

*“A unique vision for every child.”*



27 Easy Street, Port Perry, Ontario L9L 0A1  
E-mail: [info@portdance.com](mailto:info@portdance.com) Web: [www.portdance.com](http://www.portdance.com)  
Tel: 905-985-5081

## **Policies & Procedures 2010** version 1

Welcome to the Port Perry Dance Academy. We train students of all ages and levels of ability in the art of dance. Whether simply teaching an appreciation and love for dance, or the professional dancer of tomorrow, the academy keeps each individual's goals in mind. Please note the information in this package was accurate at the time of the production of this document and is subject to change without notice.

### **Table Of Contents**

	<b>Page</b>
<b>Conduct</b>	<b>2</b>
<b>Dress Code</b>	<b>3</b>
<b>School Policies</b>	<b>4</b>
<b>Programs</b>	<b>6</b>
<b>Performance Company Guidelines</b>	<b>8</b>
<b>Highland Program</b>	<b>10</b>

*“A unique vision for every child.”*

## **Conduct For Dancers And Their Parents**

**Dancers show respect for themselves by:**

- 1. Being prompt for class.**
- 2. Being dressed properly for class, without jewelry other than small earrings, with shoe strings/laces either tucked in or tied securely in a knot and adhering to the academy’s dress code.**
- 3. Having their hair up off their neck and away from their faces.**

**Dancers show respect for others by:**

- 1. Keeping their hands to themselves during class.**
- 2. Waiting quietly for others to have a turn.**
- 3. Waiting until the music is finished before entering the classroom if they are late for class.**
- 4. Talking only during share time or when spoken to by the instructor or teaching assistant.**

**Dancers show respect for their teacher and the art form they are learning by:**

- 1. Being properly dressed and ready for class on time.**
- 2. Listening when the teacher speaks.**
- 3. Being prepared for their turn.**
- 4. Always asking before leaving the room for any reason.**
- 5. Saying thank-you to their teacher, teaching assistant and piano accompanist at the end of class.**

**Dancers show respect for the academy by:**

- 1. Leaving gum, food or drink (except water) outside of the studio.**
- 2. Never hanging on the barres.**
- 3. Never running or doing gymnastics in the lobby or boutique area.**
- 4. Putting trash and cans in their proper places.**
- 5. Putting away books, magazines and toys when they are finished with them.**
- 6. Cleaning up after themselves after using the lunch, study and classroom areas.**

**Parents show respect for the teachers and academy by:**

- 1. Asking the person in the office to get a child from a class.**
- 2. Standing away from the viewing window if it becomes obvious that students are being distracted.**
- 3. Having students ready for class before entering the classroom.**
- 4. Dropping-off and picking-up students on time.**
- 5. Adhering to the studio’s policies and guidelines.**

*“A unique vision for every child.”*

**DRESS CODE**

**Our dress code is designed to ensure the safety of our students. It also allows our faculty to observe the technique and posture of the dancers to ensure that movement is executed in an appropriate manner. The dress code also instills a sense of discipline and pride in our students and maintains their focus on dance. Students who do not observe the dress code will be asked to sit out.**

