



STUDIO POLICIES

CONTACT INFORMATION:

8 Mill Street, Elmira, ON N3B 2J9 (519) 669-4510 info@encoredancestudio.ca www.encoredancestudio.ca

Studio Director: Chrystal Galic, DMA, Society of Russian Ballet

IMPORTANT DATES:

September 8 - Classes Begin

October 10-12 (inclusive) - Thanksgiving Weekend - No Classes

October 14 - Recreational programs are committed for the full season (except for 7 weeks of postponed classes from the spring)

October 27 - Postponed recreational classes from spring are now committed for the full season

November 7 - *tentative performance for recreational classes

December 5 - *tentative Santa Claus Parade - Classes running on delayed schedule

December 15 - January 2 (inclusive) - Christmas Break - No Classes Classes resume January 4

February 15 - Family Day - No Classes

TBA- Competitive Showcase dress rehearsal and shows (competitive classes only)

March 15-20 (inclusive) - March Break - No Classes

April 3 & 5 - Classes Running

May 24- Victoria Day - No Classes

May 29- Last Day of Classes

May 31 & June 1 - Tentative EDS Photo Nights

June 2 - Opening Number Rehearsal (all participating dancers)

June 4- *tentative Dress Rehearsal - E.L. Fox Auditorium, Guelph, recreational dances

June 5 - *tentative Year End Recital- E.L. Fox Auditorium, Guelph - all students

DRESS CODE - students are to have all of their required dancewear and footwear by November 1st

TAP - GIRLS

Bodysuit or fitted tank top and dance shorts - any style/colour

Hair worn up in a ponytail with bangs pinned back

Black tap shoes (any style black tap shoe)

TAP - BOYS

Tee Shirt and Shorts - any colour - no jeans please

Black tap shoes (tap)

JAZZ - GIRLS

Bodysuit or tank top and dance shorts- any style/colour

Hair worn up in a ponytail with bangs pinned back

Beige "Dancepaws" or "Foot Undeez" or Bare feet

JAZZ - BOYS

Tee Shirt and Shorts - any colour

Beige "Dancepaws" or "Foot Undeez" or bare feet

BALLET - GIRLS

Bodysuit - any colour (ballet skirt is allowed)

Hair in a bun with bangs pinned back

Tights - any brand pink footed tights (these will be used for the recitals as well)

Pink ballet slippers

BALLET - BOYS

White tee shirt with black shorts

Black ballet slippers

HIP HOP - GIRLS AND BOYS

Tank top or tee shirt with track pants or long shorts - any style/colour

White (mostly white) **INDOOR** running shoes

Girls - Hair worn up in a ponytail with bangs pinned back

ACRO - GIRLS

Bodysuit with dance shorts - any style/colour

Hair worn in a bun with bangs pinned back

Bare feet

ACRO - BOYS

Tee shirt and track shorts (not cargo shorts please) - no jeans or long pants allowed

Bare feet

TOTS - GIRLS & BOYS

Any comfortable clothing

Bare feet

***Students are to be dressed respectfully and are not to have ripped clothing, street wear, or ill-fitting clothing with exposed body parts or undergarments.**

LOCAL DANCEWEAR STORE WITH COMPLETE LIST OF REQUIRED ATTIRE TIGHTS AND SHOES

Inspirations Dancewear - St Leger Street, Kitchener - (519) 743-6699

PAYMENT OF FEES

A NON-REFUNDABLE registration fee of \$20 per family is payable upon registration.

Brand new recreational registrations have a trial period until the 14th of October. During this trial period there is a financial commitment of the non-refundable \$20 registration fee as well as payment for **all enrolled** classes up to and including October 14th. If a student wishes to discontinue at the end of the trial period, the parent(s) must contact the dance studio **on or before October 14th via email only**. After October 14th the dancer is committed to the class they are enrolled in for the remainder of the season. With this the parent(s)/guardian are committed to the full season of tuition as well as costume fees and any other fees that are listed on their studio statement. This is available to the parent(s) at any time. There are no refunds/credits of any kind.

Families completing the last 7 weeks of classes from the spring are not obligated to any registration fees or any addition tuition/costume charges for the session of September 8th-October 26nd. As of October 27th, if a dancer wishes to continue in their class, registration fee is now applied to the account and discounted tuition for the remainder of the season applies along with a costume fee for the year end recital. Any family not wishing to continue beyond the 7 weeks of postponed classes are asked to email the studio before October 26th.

Competitive students have a trial period until the 14th of September. During this trial period there is a financial commitment of the non-refundable \$20 registration fee as well as payment for all enrolled classes up to and including September 14th. If a student wishes to discontinue at the end of the trial period, the parent(s) must contact the dance studio **ON OR BEFORE September 14th via email only**. After September 15th the dancer is committed to the class they are enrolled in for the remainder of the season. With this the parent(s)/guardian are committed to the full season of tuition as well as costume fees and any other fees that are listed on their studio statement. This is available to the parent(s) at any time. There are no refunds/credits of any kind

Please remember that young children are often intimidated by new situations and should complete the entire trial period before any final decisions are made.

In cases of illness or injury the studio may issue a credit to be applied to the next year's tuition. Doctor's notes are required for the credit to be issued.

