

Please follow the website for Newsletters, schedules, important dates & studio closed dates etc under “News & Info”
(Refer to “Studio Policy Handbook” available on our website)

Please **read over ALL Newsletters** for **NEW** information for the season & refer to “Studio Policy Handbook” located on our website for additional information/policies.

- **COMMUNICATION/DURING THE DAY:** Studio/Office is NOT open during the day nor is there always someone in the office during evening classes, you can contact us by email during the day as we can respond faster or leave a phone message at the studio. Someone will get back to you once we have checked messages at the studio and should contact you within 24-48 hours. Emails submitted after 3:00 p.m. will be responded to within 24-48 hours. Provided dancer’s name & contact info in your email.
- **All Newsletters & Announcements will be sent out by Email from jackrabbittech.com**, please check your email often for important information, will also be posted on our website <https://www.danceplus.ca/newsletters>
- **EMAIL:** We must have **your active E-mail address** as we will be sending ALL notices, Newsletters etc by email throughout the season, please check your emails often. Please make sure that your “Parent Portal” is up to date with all contact information. We suggest that you create a “dance” folder to keep all emailed notices, newsletters etc to be kept for reference or they will also be posted on our website for your convenience.
- **ALWAYS provide dancer’s name** with any correspondence or any form of payment to ensure payment is posted to correct dancer
- **DO NOT ever leave payments in the Outside Mailbox**, payments must be put into Secure Office mail slot to ensure it is received.
- **Studio doors open:** the studio doors will normally **only open 15 minutes before classes** (5:15 p.m. weekdays (except Mon.) or 10:15 a.m. Saturdays) please keep this in mind when dropping off your children. Dancers should be dropped off 5 minutes before class.
- **PEANUT FREE:** The studio must be kept “Peanut Free” for those students that have allergies, please do not send any snacks with your dancer unless they are “Peanut Free”.
- **The studio will not send out emails for Lost/Stolen items from the studio**, you may post a sign on the foyer bulletin board, parents please make sure your dancer is always taking home the proper outdoor footwear. Studio is not responsible for these items.

Welcome everyone old & new to a NEW dance season. By now everyone should be settled in their classes, working hard and excited about beginning another year of dance. We are happy to be starting another season and anxious for what the new year of dance will bring us.

STUDIO POLICIES:

- Our Studio Policies are available for your reference on our website <https://www.danceplus.ca/newsletters>. This page will keep you up to date throughout the Dance season. If you have any questions please contact us.

DANCERS ABSENTS:

- **We encourage all Parents to please utilize the Parent Portal to mark their dancers absents from class, this will advise teacher directly and they can then see why the student is missing class and when they are expected to return to class. Please take advantage of this option in your Parent Portal instead of emailing the studio.**

TEAM COLOR:

- At our studio the dancers are divided into TEAM Colors. Dancers are placed into Teams based on their experience, ability and progression over the year.
- Once assigned to a Team, Dancers will remain in the SAME Team Color always so each year you will register for classes for that Team.
- Evaluations are done each year by Teachers and if they feel that a dancer should be moved to another Team they will make their recommendations, parents should not move their dancer into another Team when registering for classes.
- Being with same Team allows the dancers to grow and learn together as a Team which makes the Team stronger.

IMPORTANT DATES COMING UP:

CANCELLED CLASSES: (refer to Studio Policy Handbook pg 5)

- **Thanksgiving Weekend:** There will be **NO classes held on Thanksgiving Monday** holiday (October 10/2022)
- **Thanksgiving Weekend - Regular classes will be held on the Saturday October 8/2022** of that weekend.
- **Halloween Night** – October 31st – ALL classes CANCELLED
- **November 11th** - Regular scheduled classes will always run

HALLOWEEN DRESS-UP WEEK:

- Beginning **Monday October 24th to Saturday October 29th**, students may wear their Halloween costume for Halloween Dress-up Week. Their dancewear should be worn underneath so that their costume may be taken off if child cannot dance properly during class. This is optional.
- **ALL classes will be CANCELLED** on Halloween Night (Mon. October 31st)

REMINDER: Dancer Drop Off: (Arrive 5 min. before class time)

