



PARENT & STUDENT HANDBOOK 2018

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The DanceRoom is committed to your family's overall dance experience. We are passionate about creating a fun environment where dancers can learn from expert instructors. We value your input and promise to do our utmost to provide excellent customer service.

REGISTRATION

Cancellation Policy for Fall Programming

Unused tuition funds are refundable until October 1st, 2018 for recreational dancers, and September 1st, 2018 for competitive dancers. All other fees are non-refundable.

Payments

The DanceRoom accepts cash, credit card & cheque only in an effort to keep prices down. The DanceRack accepts cash only. If paying tuition in monthly installments, post-dated cheques or enrolment in auto-pay (online credit card processing) is required. **Please note, it could take several weeks for payments to be displayed on your portal.**

NSF or late payment fee is \$25. The DanceRoom deposits cheques and charges credit cards on or following the 1st of each month at our discretion.

Please note, registration is incomplete until all post-dated cheques are received or you have enrolled in auto-pay, and the online waiver is checked. **To receive early bird discounts, all initial payments must be received before early bird deadline.**

COMMUNICATION

Office Hours

Feel free to approach office staff during office hours 5:30pm-8:00pm throughout the week and 10am-2pm on Saturdays. They will address questions can fit your dancer with appropriate attire.

Refrain from discussing matters with teachers during and in between classes. Our teachers are responsible for dancers during these times. Seek a staff member at the desk, or get in touch with us by phone or email. Please do not contact instructors outside of the studio by phone, text, social media, or email. We would be happy to communicate with them on your behalf.

Email & Phone

The studio phone is a mobile phone. That means we answer emails, phone calls, and texts regularly. Feel free to contact us via these means (705.441.3790 and info@the-danceroom.com). When we need to communicate something important, we will contact you via email. **Please ensure you have entered your email correctly on our parent portal and you have added [no-reply@dancestudio-pro.com](mailto:reply@dancestudio-pro.com) to your safe list. We suggest you check junk mail for missed messages.**

Remind

We will also use *Remind* when appropriate to send out important information. Remind is an outgoing texting system that will send notifications via text message. To add yourself to our texting list, text @dancerroom to 705.243.0668.

Website & Parent Portal

Important dates and communications are listed under the Dates/Handouts section of the website. They may also be found in the Parent Portal under MORE (Events & Documents & Files).

DROP OFF/PICK UP

Dancers should arrive 5 minutes prior to their class in the appropriate attire. Dancers 11 and under must be supervised by an adult in the waiting room. Office staff are unable to supervise dancers. There are games and activities provided in the waiting room. Please ensure children return all toys as they found them.

We ask that young dancers be led into and out of the waiting room by a parent. Young dancers are not permitted to enter or leave the studio alone, or to meet a parent in the parking lot.

Parking

Refer to the map below for parking. Street parking and stopping is prohibited in certain areas on Huron Street. Families may use the parking lot off of Superior Street (please do not block the garage door in this area) and the parking spaces immediately in front of and to the north of studio A. Please be conscientious of litter, etc. Please do not cut through the parking lot in front of the neighbouring building as this is not DanceRoom parking (dancers should proceed directly to and from the DanceRoom entrance from Huron Street). The Tourism parking lot is always available, beside Station Park. This makes for a great waiting spot if you choose to wait in your vehicle during classes, or if the weather allows for a nice short walk to the studio!



