



## Dance Plus Regina Studio Policy Handbook

*Updated August 16, 2022*

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## REGISTRATION

### Registration Online

Registration must be completed online for all new and existing dancers.

- **NEW Families** - complete a registration by clicking the “*Register*” button on our website.
- **Existing Families** - log in to our online *Parent Portal* using your current email address, add any new students, and register dancers for their class’s right in the portal.

Refer to the website for a full list of Class Descriptions and pre-requisites for your child. Ensure your child meets ALL class requirements before registering in each class. Enrollment WILL NOT be accepted if the dancer does not meet the class requirements.

### Registration Fee

A \$20.00 non-refundable Registration Fee applies to each Family registering at Dance Plus. Payment must be submitted at the time of registration in order to be accepted and processed. Parents can submit their registration fee payment by mail or e-Transfer.

**e-Transfer** – danceplus@sasktel.net

**CASH or CHQ:** mail to 15 Levene Crescent, Regina, SK, S4X 1N4 – Payable to “Dance Plus Regina”

**Early Bird Discount** - Pre-Registration is offered to existing families of Dance Plus and is accepted starting in May. All dancers registered by June 15th will qualify for the Early Bird Discount to have their registration fee waived for the upcoming season.

### Promotion Contest - *\*eligibility ends September 30th*

**Refer a Friend** – existing students who refer a friend are entered to win one class FREE for the season\*

**New Students** – new students to Dance Plus automatically entered to win one class FREE for the season

### Commitment

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

- Full Year Classes: Sept – June (*Recital mandatory, competition if selected by instructor*)
- Full Year Preschool & Combo: Sept – June (*Recital mandatory*)
- Session Classes: 8 week session (*No recital or competition*)

### 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 email 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**. Registered families can view their schedule online in the Parent Portal at any time. Dancers may drop or add classes, depending on availability, up until September 30<sup>th</sup> to ensure appropriate 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 shorten or increase class times to accommodate enrolment.

## FEES

### Cost Summary

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

Item	Approx. Cost	Collection Period
Registration Fee	\$20.00 / family	due upon registration
Studio Clothing Items *	Varies per item	October
Solo or Duo Routines * - 22-23 prices TBA	Starting at \$70.00 / routine	October/November
Costumes	\$65.00-90.00 / costume	due by November 15
Tights	\$15.00-20.00 / pair	November
Exam Fees - (Exam Students Only)	Varies per grade	November
Exam Bodysuit - (Exam Students Only)	\$30.00	November
Competition Entry Fees	\$30.00-40.00 / dancer / routine	due by January 15
Dance Picture Package *	Starting at \$20.00 / package	early May
Parade of Stars – Recital Video *	\$40.00 / DVD	end of May
Parade of Stars – Recital Tickets	\$20.00-25.00 / ticket	approx. end of May
<i>*indicates an optional expense</i>		

### 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	Monthly Fee	Annual Fee
<b>Preschool</b> (3-4yrs with no experience)	\$41.00	\$369.00
<b>Tap/Ballet Combo</b> (4-5yrs)	\$41.00	\$369.00
<b>Beginner</b> - Tap/Jazz/Ballet/Hip Hop (6-8yrs)	\$41.00 each	\$369.00 each
<b>General</b> - Tap/Jazz/Ballet/Hip Hop/Lyrical (8+ yrs)	\$45.00 each	\$405.00 each
<b>Musical Theatre</b>	\$41.00	\$369.00
<b>Acrobatics / Tumbling</b>	\$41.00	\$369.00
<b>Contemporary</b> (14+ yrs)	\$37.00	\$333.00
<b>CDTA Exam</b> (Tap/Jazz/Ballet)	\$37.00 each	\$333.00 each
<b>Pointe Class</b> *Ballet Exam Students Only	\$22.00	\$198.00
<b>Technique Conditioning</b> (Tap/Jazz/Ballet)	1 @ \$32.00 2 @ \$42.00 3 @ \$48.00	1 @ \$288.00 2 @ \$378.00 3 @ \$432.00