<b>ClassType</b>	<b>Level</b>	<b>Bodysuit Style# (Mondor)</b>	<b>Tights Style# (Mondor)</b>	<b>Shoes Style# (Angelo Luzio)</b>	<b>Hair</b>	<b>Other</b>
Creative (Beginner Dance)	All	3035/1635 Colour: 01	310 Colour E6 Or Pink Ankle Socks	Mondor full-sole leather ballet slipper with elastics	Bun	Skirt: Mondor:16207 Colour: 01 Wrap Sweater: Mondor 11804 Colour: E6
Ballet	Pre-Prim, Primary, Grade 1	3035/1635 Colour: LP	310 Colour E6 Or Pink Ankle Socks	Mondor full-sole leather ballet slipper with elastics	Bun	Skirt: Mondor: 16207 Colour: LP Wrap Sweater: Mondor 11804 Colour: E6
Ballet	RAD Grade 2,3,4,5	1633 or 1645 Colour 53/03	310/314 Colour E6	Mondor full-sole leather ballet slipper with elastics	Bun	Boys wear black t-shirt ,black shorts, white or black socks, black shoes
Ballet and Open/Freestyle Ballet	RAD Grade 6,7 and Majors	1613 or 1646 Colour 52	310/314 Colour E6	Sansha split sole ballet slipper with ribbons and/or elastics (as advised by studio Director) Pointe Shoes (as advised by studio Director)	Bun	Navy blue Character Skirt with Ribbons * and/or Black Chiffon Skirt (as advised by studio Director) Boys wear black t-shirt ,black shorts, white or black socks, black shoes
Jazz & Tap	All	3045/1645 Colour 52	310/314 Colour 74	Sansha Colour: Black/Tan*	Bun/ pony	Boys wear black t-shirt ,black shorts, trousers or leggings, white or black socks, black shoes
Lyrical Jazz		Open	310/314 Colour 74	Dance Paws	Bun/pony/ braids	Boys wear black t-shirt ,black shorts, white or black socks, black shoes
Hip Hop, Musical Theatre, Drama, Triple Threat	All	t-shirt or bodysuit	Shorts, dance pants	Sansha Dynamo or Jazz Shoes*	Bun/pony/ braids	Boys wear t-shirt, track pants and hip hop sneakers (indoor shoes only)
Acro	All	Open	314/312 Colour 74	Barefoot or Dance Paws	Bun/pony/ braids	Examination wear same as Jazz
Fun Factory, Fun Dance, Toddler Time		t-shirt	shorts	Bare feet		Toddler Time participants can opt to adopt the dress code for Creative (pink bodysuit, tights and shoes)

*“A unique vision for every child.”*

## **SCHOOL POLICIES**

### **Communication:**

Notices are posted weekly on our internal notice boards and in “The Book” in the waiting area . In addition, emails regarding pertinent information are sent to all clients as needed and our website at [www.portdance.com](http://www.portdance.com) is updated regularly. **It is the parent/guardian’s responsibility to ensure they read the pertinent information contained therein.**

### **General/Safety:**

- We offer a smoke free environment.
- Please remind children to go to the washroom before class.
- Please refrain from chewing gum, drinking or eating in class.
- Please remove all jewelry and loose clothing before class.
- To avoid injury, please do not touch the mirrors or piano.
- Please do not hang on bars.
- There is a zero tolerance policy on substance abuse

### **Absence/Lateness:**

- Please arrive 10 minutes prior to class in order to **warm-up**.
- Please notify the studio if a student will not be attending class or if a late arrival is anticipated.
- If a student is more than 10 minutes late for class they *may be* asked to observe the class.
- Refunds will not be given for missed classes, students are encouraged to make up any missed classes. Ask your teacher for suitable make up time.

### **Class Sizes:**

We strive to maintain a student/teacher ratio of approximately 8:1 (includes the use of teaching assistants).

Exceptions will be at the discretion of the studio directors.

Classes where the number of students is deemed to be small will be shortened in length at the discretion of the studio directors. No class shall be shorter than 30 minutes. In the event this occurs, there will be no change in fees. The total hours of tuition will reflect the original class length.

### **Cancelled/Additional Classes:**

On occasion, classes may be cancelled due to poor weather conditions or other circumstances beyond our control. These cancellations will, for the most part, follow the decisions and policies of the Durham School Board. Classes cancelled for these reasons will not be rescheduled.

From time-to-time it may become necessary to schedule extra classes e.g. at exam time, for rehearsals for recitals and other productions and to make-up classes.

