance Plus and our families is important to us! We work hard to ensure that parents are kept well informed of every aspect of the studio and their child's dance. Dance Plus continues to go paperless!

EMAIL – We use email to send important reminders, studio information, and newsletter updates throughout the year. Please provide us with an active email address(es) that you check often.

NOTE: we DO NOT give out faculty phone numbers or email addresses. To reduce classroom interruption, if you need to speak to an instructor please contact Deanna and she will be happy to pass your contact numbers onto them.

NEWSLETTERS –All Newsletters, Schedules & major announcements will be provided by email and posted on our website. It is the responsibility of the parents/students to stay up to date on studio news. We will email our dance families when new information is made available on our website.

Have a question? We are always willing to help.
Call Deanna at: (306) 949-6104
Find us at www.dplumsden.com and Facebook to stay up to date!

Class Cancellations

Notification will be given in all Newsletters if classes are cancelled for any reason. Classes will only be officially cancelled on the following major holidays:

- Thanksgiving Monday
- Halloween
- Christmas Break
- February School Break
- Easter Break

Follow our website for updates on other possible cancellations.

Bad Weather: In the event that it is unsafe for our teachers and dance families to be on the highway, an e-mail will be sent to cancel classes for that evening. An announcement will also be made at the local Elementary and High Schools, so students will know to go home after school. Classes cancelled due to weather will be made up at an alternate date with ample notice given to those students affected.

Photo/Video Release

By enrolling your dancer at our studio, Dance Plus reserves the right to use photographs/video of your dancer for marketing and promotional purposes, including on our website and social media channels. By the signed authorization on your registration form, you grant this permission to Dance Plus, and therefore understand that if you do not want photo/video of your child used, you must indicate in writing and provide a signed letter to the studio. To ensure privacy, Dance Plus will never release specific names of children included.

Withdrawal Policy

It is the responsibility of the parent/guardian to notify the studio in writing when withdrawing from class(es). Failure to attend class does not constitute as a withdrawal. All class additions must be made before September 30th. Upon cancellation, the current month must be completed and paid for (any future post-dated fees will be discarded). No refunds will be given for classes missed, costume fees or competition fees.

***You are responsible for all fees incurred until notification is received by the office.**

GENERAL STUDIO POLICIES

Entrance/Shoe Removal

No outdoor shoes are allowed past the front doorway. All outdoor shoes must be removed, this will keep entry walkways clear, waiting room and studio floors cleaner, and prevent from lost or mistaken shoes! A much friendlier experience for a bare-footed dancer and easier on our expensive dance shoes as well.

Lost and Found

We keep a lost and found box in the studio lobby – please check it regularly as it can fill up quickly. If items are not claimed after an extended period of time, we will donate or discard of the contents. Remember to label all of your items, including shoes, so if your item is lost, it is easily identifiable. Dance Plus will not send emails out to parents regarding missing items. Students leaving money or valuables in the waiting area do so at their own risk. **Dance Plus will not be held responsible for lost or stolen items.**

Vandalism/Stealing

Vandalism or stealing of any kind to the studio, posters, walls, etc. will not be tolerated. Anyone aware of any vandalism in the studio is asked to report it immediately. We are a dance family – please respect the Dance Plus property. Anyone caught destroying property will be asked to leave the studio without refund and will be held responsible for any damages.

Waiting Room Rules

Dance Plus has a waiting area for our dancers. Understand that outside of the classrooms is unsupervised. We understand it becomes very crowded with dancers waiting in-between classes, so ask everyone to do their best with the traffic. We strongly encourage parents, to drop off their child for class and pick them up afterwards. Feel free to use this time to run errands or grab a quick coffee!

- **RESPECT** the Dance Plus area as if it were your home!
- Keep the waiting room **CLEAN and TIDY** – use the garbage and recycling bins provided.
- Dancers must use the **hooks** for their belongings. All dance bags should be put away on the hooks or under the benches.
- **No horseplay** – the waiting areas are not to be used as a playground, keep the noise level down.
- Dance Plus is a family environment, no yelling or inappropriate **language** will be tolerated.
- All snacks and food brought to the studio must be **NUT-FREE**
- Parents are encouraged to leave the studio during their child's class and pick them up afterwards.
- Dancers under the age of 7 should wait inside the building to be picked up by a parent/guardian.



DANCER CONDUCT

"Dance is a team sport" everyone needs to do their part!

Dancer Dress Code

Dance Plus enforces guidelines around class attire, appearance and appropriate footwear to ensure teachers can correct alignment and technique on students and provide a full range of motion for dancers. It is important that all dancers show up to class prepared and dressed appropriately.

HAIR – All hair must be pulled back and neatly secured away from the face into a bun, ponytail or braid. Dancers with shorter hair may use a hair elastic, headband or clips to pull back the top hair from their face.

CLASS ATTIRE – Students are required to wear appropriate dance attire to class each week. Anyone not dressed appropriately may be unable to participate and asked to sit out of class. This means NO street wear – Jeans, dresses, play clothes, pajamas or school clothes are not suitable dance attire. Jewellery should also be limited, if not removed entirely, to reduce any distraction or danger.