- **Ages 5 & Up - PS & Combo (& pick up)** – One (1) parent should be entering the building with their dancer, removing their outdoor coat & shoes and sending them off with their teacher to the studio to get their dance shoes on. Your co-operation is appreciated if you could do this as quickly as possible to allow next parent to come in.
- **Ages 6 & Up – (Drop & Go)** **By now your dancer should be comfortable and be able to come into studio** to attend their class on their own. Parents should be leaving their Dancers at the front entrance door, Dancers should come into building, place their outdoor shoes on Boot racks & removing their coats, putting coats & bags into one of the cubbies provided, getting their dance shoes on, then wait for their teacher to call them into class. Dancers should be dressed & ready for class, bathroom are not to be used as change rooms.

Dancer Pick-UP: (Parents arrive for dancers 5 min. before end of class)

- **Ages 5 & under Dancers** - One (1) parent to come into building to get dancer and leave as quickly as possible so that we do not have too much congestion at the front foyer of waiting room.
- **Ages 6 & over Dancers** - Parents could be waiting outside at the front entrance door / parking lot for their dancer to come out. Staff will not let dancers outside the building unless Parent is close by the doors. Dancers over age 10 let your dancer know where you will be parked if you are comfortable with that.

EXAM STUDENTS TAKING C.D.T.A. Tap/Jazz/Ballet Exams:

Under the bylaws of the Canadian Dance Teachers Association we are not allowed to copy Exam Music for our students.

- A notice was sent out by email to all Exam students regarding purchasing Exam music to practice, please get your dancer's exam music ASAP.
- **It is strongly recommended** that all Exam students have the proper notes and music to practice, especially the tap students who need the correct rhythms. Refer to email sent out regarding Exams.
- All exam students must know their exam & combinations by November 15th, at that time they will be evaluated to see if they are able to complete their exam in this session or if they will be asked to wait until the next session to complete their exam.
- Exam students must be wearing the appropriate exam attire to exam class each week as outlined in the note and hair must be up in a bun/messy bun. NO T-shirts or sweaters to be worn in Exam Class.

**PLEASE READ:
IMPORTANT
MESSAGE**

COSTUME PAYMENTS (required by ALL dancers): (refer to Studio Policy Handbook pg 3 & pg 11)

Payments may be submitted from Oct. 1st to Nov 15th for costumes

ALL students registered including Preschool & Combo will perform in our year-end "Parade of Stars" performance held the first week of June 2023 and all students will require a costume for this performance.

- **Costume is NOT optional. ALL dancers registered** for Full season classes will perform in year-end show.
- **FINAL Costume Payment is Due in FULL by November 15th.** Dancers will need a costume for each discipline they are enrolled.
- **For the next 6 weeks**, you may submit as many payments as you wish between Oct. 1 to Nov. 15 to be applied to your costume total.
- Each payment must indicate Dancer's name, Team color & indicate "costume payment" so that payment is applied to your dancer's costume bill. Payments made be made by E-transfer, CASH or Cheque.
- **You WILL NOT receive an invoice** for your total costumes, your Parent Portal will be updated with costumes invoice. Please see the chart below indicating the cost per costume based on Team Color.
 - One costume required for each discipline your dancer is registered for classes. E.G. dancer enrolled in tap, ballet, jazz (Team Teal) = \$75.00 x 3 = \$225.00 total costumes) Price includes Duty, Exchange, GST/PST.
 - NOTE: Technique classes do not require a costume.
- Costumes are required to be paid in full by mid November so that we can be sure that costumes have arrived in time for those dancers attending competitions in March/April.
- **Legwear** Cost is in addition to the costume cost except for PreSchool & Combo. Legwear Order information will be sent out by end of November with order deadline of December 15th, watch for this notice to be sent out by email.
- **NO costume** will be ordered without FULL payment. Payments may be submitted from Oct. 1 to Nov. 15th.
- **NO payments should be left in Outside Mailbox at the studio**, payment must be put into secure Office Mail Slot. Studio CLOSED on Fridays & Sundays and during the daytime hours.
- **Late Payment (\$20)** will be charged on all costumes not paid in FULL by FINAL deadline of Nov. 15th

**PLEASE READ:
IMPORTANT
MESSAGE**

Costume Costs: (NOT optional required by each dancer)

Parents please be aware of your dancer's "Team color"

Please see chart below to determine your dancer's costume costs & submit FULL payment by Nov. 15th.