CLASS CANCELLATIONS

In the case of a special weather statement or poor road conditions, please check the status of classes before venturing outside. We try our best to make a final decision on class cancellations one hour prior to the first class of the evening. Cancellations are announced on our Facebook page and studio voicemail. We do our best to email families and send out Remind texts to subscribers, but are not always able to do so. Please feel free to contact us if you are unsure. **When snowdays take place at The DanceRoom, dancers are invited to participate in any class within the dancer's age group for free the week following the cancellation. We do not offer make-up classes for snowdays.**

UNIFORM

Loose jewelry should be removed and hair must be pulled back. Gum is not permitted in class. Proper footwear must be worn accordingly. If undergarments are showing, we ask they be skintone or black in colour. Dancers without proper attire may be asked to sit out for insurance and safety purposes. By October 1st, all students must wear the appropriate attire to their class(es). Each discipline requires different attire as noted below:

Acro

- Black Body Suit, Beige Tights OR
- Crop Top and Fitted Shorts
- Black Dance Shorts (not required)

Ballet

- Black Body Suit, Pink Tights
- Pink Ballet Shoes
- Hair in Bun
- Ages 15+ Require Soft Pointes**
- Skirt or Black Shorts Permitted

Boys

- White Shirt
- Black Bottoms
- Appropriate Shoes

Conditioning

- Black Body Suit, Tights OR
- Crop Top and Fitted Shorts
- Bare Feet

Highland

- Fitted Shorts and Tank OR
- Black Body Suit, Beige Tights
- Knee Socks or Leg Warmers
- Black Ballet Shoes or Ghillies**
- Hair in Bun

Hip Hop

- Black Body Suit, Beige Tights
- Black Sweat Pants
- Black Flat Running Shoes

Jazz

- Black Body Suit, Beige Tights
- Black Jazz Shoes
- Black Dance Shorts Permitted

Modern/Lyrical/Contemporary

- Black Body Suit
- Beige Convertible Tights
- Bare Feet
- Black Dance Shorts Permitted

Musical Theatre

- Black Body Suit, Beige Tights
- Black Jazz Shoes or Character Shoes
- Black Dance Shorts Permitted

Tap

- Black Body Suit, Beige Tights
- Black Tap Shoes
- Black Dance Shorts Permitted

**Please consult with the dance instructor before purchasing Ghillies or Soft-Pointes as these shoes require specialized fitting.

A SEASON OF SAVINGS

The DanceRoom is proud to be home to The DanceRack, a dancewear store providing local, affordable dancewear. Please take advantage of the monthly savings by printing and cutting the coupons below. Coupon must be presented to redeem savings.



SAVE THE TAX SEPTEMBER!

Save 13% when you purchase \$100 before tax at The DanceRack. Valid only during the month of September 2018.



10% OFF BALLET SHOES!

Save 10% when you purchase a pair of new ballet shoes at The DanceRack. Valid only during the month of October 2018.



10% OFF ACCESSORIES!

Save 10% when you purchase shorts, skirts, warm-up boots, and wrap sweaters at The DanceRack. Excludes leotards, tights, and footwear. Valid only during the month of November 2018.



BODYSUIT BOGO 25% OFF!

Save 25% off second leotard when you purchase two leotards at The DanceRack. Savings will be applied to lowest priced leotard. Valid only during the month of December 2018.



25% OFF PURCHASE OF 2 PAIRS OF SHOES!

Save 25% off your purchase of two pairs of new dance shoes at The DanceRack. Excludes warm-up boots. Valid only during the month of January 2019.



20% OFF ALL STOCK!

Save 20% on all stock at The DanceRack. Excludes tights and used footwear. Valid only during the month of February 2019.



SAVE THE TAX ON A NEW OUTFIT!

Save 13% on your entire purchase when you buy a new outfit (must include leotard, tights, and footwear) at The DanceRack. Valid only during the month of March 2019.



10% OFF JAZZ SHOES!

Save 10% when you purchase a pair of new jazz shoes at The DanceRack. Valid only during the month of April 2019.



MYSTERY WHEEL EVENT!

Spin the mystery wheel when you spend \$50 before tax at The DanceRack. Savings vary. Valid only during the month of May 2019.