**Multi-Class Discount:** Dancers taking three or more classes will receive a discounted class rate on their 3<sup>rd</sup> class and each additional class after that. *\*Multi-Class discount excludes Contemporary, CDTA Exams, Technique and Pointe classes which are already offered at a discounted rate.*

**Family Discount:** Family discount rates are offered, inquire with Joyce to discuss options.

## Community Funding

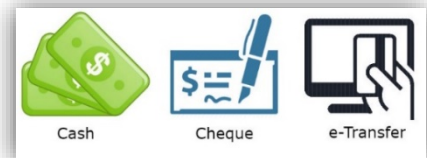
Dance Plus accepts registration for those that require funding through Creative Kids, Jumpstart and Kids Sport. See the affiliate websites for information on how and when to register for funding towards dance lessons. Parents are responsible for keeping their account up to date until approved funding 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 Regina Inc.**" 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 the sender message



**CASH:** submit cash in an envelope with dancers name on it, drop in secured mail slot by office door

**Cheque:** submit cheque with dancers name in the memo, drop in secured mail slot by office door

**E-Transfer Payments:** send to [danceplus@sasktel.net](mailto:danceplus@sasktel.net)

- Indicate dancers first & last name within the message of every e-transfer (ie. Suzy Smith fees)
- e-transfer security question, for simplicity please use one of the following (no caps, no spaces):
  - Name of dance studio = danceplus
  - City business located = regina
  - Street business located = mcintyre

## Payment Options

### 1. Full Annual Payment

- Submit 1 payment (Cash, Chq, eTransfer), dated Sept.1<sup>st</sup> paying the entire season
- Submit 9 post-dated Cheques, dated Sep.1<sup>st</sup> through May.1<sup>st</sup> 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, Cheque or E-transfer submitted on the 1st of each month

**Late Fee:** A monthly \$20.00 late fee will be applied to all overdue accounts not paid within 30 days.

**NSF Charge:** All NSF cheques will be charged \$25.00 plus bank charges. 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 and email transfer receipt.

## ADMINISTRATION

### Office Hours

The studio is closed during daytime hours, you may contact us by email or leave a voicemail and we will return your call. There is not someone available in the office during classes on a consistent weekly basis. For your convenience, there is a secured mail slot located beside the office window to submit payments.

- Cheques may be placed right inside the mail slot with your child's name included in the memo
- Cash payments must be submitted in an envelope marked with your child's name on the outside

Receipts will be written each night and will be issued for all CASH payments received. Parents may pick up their receipts from the studio filing cabinet located in the Dance Plus lobby.

### Correspondence & Communication

Dance Plus is proud to go paperless! 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.

**EMAIL** – We use email to send all important reminders, studio information, and newsletters throughout the year. By providing a primary contact email address, you give consent to receive electronic communication from Dance Plus Regina Inc. Without consent for digital communication you will be solely responsible for obtaining your information via the website and Parent Portal.

**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.

**PARENT PORTAL** – Our online *Parent Portal* is the central hub for your account! This is where you first register your dancer with Dance Plus and a place you can continue to find important details throughout the year so you don't miss a beat. What can the Parent Portal do for you?

- Mobile Friendly – save it as a favorite right to your home screen just like an app!
- Access your class schedule and dancer resources/documents
- Check your account balance owing and transaction history
- Submit Absence/Vacation notice to your teachers
- Review all emails and important messages sent to you
- View Special Announcements
- View/Update Contact Information
- Register for classes

*NOTE: we do NOT give out faculty phone numbers or email addresses.*

*To eliminate class interruption, if you need to speak to an instructor please call or email the studio and we would be happy to pass your contact numbers onto them or set up a discussion.*

Have a question? We are always willing to help.  
Call us at the studio, or email Joyce directly: [danceplus@sasktel.net](mailto:danceplus@sasktel.net)  
Find us on Facebook and Instagram and stay up to date!

## Class Cancellations

Notification will be given in all Newsletters if classes are cancelled for any reason. Classes will not run on the following major holidays:

- Thanksgiving Monday
- Halloween (TBD)
- Christmas Break
- Easter Break

Regular classes will run on Remembrance Day, Family Day Monday, February winter break, May Long Weekend, and all School TPD Days. We will also continue to run all regular classes during competitions unless you are notified otherwise. Follow the calendar on our website for updates.