- **REQUIRED FOR EACH DANCER:** (not optional) Dancer will require a costume for each discipline they are registered for classes. ALL Full season disciplines require a costume.
- E.G. Team Violet - registered in tap, jazz, ballet = \$75.00 x 3 = \$225.00 plus cost of legwear.
- **NOTE:** We order the bulk of our costumes from U.S.A. as we have found unfortunately that the Canadian companies are higher priced than U.S. companies even at the current Canadian Dollar. As the Canadian Dollar has fallen since previous years and U.S.A. is now "Importing" costumes from out of U.S.A. the costume prices for the season must be adjusted to reflect the Canadian Dollar and additional Import Charges. All costumes are Taxes / shipping included.
- **NEW dance costumes** are ordered each dance season for each discipline.

If you are unsure of your costume total check your parent portal or contact us by email and we will confirm for you.

NO COSTUME will be ordered without confirmation and FULL payment by Nov. 15th

- **Preschool & Combo ONLY** will have Legwear included with their costume, all other dancers must purchase Legwear in addition to their costume if they need it, if already have the proper legwear do not need to order.
- All dancers must be wearing same Legwear with their costumes as indicated on "Costume legwear chart" sent out mid November.
- **Legwear Order/Cost information** will be sent out on a separate notice indicating legwear needed per class. Legwear is an additional cost and not included in your costume price. For your legwear order to be included with the studio order, you **Must** return Legwear order form by deadline with payment to the office, if choose not to order with studio, you will have to purchase the proper legwear style/color from local Dance Stores and pay retail store price.

OPTIONAL COSTUME (Exam students ONLY): All Exam students will be invited to participate in Opening/Finale numbers for Year-end Performance. This is an OPTIONAL costume and for us to place this costume order it must be confirmed by deadline. **You must indicate with your payments that you wish to have this Optional Costume ordered for your Dancer by deadline.**

2022-2023 – ALL dancers require a Costume for each discipline/class dancer is registered in Price/Costume/Discipline

Team color	Costume price GST/PST incl.	FULL payment must be rec'd by Nov. 15th	Legwear for costume will be billed mid Nov.
LATE FEE/costume	\$20.00	if NOT paid by Nov 15	
Preschool (1 costume)	\$70.00	Curly Pigtales required	legwear included
Combo (1 costume)	\$70.00	Curly Ponytail required	legwear included
Mus. Theatre	\$0.00	purchase own	teacher will advise
ACRO students	\$75.00		PLUS cost of legwear
Team Teal	\$75.00	per discipline	PLUS cost of legwear
Team VIOLET	\$85.00	per discipline	PLUS cost of legwear
Team PINK	\$85.00	per discipline	PLUS cost of legwear
Team BLUE	\$85.00	per discipline	PLUS cost of legwear
Team YELLOW	\$90.00	per discipline	PLUS cost of legwear
Team BURGUNDY	\$90.00	per discipline	PLUS cost of legwear
Team ORANGE	\$90.00	per discipline	PLUS cost of legwear
EXAM Students (optional)	\$90.00	Optional O/F costume	PLUS cost of legwear
EXAM bodysuit	\$30.00	for Exam students	PLUS cost "Black" legwear

- Notification on Style/Color Legwear and how to order proper Legwear will be sent out in November
- Once Costumes are ordered there is NO refund on your costume
- Final deadline for FULL payment is November 15th
- You may make as many payment as you want from Oct. 1st to Nov. 15th – indicate "costume payment"

COSTUME MEASURING & ORDERING:

- **ALL Dancers will be measured in their class by their teachers** (during Oct/Nov) to determine the correct size for each child, you will be contacted if we have any questions about your child's size.
- Costumes will come in Child & Adult sizes of small, medium or large, we will do our best to fit the costume for your child according to measurements & charts provided by the costume company, these are not custom order costumes.
- All costumes will belong to the dancer and are kept by the dancers.
- Costumes will come ready made with only a few minor adjustments to be made. Any alterations to your costume will be at your expense.
- Costumes cannot be refunded once our order has been placed.
- Costumes must be ordered in November so that those students attending competitions in March/April will receive costumes in time.