PAYMENTS:

- a) Tuition for the full season is due. EDS is offering an interest free payment plan to those who require and may be paid with the following options. Please check the option that you are agreeing to:
- b) Full tuition payment upfront _____
- c) $\frac{1}{2}$ tuition payment upon registration and $\frac{1}{2}$ tuition payment January 1st _____
- d) 10 equal payments of the full tuition due the following months: September, October, November, December, January, February, March, April, May, June ***This option is not available if paying by cash** _____

Payments can be made with the following options. Please check the option that you are agreeing to:

- a) Cash _____
- b) Cheque(s) _____ *all postdated cheques are due upon registration
- c) E-transfer(s) _____

*all payments by cash and e-transfer are due the 1st of each month. All late payments will be charged a 2% late fee on the total amount that is late.

* 26.4% annual interest charges (from September 1st) will be charged on all fees not paid in full by June 30th.

*there is a \$20 service fee for all dishonoured cheques

CHRISTMAS RECITAL

~~All non-competitive dancers have the opportunity participate in our annual Christmas Recital. Costumes are the property of Encore Dance Studio and are rented to the dancers for a \$8.00 fee (HST included). All unreturned costumes are subject to a \$50 replacement fee.~~ **Section omitted

7 WEEK PERFORMANCE

After 7 weeks of classes from September 8th 2020, there will be a performance to showcase our dancers in their costumes. All returning dancers from last season who are completing the 7 weeks of classes from the spring will have a costume to perform in. All new dancers are encouraged to participate in this performance, however are asked to wear just a black bodysuit/tank top and either pink ballet tights (ballet only) or black shorts (all other classes). This performance will be done in a safe way only. If an in-person performance is not safe to do, we will do a virtual performance and send all performances to families free of charge. More information on this will come as we are into the fall.

YEAR END RECITAL

* All students are welcome to participate in our year-end recital. Students must have excellent attendance and practice their routines. Students must understand that they are part of a team and that once they have committed to participating, it is important that they fulfill their commitments.

*Students are expected to attend 80% of the classes in order to participate in the recital

*Dancers are expected to attend their last 3 classes before recitals.

*Students who are not participating in the recital must notify the studio via email only by December 1st.

*Beginner, Novice and Jr level costume fees are \$70/costume.

*Teen level costume fees as well as Acro II and up are \$90/costume

*Year end costume fees are non-refundable and due December 1st. Payment can be made via the following options. Please check the option you agree to.

a) Cash _____ *Due December 1st

b) Cheque _____ *Due upon Registration, dated for December 1st

c) E-transfer _____ *Due December 1st

IMPORTANT INFORMATION *please note sections omitted due to new COVID-19 procedures Please see COVID-19 Safety Policies for a full list of our new safety measures

The following information is a guideline of Encore Dance Studio and its team of staff and teachers. It is subject to change at the discretion of Management as they see fit.

*Parents are responsible for picking up their child **immediately after their dance class has finished**. Encore Dance Studio will not be held responsible for students once they have finished classes and have left the facility. ~~Dancers are encouraged to wait inside for their parents.~~

~~*Parents are to remain outside of the classroom and are not permitted to enter the classroom for any reason.~~

~~*Parents are welcome to attend classes during Parent Viewing Week. If you attend, please remain seated and quiet. Please turn off cell phones. Please leave all constructive criticism of the performances and practices to the dance instructor. Please do NOT bring younger siblings along to viewing weeks as it can be disruptive to the class in progress. Please do not videotape the classes to respect the privacy of other children.~~

*Dancers are expected to respect the dress code that is posted on our website and outlined in our Studio Policies.

Encore Dance Studio does not tolerate fighting, bullying, theft and vandalism.

Dancers and Parents are expected to demonstrate and encourage positive behaviour and attitudes. Encore Dance Studio is family orientated environment that aims for the utmost excellence in welcoming, and creating a safe place for all dancers and families. Please help us keep the studio in such regard.

*Dancers and Parents are encouraged to continue positive, encouraging behaviour throughout social media.

*If there is a concern that you as the parent would like to discuss with a teacher or the Director, please speak with the receptionist, or email the studio email address to set up a meeting either in person or on the phone to discuss the concern.

*If weather conditions are poor, please contact the studio after 2pm. A message on the studio answering machine will announce any cancellations, postponements or classes moved to online platform. A studio email will also be sent. If there is no message or email, please assume classes are still running. Please use your own judgment during poor weather – we ask that you do not put your child's or your own health and safety at risk. **Classes postponed or moved to an online platform for any reason will not be refunded.** This will only happen due to poor weather conditions, severe studio wide illness, government issued closure, safety concerns for the wellbeing of the students and teachers.

*No refunds/credits are given to dancers who miss classes for any reason

Please do not send your child to class if they are ill or if they have a contagious illness. Students who have plantar warts must keep their feet covered in the studio. Students with head lice should remain home until they are positive that is no longer there.

*Please call or email the studio if your dancer will be away from class.

~~*There is to be no food in any areas of the studio except for the lunch room. Bringing food into changerooms is prohibited. **~~
There is to be no food inside the building

*Only water is permitted for dancers during their class time. Any other drink will be not be allowed in the dance rooms.

*Due to high allergies of nuts, Encore Dance Studio is a Peanut Free building.

~~*Parents of small children are asked to take their child to the washroom before class begins.~~

*Please label all dance shoes, dancewear and water bottles with your dancer's name.

*All articles of clothing, dance shoes, and reusable water bottles left in the class after the class has ended will be placed in the lost and found bin. Please check this regularly as it is donated monthly.

*Communication is vital. Parents are expected to check their email regularly as newsletters and updates are sent out on a regular basis. It is the responsibility of the parent to update their current email address with Encore Dance Studio. It has happened that EDS emails have been directed to personal email spam - please check and update your spam filter. Studio newsletters are also posted on our website www.encoredancestudio.ca

*Please notify the studio of any changes in your phone number, address or any other important information.