## Photo/Video Release

By enrolling your dancer at our studio, Dance Plus reserves the right to use photographs/video of your dancer(s) for marketing and promotional purposes, including the Dance Plus Regina website and social media channels. To ensure privacy, Dance Plus will not release any names of dancers for awards and/or scholarships unless verbally agreed upon by the family involved. Through 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 decline authorization during registration or withdrawal consent in writing with a signed letter to the studio.

## Withdrawal-Cancellation Policy

It is the responsibility of the parent/guardian to provide formal notice to the studio when withdrawing from class(es). Failure to attend class does not constitute as a withdrawal. All class additions must be made before September 30<sup>th</sup>.

Parents are responsible for all fees incurred until withdrawal notice is received. Upon cancellation, the current month must be completed and paid for (any pre-paid fees will be refunded and post-dated cheques discarded). No refunds will be given for classes missed, costume fees or competition fees. Dance Plus is not responsible for any costumes left unclaimed by the end of the season.

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



## GENERAL STUDIO POLICIES

### Parking

Parking is a challenge at most dance studios and schools across the city. At Dance Plus we have 4 public spots in our parking lot along the alley and availability on nearby streets. Please do not block the driveways of residents or businesses in the area, or the alleyway. If necessary, the alley should only be used for quick drop-off or pick-up of dancers, and not for stopping and parking for any period of time.

**STAFF PARKING LANES** - Do NOT park in, or block, any of the three Dance Plus staff parking lanes running east-west into the building. Staff come and go all evening and we require all 6 spaces for them.

### Waiting Room Rules

Dance Plus has a waiting room area for our dancers. Those old enough to be unsupervised are welcome to stay during their breaks between classes, but must demonstrate appropriate behavior as outlined below.

**Parents WILL NOT be allowed to stay** in the waiting room area during weekly classes to eliminate crowding in the building with 3 studio spaces running at the same time.

*\* Exception being for our Wiggles & Giggles Session class, as the parent will attend class with their dancer!*

- **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.
- Outdoor shoes must be placed on the boot racks to keep the entrance clear and dance shoes clean.
- Dancers must use **cubbies & benches** for all belongings to be put away (dance bags, coats, etc.)
- **No horseplay** – the waiting area is 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**

### Dancer Drop Off / Pick Up Procedures

The **Waiting room is CLOSED to parents** and therefore encourages a *Drop & Go* system for dancers, similar to what children do attending school. Dancers should be dropped off for class and picked up afterwards. We ask that you avoid crowding the residential streets waiting in your car and encourage you to use the time to run errands or grab some “me-time” while your dancer attends class!

**Drop off & Pick up should occur NO more than 5 minutes before and after class time.**

Dancers will come into the building, hand sanitize and wait for their teacher to call them into the studio.

- **Ages 5 & under** – one parent/guardian per family may enter the building for drop off & pick up.
- **Ages 6 & over** – parent & child should meet outside the building at the main entrance door.

### Lost and Found

We keep a lost and found box in the studio lobby – please check it regularly as it can fill up quickly. Items not claimed after a period of time will be donated or discarded. Label all of your items, so if lost, they are easily identifiable. Students leaving money or valuables in the waiting area do so at their own risk.

**Dance Plus will not be held responsible or send emails out 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.

## DANCER CONDUCT

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

### Attendance

Attendance at weekly classes is mandatory. Please submit all absent notices in your *Parent Portal* 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 a dancer losing participation in their routine or performance. As a team sport, dancers need to make a commitment. This policy ensures that a student's attendance does not hinder the success of their groups.

**ILLNESS** – if your dancer shows any signs of illness they should be kept home and will be required to work hard in class when they return to catch up on anything they may have missed.

**INJURY** – if your dancer has an injury that is not of risk to themselves or other dancers, we encourage them to still 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.

*NOTE: If an injury occurs that results in the dancer being unable to dance and must discontinue, the office 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
- 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 10-15 minutes 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%



## 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. 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). This means NO street wear – Jeans, dresses, play clothes, pajamas or school clothes.

