

Chantal's Dance Academy



STUDIO POLICIES AND PROCEDURES

Please read over the Studio Policies and Procedures carefully and review with your dancer(s). They have been drafted with the safety and enjoyment of the dancers in mind.

- Parents are asked to regularly check for important information which will be posted on the bulletin board located in the front of the studio. A newsletter is published once a month and sent out via email. It is also posted on the board and extra handouts of these newsletters as well as any special announcements are also available.
- Parents are requested to ask any questions or address any concerns they may have during posted office hours. Questions can also be addressed via email or for your convenience a question notebook is also available in the front foyer. Please **do not** disturb teachers during class time. This is to ensure that students receive their full dance lesson and teachers' full attention.
- Holiday schedules are taken into account in your fees and will be confirmed in the September Newsletter, as well as posted on the notice board and on our website.
- Students are **required** to follow the dress code for every class and will not be allowed to participate if not properly attired. This is for the safety of the dancer. Please refer to our "Registration Information" Handout for more details.
- Students are asked to tie back their hair in a bun or pony tail before arriving for class.
- Women's change rooms are available on site. Men change in the restroom.
- Regular attendance is **required** by all students. There are no make-up classes given due to illness. If 3 classes in a row are missed, the student is at risk of not being allowed to participate in the year-end recital. Private classes may be advised by a teacher if a student has missed too many regular classes. These classes are **not included** in the fees so would incur an additional cost.
- Please call the studio if you know that your child is going to miss a class.
- Any student who arrives more than 15 minutes late for class will not be permitted to join class because they have not properly warmed up.
- Please do not leave children unattended at the studio. While students are not dancing, there is no supervision so parents are asked to be vigilant to ensure the wellbeing and safety of their children. This includes all students, siblings and visitors.
- Classrooms are not to be used outside of class time without prior permission from the management. Please enter the dance studios **only** when you are invited to do so from the dance teacher. Parents are **not** allowed to enter the class unless they are invited in to watch for a special occasion. Please **remove your shoes!!** No outdoor footwear is allowed in the studio.
- Please respect classmates, teachers and studios. Students are expected to conduct themselves professionally. Disruptive behavior may result in disciplinary action up to and including removal from the program.
- Food and Drink (with the exception of water) are not permitted in the class rooms.
- Please keep the reception area and changing rooms tidy.
- Please see our "Fee Schedule" for information about payments and fees.

Addition Rules and Regulations for Competitive Students

- Parents are responsible for arranging transport to and from competitions.
- Promptness shows respect for your teachers and fellow students. Please endeavor to be on time for **all** classes
- **Consistent attendance** will ensure the dancers' development of talents and skills. Any missing members affect the integrity of the group. **Regular attendance is expected.** If a student is required to be absent for exceptional reasons, they are asked to please inform their teacher in advance.
- The dance term is from **September to June**. Students are asked to practice at home to achieve full success.
- Attendance is required at all competitions, rehearsals or extra classes that may be needed.
- Students are required to arrive at least one hour before performance time **with hair and make up already done.**
- In order to participate in the competitive team students are asked to take two ballet technique classes and the one/two classes for competition.
- There is an additional charge for Solos, Duet and Trio classes. These consist of 15 classes that run 30 minutes in length.

Chantal's Dance Academy



REGISTRATION INFORMATION

HOW TO REGISTER FOR SUMMER AND FALL

Please come to the studio on any of our registration days listed below, to enrol for dance classes, or you may download the printable [registration form here](#) and fax the completed form to 1 866 435 1689. Please feel free to contact the studio if you need assistance completing the registration form and/or selecting the most suitable class(es) from the [class schedule](#).

REGISTRATION for the 2008-09 dance season and summer programs will be held at **Chantal's Dance Academy** on the following dates:

- EARLY BIRD FALL & SUMMER CAMP REGISTRATION: Saturday, May 31 from 12-4pm.
- SUMMER AND FALL REGISTRATION: 6:00-8:00pm on Tuesday August 19, Tuesday August 26, and from 12pm-4pm on Saturday September 6.

Chantal's Dance Academy (CDA) is a fun and relaxed place for your child to learn the art of dance. We strive to maintain a fun and professional atmosphere and are dedicated to providing the highest quality dance instruction to children, teens and adults in all forms of dance. Whether you aspire to be a professional dancer, or just want to have fun, CDA has a dance program for you! Established in 1998, CDA has earned a great reputation for providing a warm and friendly environment in a professional setting. CDA offers recreational and competitive classes in: Tap, Jazz, Ballet, Hip Hop, Acro, Pointe, Musical Theatre, Lyrical, Technique, Stretch & Strength, Boys Hip Hop and Adult classes!