Please wear fitted dance/yoga wear (i.e. bodysuits, lycra shorts/pants, tank tops)

- **Hip Hop ONLY** – may wear loose, comfortable pants (sweats or capris).
- **Boys Attire** – wear comfortable gym clothing (i.e. Shorts, tank top, fitted t-shirt)
- **Acro Students** – must wear a bodysuit and may wear dance shorts or leggings with it

EXAM PROGRAM - Students registered in the CDTA Exam program must wear a bodysuit to class (may wear lycra shorts ovetop). Teachers must see body line, knees and joints to effectively correct technique. Capri pants, leggings and full length pants are NOT allowed.

NOTE: All exam students require a solid black tank style bodysuit & black tights to write their exam.

Proper Shoes

Dancers will not be allowed to perform on stage without the correct shoes. This will help you determine the appropriate type of footwear your child requires for their class(es).

Preschool – Black Tap Shoes, Pink Leather Ballet slippers (*boys ONLY may wear black*)

Combo – Black Mary Jane Tap Shoes, Pink Leather Ballet slippers (*boys ONLY may wear black*)

Tap – **Primary/Junior Levels** (Ages 5 – 11), Black Mary Jane Tap Shoes

– **Inter/Teen Levels** (Ages 12+), Black Cuban Heel Tap Shoes

– **Senior Levels**, Jazz Taps (only permitted at Teachers Request)

Ballet – Pink Leather Ballet Slippers (*boys ONLY may wear black*)

Jazz – Black Split Sole leather jazz shoes

Lyrical/Contemporary – Bare feet or Lyrical Turners (determined by the teacher)

Hip Hop – Clean, non-marking runners (solid white runners required for stage)

Musical Theatre- Black Split Sole leather jazz shoes

Acro – bare feet

Patent Taps <i>PreSchool Combo</i> 	Mary Jane Taps <i>Combo/Ages 5 +</i> 	Cuban Heel <i>Ages 12 +</i> 	Jazz Taps <i>by request only</i> 	Pink Ballet 	Split Sole Jazz 
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Parents are responsible for getting their own shoes and attire for their child. Visit the following suppliers:

- **Soles and Suits** (recommended) – 1363 Rose Street, Regina (check store hours - 306-522-1895)
- **All About Dance** – Gardner Park, Regina
- **Dancer's Den** – Albert Street, Regina

Attendance

Attendance at weekly classes is mandatory. Please notify your teacher in advance if you will be absent for **2 weeks or more** for any reason. If a dancer misses more than 3 classes without notice, parents will be contacted and ongoing absenteeism may result in dancers losing participation in their routine. Dance is a team sport where members need to make a necessary commitment and this policy ensures that a student's attendance does not hinder the success of their groups.

ILLNESS/INJURY – if your dancer has an injury or sickness that is not of risk to themselves or other dancers, they are expected to attend class to WATCH the lesson. By observing class, they stay familiar with what is being taught and are ready to participate when they return without falling behind.

*** Refunds will not be given for lessons missed for any reason of your own accord (i.e. illness, family vacation, short term injury, etc.).**

NOTE: If an injury occurs that results in the dancer being unable to dance and must discontinue, Deanna must be notified immediately for accommodations to be made.

Behaviour & Etiquette

Whether dancers attend our programs to develop self-esteem, get their exercise, or work towards a professional career, appropriate and positive behaviour is necessary at all times. Dancers are expected to take personal responsibility for their actions. If problems persist, parents will be contacted.

RESPECT THE SPACE

- No food or drink in the dance studios, you will be given a water break when necessary
- No chewing gum during class
- No outside shoes are permitted on the dance floors, keep our dance space safe and clean
- No running, hanging on the barres, or touching the mirrors
- Parents are not permitted in the studios during classes (except for scheduled watch nights)
- Do not interrupt in the middle of a class – speak to a teacher before or after

RESPECT THE LESSON

- Attendance, Attitude and Hard Work are key!
- Give yourself time, arrive 5-10minutes early for class

- Use the restroom before entering your class
- Always come prepared – follow the appropriate dress code and shoe guidelines for each class
- Limit socializing during class, we are here to dance!
- Have a question? Raise your hand
- Never leave class without permission

RESPECT THE TEAM

- Be kind and respectful to teachers and staff
- Be kind and respectful to your classmates
- Be kind and respectful to other dance families (parents, siblings, etc.)
- Unkindness or bullying will not be tolerated
- No excuses - work hard, give 100%

PARENT CONDUCT

We welcome you as parents to bring concerns/issues to our attention. We do ask that you use discretion as you address them with us. We ask that any conversations that are sensitive and private in matter be held while classes are not in session and are addressed to the management team only. If issues concern other parents or children, please do not address this issue at the dance studio. Please resolve the issue independently or arrange to speak to us to help resolve the situation. Angry dialog, foul language and physical or financial threats will not be tolerated. Parents and/or students who display this type of behaviour may be asked to no longer participate in the classes at Dance Plus. Please remember that these rules are for the safety and comfort of ALL dancers, parents and teachers.