- **Hip Hop ONLY** – may wear loose, comfortable pants (sweats or capris).
- **Acro Attire** - bodysuit with dance shorts/leggings over top (NO t-shirts, tank tops)
- **Boys Attire** – wear comfortable gym clothing (i.e. Shorts, tank top, fitted t-shirt)

**EXAM PROGRAM** - Students registered in the CDTA Exam program must wear a bodysuit & tights to class (may wear lycra shorts overtop). 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 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 – Ages 5 – 11** - Black Mary Jane Tap Shoes

– **Ages 12+** – Black Cuban Heel Tap Shoes

– **Advanced** – Jazz Taps (permitted only at Teachers request)

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

**Jazz & Lyrical** – Black Split Sole leather jazz shoes

*\*Beige split sole, or soft-slipper lyrical shoes may be requested*

**Hip Hop** – Clean, non-marking runners (solid white or black runners will be required for stage)

**Musical Theatre**- Black Split Sole leather jazz shoes

**Acro & Contemporary** – bare feet

Patent Taps <i>PreSchool Only</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

Parents are responsible for getting their own shoes and attire for their child. Visit the following suppliers:

- **Soles and Suits Athletic Apparel** – 1363 Rose Street, Regina
- **All About Dance** – Gardner Park, Regina
- **Dancer's Den** – Albert Street, Regina

## PERFORMANCES

### Costumes

All dancers will participate in our year-end "Parade of Stars" recital and will require a costume for their performances. Costume orders are submitted in late November to ensure delivery from the U.S. by competition season in March.

#### COSTUME PAYMENTS

- Individual costume prices range from **\$65.00 – \$90.00 (taxes included)** per routine
- Full payment is required no later than **November 15<sup>th</sup>**

**PAYMENT POLICY** – a \$20.00 late fee will be applied to costumes not paid by the deadline. Costumes will be HELD from any dancer with an outstanding account and will NOT be given out until client accounts are paid in full. Dance Plus is not responsible for any costumes not picked up by June 1<sup>st</sup>.

**ALTERATIONS** - Costumes come ready-made with strap adjustments, hems and headpieces to be assembled. Costumes are NOT custom fit and are ordered according to sizing charts based on your child's measurements. If alterations are required, it is the responsibility of the parent.

**LEGWEAR** - All dancers require specific legwear for each costume. This is NOT included in the costume price. Parents have the option of pre-ordering 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. Performing and watching others, is a valuable learning experience for dancers of all ages to help grow and build confidence. Competitive classes will attend up to 4 local or regional competitions with their group(s). By enrolling your child, you commit to the competitions your child's group(s) are attending.

**DATES & SCHEDULES** - Competition dates will be confirmed in December. If you have a prior conflict with any dates (ie. school trip, wedding, pre-booked family vacation) the studio must be notified so routines can be altered to accommodate your child's absence from the team. Schedules will be available 2 weeks prior to the event dates. ***\*check 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).

## Appearance

It is important for dancers to look uniform and professional on stage with matching costumes, tights, makeup, and hairstyle. When groups look and dance as a unit and as a team, they 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](http://www.cheerleaderhairpieces.com)**

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

**PreSchool & Combo  
"Pigtail Spirals"**

**Primary & Junior  
"Youth/Teen Spirals"**

### 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.

**REMINDER: Un-natural hair colors NOT allowed on stage**

If your dancer has colored hair/streaks you are required to purchase a temporary spray in their natural color to cover it up.

**OPTION:**  
"Streaks n Tips" temporary spray  
Can be purchased from "Sally's Beauty Supply".  
This product will wash out with a shampoo.

**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.

### Year End "Parade of Stars" Recital Performances

The Dance Plus "Parade of Stars" consists of two evening performances at the Conexus Arts Centre in late May to showcase the talents of all our amazing students and celebrate the end of the season! It's mandatory for all full season dancers to perform in BOTH shows, watching and purchasing tickets is optional for parents.

Recital dates will be confirmed and announced in October based on the availability of the venue.

- Full Dress Rehearsal for all dancers 9:00am-4:00pm on the day of the 1st evening performance.
- Parent Volunteers will be required 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 the amazing staff and students. Souvenir DVD's of the show will also be available for order the week leading up to the performances.