IMPORTANT DATES

Sept. 10 th	CLASSES COMMENCE
Studio A Classes, week of Sept. 24 th	
Studio B Classes, week of Oct. 1 st	BRING A FRIEND WEEKS
Studio C Classes, week of Oct. 8 th	
Oct. 22 nd – 27 th	HALLOWEEN SPIRIT WEEK
Oct. 31 st	HALLOWEEN, NO CLASSES
Studio A Classes, week of Nov. 26 th	
Studio B Classes, week of Dec. 3 rd	PARENT OBSERVATION WEEKS
Studio C Classes, week of Dec. 10 th	
Dec. 17 th -22 nd	HOLIDAY SPIRIT WEEK
Dec. 24 th – Jan. 6 th	WINTER BREAK, NO CLASSES
Feb. 4 th – 9 th	PURPLE SPIRIT WEEK
Feb. 18 th	FAMILY DAY, NO CLASSES
Mar. 11 th – 17 th	MARCH BREAK, NO CLASSES
Apr. 1 st – 6 th	OLD COSTUME SPIRIT WEEK
Apr. 19 th	GOOD FRIDAY
Apr. TBA	PICTURE DAYS
May 10 th	REHEARSAL
May 11 th	RECITAL

POLICIES

Code of Conduct

We ask that all students:

- Demonstrate integrity and follow teachers' instructions to the best of their ability
- Respect the differences & rights of others, studio property and the property of others
- Seek assistance from instructors or other staff members when conflicts must be resolved
- Use appropriate language towards teachers, classmates and on studio premises
- Do not chew gum or eat while in class
- Conduct themselves in a positive, supportive manner both inside and outside the studio and on social media; negative comments or poor behaviour may result in the loss of studio privileges or in dismissal from the program.
- Silence their phones and place them in the studio cell phone caddy behind the studio doors

Absenteeism/Lateness

- Notify The DanceRoom by phone, email or text if your dancer will be late/absent
- If a recreational student has missed 5 or more classes, a meeting may be arranged
- Numerous missed classes may result in the inability to participate in the year-end recital as we want children to feel confident on stage
- If arriving late, we encourage dancers to participate in the remainder of the class but they may be asked to warm-up separately

Miscellaneous

- Parents and dancers should conduct themselves in a positive, supportive manner in the waiting room, in class, and at dance events including, but not limited to, recital. Parents and dancers should be respectful of all DanceRoom students, staff, and families. Negative comments towards dancers, dance families, or The DanceRoom will not be tolerated.
- Teaching dance is a hands-on practice. Hands-on teaching methods have proven to help students understand proper alignment. If your dancer is uncomfortable with hands-on methods, please notify us.
- Dancers and their associates are to refrain from sharing photographs/videos of competitive choreography on social media sites (i.e. Facebook, Twitter, etc.) before final performances
- Dancers may not perform choreographic works outside the studio without permission
- Please inform us if your dancer is participating at another studio during programming at The DanceRoom. We want to ensure your dancer is not receiving mixed messages with regards to technique/movement patterns.

PHOTO WEEKEND

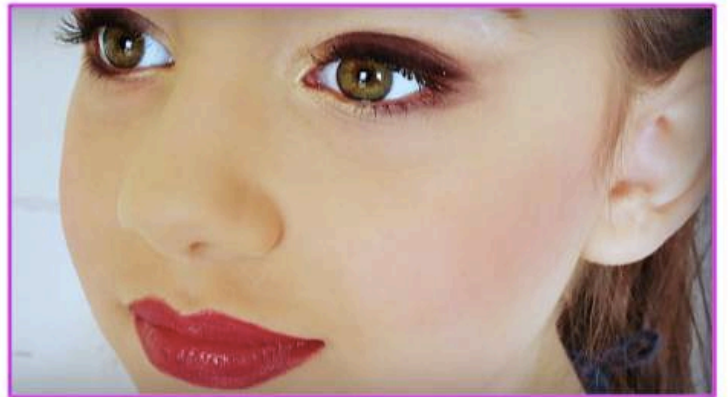
Dancers will have photos taken on a spring Saturday and/or Sunday. A schedule will be produced late winter with exact times. Dancers should arrive a few minutes before their scheduled time in costume with hair and make-up done. Performance hair and make-up can be found below. Correct coloured tights and footwear must be worn.