The Dance Season

Dance classes run from the week of September 9th 2008 to the end of May. The dance season is divided into 2 sessions; a Fall/Winter session and a Winter/Spring session.

Payment

A registration is not considered complete until all post-dated cheques or pre-authorized Visa/MasterCard payments for the entire year are submitted/completed.

Fee Schedule for Recreational Students:

1. \$30 Registration Fee: Date of Registration
2. Fall/Winter Session: *before* September 11th
3. Costume Fee: October 15th (*No refunds after this date!*)
4. Winter/Spring Session: January 15th

Fee Schedule for Competitive Students:

1. \$30 Registration Fee: Date of Registration
2. Fall/Winter Session: September 11th
3. Solo/Duet/Trio Fee: September 11th, Solo/Duet/Trio/Group Fee: September 30th
4. Costume Deposit: October 15th (\$50/costume)
5. Competition Fees: November 15th
6. Winter/Spring Session: January 15th
7. Costume Fee: February 15th (\$50/costume)
8. Costume Balance: March 1st (balance plus GST)

Method of Payment

CDA accepts Visa, MasterCard and post-dated cheques (cheques are made out to CDA). Interac is also accepted for dance wear purchases.

Registration Fee

A \$30.00 non-refundable registration fee is required per family with the registration form.

GST

Goods and Services Tax (GST) is applicable to all fees.

Discounts

A 10% family discount will be issued to those families who have children enrolled in 2 or more dance classes each.

Schedule of Fees (based on per student) Subject to 5% GST. The dance season is divided into TWO sessions. Price lists are available at registration.

Costumes

Every competitive and recreational student will receive a custom made costume for each dance class they are in.

Competitive students will receive costumes in time for the competition season, and recreational students will receive their costume(s) in time for the year end performance in June. Costumes are not required for Adult Hip Hop and Technique classes. Costume fees are non-refundable.

Administration Fees and Late Payments

An administration fee of \$35.00 will be charged to all NSF cheques.

An administration fee of \$25.00 will be charged to late payments and refunds.

Payment due date reminders will be posted at the studio, on the website and in all CDA newsletters.

Late payments will be charged a \$25 fee. Please ensure that for all pre-authorized Visa/MasterCard payments, that credit card numbers and/or expiry dates are up to date. **Students will not be permitted in class if payments are not up to date.**

Refund Policy

There will be a \$25.00 administrative fee applied to all refunds issued throughout the year. Session fees are non-refundable after the 4th week of the session. Fees will not be refunded for missed classes or classes taken. Costume fees will not be refunded after October 15.

CDA Dance Wear

CDA sells its very own line of dance wear and accessories. Bodysuits, dance pants, dance bags, dance shoes, tracksuits, capri's, flare pants, t-shirts, tank tops, and dance shorts are all available for purchase at the studio! Competitive students are required to purchase the CDA team tracksuit to wear to competitions.

Dress Code

ALL dancers are **required** to follow the CDA dress code:

- Black cotton tank or camisole bodysuit (students may wear a 'CDA' bodysuit to class)
- Tan footed tights (footless/convertible tights for Acro)
- Light Pink footed tights for Ballet classes
- Hip Hop classes: Black Cotton/lycra flare pants (students may wear Flare and/or Capri pants). Black tank top or bodysuit (stomachs must be covered).
- Boys: Black pants and a white t-shirt.

Students not dressed appropriately will not be admitted to class!

Hair

Hair must be tied back in a neat, secure ponytail. Ballet and Competitive Classes: Secure ballet bun.

Shoes

- Acro/Jazz Combo Class and Acro - Bare feet or Capezio FootUndezz
- Ballet - Pink Leather Ballet Slippers, Capezio or Mondor.
- Pointe - Please do not purchase your pointe shoes until after the 2nd class.
- Jazz, Jazz/Hip Hop Combo Class, Song & Dance, Musical Theatre - Beginner & Junior levels: Black slip on split sole Jazz shoes: Leo's #7018, or Capezio #CG05, or Mondor.
- Jazz, Song & Dance, Musical Theatre & Technique - Intermediate & Advanced levels: Black slip on split sole jazz shoes: Leo's #7016, or Capezio #CG05, or Bloch #499, or Mondor.
- Tap - Beginner level: Capezio Patten Leather #625
- Tap - Junior & Intermediate levels: Angelo Luzio tan shoes #900, #925 or #927
- Tap - Advanced levels: Black Capezio one screw tap shoes #CG09 or Capezio CG55
- Hip Hop - Clean black, non-marking indoor running shoes
- **Competitive students are asked to inquire about dance shoes at Registration.**
Please confirm shoe style for the class(es) you register in at registration.