PARENT WATCHING DAYS:

(Preschool, Combo, Team Teal, Team Violet classes ONLY)

Please see Class schedule/Parent Portal to check what color your dancer's classes are to confirm Parents Watch Night applies to their classes.

- As it can sometimes be somewhat difficult to teach a dance class while parents are sitting in the room each week and distracting the students (especially with younger children), we have set aside certain times of the year for parents to come and view the progress of their child.
- **Only 1 person from each family** can come to watch the class, we appreciate your co-operation in this matter as additional people in the room is very distracting for the dancers.
- Observers must sit quietly on the floor along the walls as it becomes very crowded in the studio with observers plus all the students and teachers in the studio area at this time.
- Teachers are conducting a class and students become distracted (especially younger students). Dancers will not pay attention to their teacher, therefore not showing their parents what they have accomplished during their dance lessons thus far.
- Parents are asked to watch and not visit with each other to disrupt the class and to not talk on their phones while in the studio
- **Photos & videos taken during class CAN NOT be posted on social media for the privacy of all dancers**
 - **Parents Watch Days during the week of December 1st to 7th**
 - 1) Preschool, Combo, Team Teal, Violet Classes only
 - **Parents Watch Days during the week of March 1st to 7th**
 - 2) "Non-competitive" students ONLY (Preschool & Combo)
 - **NO Parent Watch Days:**
Team Pink, Blue, Yellow, Burgundy, Orange Dancers receive NO Parent Watch Nights

COMPETITIONS:

- Dance Plus Regina Inc is a competitive dance studio, dependent upon the age, **all dancers age 6 & over** are required to attend 2 or 3 competitions with their group(s) throughout the season.
- Competitions provide students with the opportunity to perform on the stage, thus having a goal to work towards, a chance to wear their costumes and learn to be a stronger performer.
- **Information on 2023 competition dates/costs** will be sent out in early December with FULL payment needed by January 15th, 2023.
- More information available in our Studio Policy Handbook on our website <https://www.danceplus.ca/newsletters>.
- **OPTIONAL Solo or duo routine:** Those dancers interested in this optional routine should contact their teacher for more information

YEAR-END PERFORMANCE DATES: (refer to Studio Policy Handbook pg 11)

- **Thursday June 1st & Friday June 2nd, 2023 at Conexus Arts Centre (Capital Auto Theatre) @ 7:00 p.m. each night**
- This show involves **ALL dancers** from Preschool to Senior classes.
- Dress rehearsal on the stage will be held during the day on the Thursday at the Conexus Arts Centre from 8:45 a.m. to 4:00 p.m. with the show at 7:00 p.m. on both Thursday & Friday evenings. Please mark these dates on your calendar

General Studio Policies:

(Refer to Studio Policy Handbook posted on our Website)

Our Studio Policy Handbook & Website are designed to keep you informed and up to date. Please refer to it for Updates & Newsletters and contact us with any questions.

- **Studio Hours / Office hours:** refer to Studio Policy Handbook pg5
- **DISCONTINUING of class/Cancellation Policy:** refer to Studio Policy Handbook pg 6
 - a) Written/electronic notification must be given to office **before the start of a NEW month** or responsible for that months fees, current month must be completed.
 - b) Written/electronic notice must be given to stop billing. Once a new month has started or attend class you are responsible for fees for that month regardless of whether dancer attended any classes, notification must be before start of NEW month.
 - c) **NOT attending classes** is NOT notification of discontinuing, office must be notified by written notification to stop billing.

"You may cancel this contract at any time within seven (7) days after you have signed by serving written notice by personal delivery, mail, or electronic notice to Dance Plus".