### **Payment Policy:**

- Payment to be made in full or by post-dated cheques payable to Port Perry Dance Academy Ltd. **at registration** together with a \$25.00 registration fee per family. **Please note: you are signing up for a 36-week program.**
  - \$35.00 service charge for all returned cheques
  - \$25.00 for every change initiated by the client after October 1<sup>st</sup>.
  - There will be a 2% per month service fee on all late payments and outstanding balances.
  - If you are having financial difficulty, please call the studio prior to the deposit date of your cheques. We will try to make alternate arrangements with you.
  - Cancellation: once dance/staging fees are deposited, they are non-refundable. Your space in class is reserved for you for the year. Please give thirty days written notice of intention to withdraw from a program, any un-deposited term fees will be returned.
  - If AutoPay data are not provided, there will be an additional fee of \$10.70 per item not provided
- 
- GST is due and payable on all fees.

- “A unique vision for every child”*
- Staging fees are charged on a per routine basis and are payable by October 15th. Note: There may be an additional charge for oversized and customized costumes, props etc.
  - Alternate payment arrangements are available for clients whose tuition fees exceed \$1000. Where an individual drops/changes classes, fees remain payable for the term in which the drop/change occurs.
  - A minimum of 30 days written notice is required to withdraw from any program.

### **ANNUAL YEAR END PERFORMANCE**

All students have the opportunity to participate in our exciting Year End Performance held in Lindsay at the beautiful Lindsay Academy Theatre (tentative dates: first Sunday of June for the dress rehearsal and the second Sunday of June for the performance).

Students attending classes regularly and who do not miss a total of more than three classes in Term 3 and 4 will be asked to perform.

Please notify the studio Directors if you are unable to participate as soon as you can as a courtesy to the faculty and to the other students in the affected class(es).

**Dress Rehearsals:** All rehearsals are closed to spectators. Students are to remain in designated change areas. Schedules and information packages for rehearsals and recitals will be delivered to students 2 weeks prior to the dress rehearsal.

**Staging Fees:** The staging fee is charged per showcase routine in which the individual performs and is payable by October 1st. Note: There may be additional charges for staging eg oversized and custom-sized costumes, props etc. In classes where there is a mix of competitive and non competitive students, the competitive students will wear their competitive costume and the non-competitive students will wear a showcase costume that compliments the competitive costume. This is in order to save the non-competitive students the additional costs associated with competitive staging/costuming and the competitive students the cost of an extra showcase staging/costuming fee.

**Hair:** Parted over the left eye with a bun. You are required to supply hairnets, hairpins, hair gel and hair spray.

**Make-Up:** Appropriate for stage make-up (directions will be given during class). You are required to supply your own false eyelashes (if required) and facial make-up products.

**Tickets: Cash only please.**

*Please note:* there will be 2 performances: a matinee and an early evening show. When a family is obliged to come to more than one show due to scheduling, we will afford that family two complimentary tickets to the show for which they are obliged to attend. Each family is guaranteed two tickets for the show their child(ren) is in. This guarantee expires 14 days prior to the date of the show. **Please note it may be necessary to include a third performance to ensure each performance is of a reasonable duration and tickets are available to all interested parties.**

**Videos:** The year-end showcase is professionally recorded. You may order a copy directly from the supplier. DVDs are generally available six weeks after the date of the showcase.

### **PICTURE DAY**

All students are expected to participate in their group/class photographs.

**Hair:** Parted over the left eye with a bun. You are required to supply hairnets, hairpins, hair gel and hair spray.

**Make-Up:** Appropriate for stage make-up (directions will be given during class). You are required to supply your own false eyelashes (if required) and facial make-up products.

**Picture Pick-up:** All pictures are available at the academy's premises. You will be notified when the pictures are ready for pick-up. Pictures for the *Dance Team* are available at the academy's front desk.