Eyes: Black eyeliner; neutral eye shadow (greys, browns, etc.); mascara

Face: Rosy-coloured blush; powder (to disguise sweat/oil and avoid light reflections); foundation may be worn

Lips: Bright red (no browns, pinks, or burgundies)

Hair: High bun, secured with bobby/spin pins; fly-aways slicked back with hairspray



Dancers will have their photo taken and then practice their routines once in costume. We kindly request that you remain outside of the photography and rehearsal areas and be courteous towards our photographer by not taking pictures of dancers while they are having their photos done. You are welcome to snap pictures in the waiting area.

RECITAL

Venue

The DanceRoom will conduct an morning and evening recital at the Orillia Opera House. This venue has been chosen for its seating capacity, large change rooms, professional atmosphere, and courteous staff. Many routines will perform in only one recital. Dancers may be scheduled to perform in one or more recital; schedules will be posted before ticket sales. **Note, the Orillia Opera House is a fragrance-free environment.**

Ticket Sales

Tickets go on sale early December. All tickets are \$25 including tax and are assigned seating only. Tickets may only be purchased through the Orillia Opera House. There are no refunds on tickets, and we are not responsible for lost or stolen tickets.

Grooming

Performance hair and make-up can be found above. Correct coloured tights and footwear must be worn.

Dress Rehearsal

Dress Rehearsal takes place the day before recital at the Opera House. Dancers must arrive in costume, hair and make-up done, ready to perform. Dancers rehearse and are dismissed by age, not performance order. Rehearsal order will be released several weeks prior to the rehearsal.

This is the only opportunity for the dancers to enjoy the show; therefore, dancers wait in the theatre between routines. Dancers are welcome to stay for the entire rehearsal. In the interest of safety, security and scheduling, rehearsal is a closed event.

Dancers 11 and under must be accompanied by one adult only. Dancers 12 and over are to be dropped off at rehearsal. Please arrive at front entrance and proceed directly to the theatre.

Recital

Performance order and arrival times will be released several weeks prior to the recital date. All dancers are to arrive in costume with hair and make-up done. Correct tights and shoes must be worn.

Recital security requires all dancers 11 and under to register their child upon entry. Security cards will be distributed to each young dancer prior to recital. These dancers are signed into their dressing room and signed out following the recital.

There are several hours of free time between recitals. Dancers must be picked up following the morning recital, returning at their scheduled time for the evening recital. Each show runs approximately 3 hours long including intermission. During the recital, dancers wait in their

change rooms. Supervision and activities are provided to keep dancers safe and occupied. We do not recommend dancers bring valuables to pass the time.

Evans Florist is one block from the Opera House. You can place your flower orders in advance and pick up pre-recital: 1-705-325-2719.

Volunteers

We are always in search of volunteers to help with running, security, activities, and more. If you wish to volunteer, please get in touch with us.

WAIVER

Prior to your dancers first class, you are required to read and check the waiver in the Parent Portal. To access the waiver, sign into your parent portal, and at the top of the page click MORE>WAIVER. By checking the box, you agree to the following:

"I do hereby fully release and discharge The DanceRoom, its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I (or dependants under 18 years of age) may have or which may accrue to me (or dependants) on account of my (their) participation in the above The DanceRoom sponsored activities. I further agree to indemnify and defend The DanceRoom, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me (or dependants under 18 years of age) and arising out of, connected with, or in any way associated with these activities sponsored by The DanceRoom. I grant permission to use my (child's) picture/image on the website and/or advertising for The DanceRoom. I have read the "Policies" and agree to adhere by the procedures mentioned. Instructors are subject to change without notice and reserve the right to place student in correct level. I understand the cancellation policy particular to the program my child is participating in."