PERFORMANCES

Appearance

As a group, it is important to look uniform and matching on stage with the same costume, tights, makeup, and hairstyle to make the dancers look professional. When a group looks and dances as a unit they will see successful results.

MAKEUP – stage makeup must be dark so dancers don’t look washed out under the bright stage lights.

Stage Make-up should include:

- **Eyes** - brown eyeshadow on the lid of the eye, white eyeshadow highlighting under the brow.
- black eye liner with fish-tails from the corner and black mascara
- **Cheeks** – noticeable red/burgundy blush to brighten their face
- **Lips** – bright red lipstick (not frosted or gloss)



HAIR – Performance hairstyles will be determined when costumes arrive. Hair must be slicked back with gel or hairspray. Younger dancers typically require a curly ponytail or pigtails. Parents can purchase pre-curved hairpieces if they wish.

Suggestion: www.cheerleaderhairpieces.com

This is a US Company - Order Early!
This is only a suggestion and is the responsibility of the parent to order.

“Youth Spiral Curls”



Bright Colored Streaks/Hair

Dancers are NOT allowed to have bright rainbow colored hair or streaks for CDTA Exams or competition season (i.e. blue, purple, pink). If your dancer has colored hair/streaks you are required to purchase a temporary spray in their natural color to cover it up.

- “Streaks n Tips” temporary spray can be purchased from “Sally’s Beauty Supply” or a similar product. This product will wash out with shampoo. Visit Sally’s Beauty Supply for product details.



UNDERWEAR – Absolutely NO underwear is to be worn on stage. Underwear can be seen through legwear and costumes under the stage lights, making dancers look careless and unprofessional. Teachers will monitor dancers to ensure this rule is being followed.

JEWELRY – Absolutely NO jewelry or nail polish is to be worn on stage. If earrings cannot be removed, they must be covered with a bandaid. The only exception is for group accessories requested by the teacher.

Costumes

Every student will participate in our year-end recital and will require a costume for that performance, with the **same costume** to be worn at any competitions they will be attending with their group(s). Costume orders are placed December 1st to ensure delivery from the USA by competition season in March.

COSTUME PAYMENT - Individual costume prices range from **\$80.00 – 110.00 (taxes included)**.

- Full payment for all costumes is required by **November 15th**

PAYMENT POLICY – \$20.00 late fee will be applied to costumes not paid by deadline. Costumes will be HELD from any dancer that has an outstanding account. They will NOT be given out until client accounts are paid in full, with bank cheque clearing before giving to the dancer.

ALTERATIONS - Costumes come ready-made with the exception of strap adjustments, hems and headpieces to be assembled. Costumes are NOT custom fit and are ordered according to standard sizing charts based on your child's measurements taken in class. Therefore, alterations may have to be made. If alterations are required, it is the responsibility of the parent to do so.

LEGWEAR - All dancers require specific legwear for each costume. This is NOT included in the costume price. Parents have the option of pre-ordering the appropriate legwear in November with their costume order. If legwear is not pre-ordered, then it must be purchased from a local dance store.

Competitions

Dance Plus is a competitive dance studio. All dancers, with the exception of Acro, Preschool and Combo, are required to attend 2 to 4 local or regional competitions with their group(s) throughout the season. By enrolling your child in lessons, we expect you to commit to the competitions your child's group(s) are attending. A dance education includes both learning and performing! We encourage our students to take any opportunity they have to get on stage. Performing and watching others, is a valuable learning experience for dancers of all ages to help grow and build their confidence as dancers.

Solo/Duo/Trio's: These routines may be added to a dancer's competition experience. Please check with your teacher to see if you are ready to participate in an extra routine and for more information on the costs and responsibility of the students that do solos, duo's or trio's.

DATES & SCHEDULES - Competition dates will be confirmed and sent out in December, along with location info and competition fees owing. If you have a reasonable conflict with any dates (i.e. school trip, wedding, pre-booked family vacation) you must notify the studio immediately so routines can be choreographed/alterd in a way that doesn't affect the routine when your child is absent. Competition schedules will become available approximately 2 weeks prior to the event dates. (check the website for updates and schedules.)

CASH AWARDS - Competitive groups have the potential to win various cash awards and trophies. Cash awards are issued directly to the studio and will be used with discretion to benefit the studio and its dancers (ie. props, workshops, renovations, etc).

Year End Recital Performances

Dance Plus celebrates the end of each season with a family oriented performance recital to showcase the talents of all our amazing students. The Dance Plus recital will be held in May and dancers will be required to participate in all performances.

Recital dates will be confirmed and announced asap based on the availability of the facility. Parents may be asked to volunteer on the show evenings to help supervise dancers backstage during the performances.

"Every dancer deserves an audience" - Our students work hard all year for the opportunity to perform on a stage and show off their talents. We encourage you to invite your whole family and friends to enjoy the entire show put on by the amazing staff and students.