### **EXAMINATIONS**

Examinations will be held in the fall and/or summer of every year for all examination stream students. Students will cover their syllabus work during the year and will attend an intensive session at the end of the summer holidays to revise and prepare for their examinations. Each exam carries an additional fee. Examinations are not mandatory, require extra classes (additional tuition fees are required to take these classes) and are offered at the discretion of the teaching faculty. Please note that, at higher levels (usually around Grade 2), the required syllabus work routinely takes two years to complete. *All members of the dance team are required to take dance examinations as requested by the Directors.*

### **PROGRAMS**

**Creative Ballet** – For the young dancer. Introduces the basics of ballet movements and terminology. The focus is on movement to music, creativity and developing co-ordination

## *“A unique vision for every child.”*

**RAD Ballet (Grades & Majors)** –Based on the Royal Academy of Dance Syllabus, providing opportunities for students to learn a syllabus, work towards goals and enter examinations, which are, recognized worldwide. Classical Ballet, Free Movement and Character are all covered in the Grades Syllabus. Students are required to take two classes per week if considering examinations. For the more serious student we encourage three classes a week. These classes concentrate more on technique, placement of the body and preparing the student for Pointe work.

**Pointe** – For more advanced students of ballet *and* at the instructor’s discretion..

**Lyrical** – A fusion of Ballet and Jazz styles. Prerequisites apply.

**Jazz** – Encourages vitality and enthusiasm for dance through exciting dance routines and limbering exercises. Based on the CDTA curriculum. Exams are available.

**Hip Hop & Street Jazz** – Teaches the latest Hip Hop moves to current beats and dance trends. Expect to have a lot of fun.

**Tap** – Develops co-ordination and rhythm. Basic and advanced rhythms are introduced and developed into Tap combinations.

**Pilates/Stretch & Strength** – For everyone! Ideal for dancers and non-dancers who wish to safely increase flexibility and improve strength. Great in conjunction with and to improve line for other dance forms.

**Performance Classes**– For the more serious student *who studies ballet together with other disciplines of dance* and who wishes to develop stage presence and confidence through participation in local community events and competitions in a friendly, constructive atmosphere.

**Acro** – Introduces gymnastic tumbling routines in combination with jazz steps to current music.

**Musical Theatre** – This program combines dance, drama, song and vocal mime.

**Modern** – For everyone! Dance designed to encourage an imaginative and natural sense of movement. Some dance experience required.

**Acting** – This program teaches acting technique through high-energy games, role-playing and improvisational exercises. Students audition for roles for their annual performances.

**Jazz ‘n Tap** – A recreational program for ages 6-9yrs where students learn the fundamentals of both Jazz and Tap disciplines.

**Triple Threat** – A recreational program that develops voice, acting and dance skills (co-requisite required)

**Fun Factory/FunDance:** An introduction to the basics of a variety of dance styles.

**Latin / Ballroom** –Recreational fun for everyone! Encourages good poise, tones up the body and gives that “good-to-be-alive” feeling. You are guaranteed to have a good time!! Syllabus includes Samba, Cha Cha, Merengue, Rumba, Swing, Bosanova, Salsa, Waltz, Fox-Trot, Tango, Viennese Waltz and Quickstep. We’ll also get you ready for that wedding, formal or graduation!

### **Choreographic Classes**

Classes that do not conform to a specific examination syllabus eg Lyrical

### **FIELD TRIPS**

The Port Perry Dance Academy *may* organize field trips. These very popular outings include various notable productions at venues like the Royal Alex, Princess of Wales, Hummingbird Centre and the Elgin Theatre. The academy obtains a limited amount of tickets at discounted prices and makes these available to its clients on a first-come-first-serve basis. Clients are responsible for transportation although we always try to facilitate car-pooling. You will be advised of these events through our newsletter and/or email.

*“A unique vision for every child.”*

**AWARDS CEREMONIES:** Annual awards ceremonies recognizing achievements at examinations, competitions, scholarships and other similar accomplishments will be held at the Showcase *or* various private receptions during the year. The timing of these ceremonies will be at the discretion of the academy’s directors and will endeavour to accommodate the schedules of the presenters, the recipients, their families and invited guests.