- **Fees:** refer to Studio Policy Handbook pg 4 **check parent portal**
 - When submitting a payment for something other than fees (e.g. clothing, exams, costumes etc) – please indicate where to apply payment – payments are applied to fees first unless indicated. E-transfer must have dancer’s name in the “message” of E-transfer.
 - **ALWAYS provide Dancer’s name** with any form of payment to ensure payment is posted to the correct dancer.
 - **Monthly fees are due the 1st of each month** and are determined by the total number of lessons for the dance season (Sept to May), then divided into 9 payments. Some months will have 3 or 4 even 5 lessons in the month.
 - Refunds will not be given for any lessons missed for any reason of your own accord e.g. illness, vacations, temporary injury, school sports etc.
 - **15th of each month** - all fees NOT PAID by the 15th of month are subject to LATE charge applied to their account.
 - **Late fee** of \$20.00 per month will be charged on ALL accounts not paid up to date.
- **Receipts:** refer to Studio Policy Handbook pg 4
 - Receipts will only be written and filed/mailed for payments of CASH, payments by Cheque or E-transfer you already have a receipt of payment.
 - **DO NOT give payments to Teachers** - place all payments into Secure Mail Slot beside office window.
 - **DO NOT leave payments or confirmation notices in outside mailbox**, we cannot guarantee we will receive your payment.
 - Submit payment to Secure Office Mail Slot during studio hours Mon-Thurs 5:30 – 9:00 p.m., Sat 10:30 – 1:30 p.m., CLOSED Fridays & Sundays.
- **Dancers Absent from Class/Injury:** refer to Studio Policy Handbook pg 8
 - We encourage our Parents to utilize the option to Indicate Dancers Absents on your Parent Portal.
 - Teachers are then able to see when they take attendance why the student is absent and when they should be returning to class
 - If dancer must isolate at home indicate for teacher when dancer can return to class
 - If your dancer is **absent for more than 1 week**, please indicate in your parent portal reason for being absent for teacher, thank you
- **Cancelled Classes:** (refer to Studio Policy Handbook pg 5)
 - You will always be notified when classes will be CANCELLED, otherwise classes will be running.
 - Refer to Studio Policy Handbook (pg 5) for classes cancelled.
- **Class Attire & Dancer Conduct:** refer to Studio Policy Handbook pg 7
- **Streaks /Colored Hair:** refer to Studio Policy Handbook pg 9 & 10
- **PARKING:** refer to Studio Policy Handbook pg 6
 - **DO NOT PARK in alley way.** Alley is to be used for drop-off and pick-up only, DO NOT park in alley and wait during the entire time your child is in class.
 - **Staff Parking:** Please do not park in Staff parking even to drop off dancer or block the entrance to spots assigned to “Staff Parking” (3 rows running East/West into Building). Staff members must be able to park when they come throughout the night.
 - **Respect surrounding businesses** when parking they are open until 6:00 pm, do not block their driveways or block residential driveways or park in the alleyway beside the studio. There is some parking behind the studio along the alley but do not block the alley.

NOTE:

- Accounts **must be paid in FULL** for students to participate with their group in Competitions and/or Year-end performances.
- **Overdue Accounts: Costumes will be held** till outstanding account is paid in full. It is only fair that all students participating that their fees have been paid.
- **Respect for Studio & Behaviour & Etiquette:** refer to Studio Policy Handbook pg 7 & 9
 - When changes are made we need to make everyone feel welcome, support each other as any “Family” would. Gossiping and “bullying” by leaving someone “out” is not respectful and will not be tolerated. We understand that not all of us will become best friends, going to the mall or having sleepovers, but a simple smile and a hello can brighten anyone’s day!!! Work together and offer a helping hand to someone who is having a little trouble instead of laughing or giggling therefore making that person feel even more self-conscious than they already are. We are a team, let’s work together to make **Dance Plus** the **Greatest** and fun place to be!!!

If you have any further questions or concerns at any time throughout the year, please feel free to contact us to set up an appointment to come and talk to either Deanna or Joyce or your child’s teacher about them. We are available to discuss any concerns you may have, but prefer to set up an appointment and not during class time as we would like to spend our time with your children in class.

If you have a concern and wish to speak to us please leave a number that you can be reached at during the day or you may contact us by E-mail at danceplus@sasktel.net anytime and we will be glad to arrange a time to discuss your concerns with you.

We hope that you all have a very rewarding year with us at Dance Plus.

Thank You Joyce, Deanna, & staff