Competitive Dance Team

Competitive dancers are required to take a minimum of 3 classes per week. Jazz, Ballet and Technique classes are mandatory. Dancers who wish to compete in only one dance form are still required to take 3 classes/week (please inquire at registration). **Regular attendance is expected.** The competitive dance team will participate in 4 competitions between March and May. Participation in each competition is mandatory. Dancers may only represent CDA at dance competitions. Dancers compete in solo, duet, trio, group, line and production categories.

Additional Competitive Class Fees - Subject to 5% GST.

Session 1: Solo/Duet/Trio fees due August 1st

Session 2: Solo/Duet/Trio fees due September 30th

PRICES AVAILABLE AT REGISTRATION

Additional Classes

Solos/Duets/Trios will receive 8 hours of instruction. First session: August to November, Second session: November to March.

Production

The Production is open to all competitive students. NEW Stretch & Strength class, aka. technique class, will also be implemented. The annual competitive production routine will be choreographed in this class, as well as all competitive routines reviewed close to competition time. The production will have 8-10 extra mandatory rehearsals on Sunday afternoons from November to March.

Competition Fees

Competition fees are due on November 15th. Fees must be paid in full by the due date in order to participate in dance competitions. Families will be notified of their total entry fee amount in October.

Recitals

All students perform in at least one of the two year end recitals at the Newmarket Theatre. The annual recital is a very exciting event for everyone involved. The recital dates will be announced in September. A dress rehearsal for the recital will be held. There is no rehearsal fee. Tickets for the year end recital are purchased through the Newmarket Theatre. Tickets go on sale in May. All ticket sales are final, no refunds or exchanges. More information regarding the recital will be available in our newsletters.

Website

The CDA website is very informative. Please check the website for updates and important information once per week. Be sure to visit the photo gallery page, where you can view over 200 pictures! Useful pages are: Latest News (RSS News Feed), What's New, Competitive Page, Recital Information and the Registration Page.

Administrative Assistants

A warm welcome to Jen and Juli, our administrative assistants. They will be happy to answer your phone calls and any questions you may have throughout the year. Administrative Assistants hours are Mon-Thurs 5pm-8pm and Saturdays 9:15am-1pm. Please phone the studio @ 905-836-8040!

Receiving Important Information

CDA newsletters will be distributed in class several times throughout the year and will also be posted on the website. CDA newsletters contain valuable information about upcoming events and activities at the studio.

Parent Observation Days

Parents are invited to observe their child's dance class(es) for one week at the end of October. The dates of open house will be announced in our first newsletter and posted on the CDA website in the Fall.

Bad Weather

In the case of a snow storm, please call the studio after 3:30pm for a recording on whether classes will be held. The notice will also be posted on the website after 3:30pm. Parents will not receive a phone call. Make-up classes will be scheduled for cancelled classes.

Holidays

Holidays will generally follow school schedules. Holidays will be posted on the CDA website and printed in the newsletters. CDA will close for Thanksgiving Monday, Christmas Break, March Break, Good Friday and Victoria Day. Holidays are factored into the year, and 34 weeks of classes are accounted for. CDA usually gives 35-37 weeks!! Please see **holiday handout**.

Attendance

Attendance is taken at each class and recognition is given for perfect attendance at the end of the year with an award. Good attendance is imperative; please make every effort to have your child attend every class.

Food and Drink

CDA is a nut free facility. Please do not bring any products that contain nuts into the studio. Food and drink are only permitted in the change room and reception area. Water bottles are allowed in the studios.

Summer Programs

Summer classes, camps and workshops are being held at CDA in July & August. There are several summer programs to choose from. We have something for everyone! 3-4 yr. old half day camp, 5-13 yr. old full day camp, advanced competition workshops, and guest choreographers. Please inquire at registration.

**CLASSES BEGIN THE WEEK OF SEPTEMBER 11TH!
IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT 905-836-8040.**