**DANCE TEAM & PERFORMANCE COMPANY**

Our Performance/Competitive season starts in our Winter semester and *may* includes the following annual mandatory events: the *Christmas* concert, three provincial/regional competitions, and one annual benefit concert for The season *may* also includes optional community performances (Canada Day) and two performances at our local seniors’ residences and other similar venues. These optional events *may* also include National or International Finals to which travel may be necessary. Members of the Team/Company are required to adhere to the additional policies, codes of conduct and expectations outlined in the *Performance Contract*. **Dance Team membership is by invitation or audition only.**

**DANCE TEAM & PERFORMANCE COMPANY GUIDELINES**

The expectations for the members of the Dance Team & Performance Company and their parents /Guardians are outlined within this document. All team members who wish to compete in solos, duets or trios in any discipline must be a member of the corps for that discipline. Individuals who compete in solo, duet or trio routines which are entered in an open category must be a member of the corps most closely related to that routine as decided by the academy’s directors. Members of the Dance Team are expected to adhere to all policies that govern the entire school population in addition to those specific to the Dance Team.

Port Perry Dance Academy

*“A unique vision for every child.”*

# Performance Company Guidelines

The Port Perry Dance Academy Performance Company is a team of dancers who perform and compete at the local, provincial and international level. It forms the Performance/Competition program at the academy.

The Performance/Competition program is about a journey. It is not a destination. The most successful outcome is to achieve a personal best level of performance while supporting your team mates to achieve their personal best by continuous improvement through sincere effort. The purpose of this program is to build a higher level of leadership, self confidence and self reliance and to challenge yourself to make your dream and your team’s dream into a goal and then to work together to achieve that goal.

A Performance Company member (performer) will be selected by the faculty only. Performance Company membership is a privilege that must be *continuously* earned. It is *not* a right.

Performers represent the academy and the profession of dance as a whole. As such, they will provide leadership and be a positive role model for all students at the academy at all times.

Attitude, punctuality, behaviour, attendance, grooming and general deportment must be exemplary at all times. Performers who are unable or unwilling to adhere to these standards may be temporarily or permanently suspended from the dance team at the discretion of the Directors without refund.

A minimum of 5 hours of class is required per week of which one must be ballet with the remaining classes structured to support the disciplines in which the dancer wishes to compete/perform.

Attendance at all classes, practices and rehearsals is expected. **A maximum of 3 missed sessions is acceptable per term.** Absences in excess of this amount for medical, academic or emergencies will be assessed on their merit by the Directors. Satisfactory attendance is essential to successful teamwork and to achieve optimal performance quality. Rehearsals are mandatory.

Performers will support and encourage their team members at *all* times. They will endeavour to help their team members to continuously improve by sharing their talents with them.

Performers are expected to be at *all* performances/competitions and rehearsals unless they give 6 weeks written notice of another engagement. If more than one performance or one rehearsal is missed I may forfeit my place on the team without refund.

It is the performer’s responsibility to arrive on time for all performances and competitions fully prepared and equipped with all the necessary shoes, costumes, tights, make-up, grooming and hair requirements.

Performers are expected to attend extra classes, rehearsals etc. which may be scheduled in addition to the regular class schedule at the discretion of the faculty.

Performances/competitions often occur during the school week as well as on weekends. Performers may be required to miss school or sacrifice a weekend(s) to accommodate the performance/competitive schedule. Performers can anticipate competing in three Canadian competitions in Ontario and possibly one International event (United States) in any given school year and performing in up to five community events. The attached *Itinerary* is an example of what my schedule may look like.

There are additional costs associated with competing. Please read and understand the attached *Estimate of Additional Costs* as a guide as to what performers might expect.

There can be no refunds of costume, entry or workshop fees.

Performers must report any physical injury to the Directors of the academy *immediately*.

*“A unique vision for every child.”*

All prize money won at any event is the property of the Port Perry Dance Academy and will be divided equally between the winning performer(s), the choreographer, the choreography cleaner and the Academy.

All new members are on a probationary period of 6 months at the discretion of the Directors.

Full participation in the August Summer Intensive and regular season conditioning classes is mandatory in order to be/remain on the Dance Team.

All Dance Team members are required to take and pass required examinations as determined by the Directors. Further, examinations involve proper exam attire (see school dress code), additional fees for the cost of the examination, examiner’s incidental fees and exam preparation classes.

Participation on the dance team is subject to being in good financial standing with the academy.

**Sample Itinerary<sup>1</sup>**

<b>Projected Date</b>	<b>Description</b>	<b>Location</b>	<b>Duration</b>	<b>Community Service Hours Credit</b>
December	Community Performance	Westshore Village	2 hours	5 (Optional)
December	Community Performance	Port Perry Nursing Home	2 hours	5 (Optional)
December	Canadian Cancer Society Benefit	Oshawa	4 hours	10
February (Sunday)	Community Performance	West Shore Village	2 hours	5 (Optional)
<b>March</b>	<b>Competition</b>	<b>Ontario</b>	<b>Thursday to Sunday</b>	
April	Community Performance	Port Perry Nursing Home	2 hours	5 (Optional)
<b>April (Beginning)</b>	<b>Competition</b>	<b>Ontario</b>	<b>Thursday to Sunday</b>	
<b>April (End)</b>	<b>Competition</b>	<b>Ontario</b>	<b>Thursday to Sunday</b>	
May	Competition	United States	Monday to Sunday	<b>At the discretion of the Directors</b>
May	Children’s Wish Foundation Benefit Concert	Port Perry Town Hall	4 hours	10
<b>June</b>	<b>Rehearsal</b>	<b>Lindsay</b>	<b>1 day (Sunday)</b>	
<b>June</b>	<b>Showcase</b>	<b>Lindsay</b>	<b>1 day (Sunday)</b>	
July	Canada Day	Port Perry	2 hours	5 (Optional)

**Estimate of Additional Costs**

Hotels & Meals	\$200 per night (family)
Entry Fees	\$64 per routine (solos)
Costumes	\$135 per routine (estimate only)
Team Suit	\$140 (approx)
Shoes for competition	\$200 (approx)
Travel (Canada)	\$150 for the season

*Footnotes:*

1. This itinerary represents possible events that we may participate. *Events in bold are compulsory.*

*“A unique vision for every child.”*

### **Summer Classes**

These are available through the studio to advance the dancer’s class level, to take dance exams or to start the performance classes. Please register through David.

## ***Hey Dancers!***

Warm up! Don’t risk getting hurt! Getting ready to dance – either for practice or performance – means following some easy advise!

### ***Warm-Up***

Your muscles should be warmed up FIRST before you stretch, by doing aerobic type exercise to get the blood circulating through your muscles. Don’t forget to warm up your neck, shoulders, arms and back as well as your legs. How do you know when you are “warmed up”? Accelerated heart rate, increased blood circulation, breaking “sweat” are signs that you are ready for some stretching.

### ***Stretch***

Flexibility is important for all dancers, but remember to not bounce. The best method is a steady growing stretch to safely take your muscles to their limit. Exhaling at the peak of your stretch helps produce the maximum flexibility.

### ***Nutrition***

You work hard as a dancer to build a strong, beautiful body. Help your efforts by eating and drinking right. Lay off “fast” greasy foods, soft drinks and sweets. Eat plenty of vegetables (raw is best), whole grain breads and fruits. Remember, water is the one and only miracle drink so drink lots of it!!

### ***Listen Up!***

Take care of your body, or it will be YOU who gets hurt. Prevent injuries before they happen. Good health is the biggest blessing you can ever have.

*“A unique vision for every child.”*

## **Showcase Policy As It Relates To Competitive Entries**

The following is the policy that has been in existence for several years regarding the performance of competitive solos, duets and trios in the annual showcase.

Simply stated, a solo, duet or trio must score 95 or higher during the current season to qualify for the showcase.

When a group routine of any category (Ballet, Jazz etc) is entered in a specific age group i.e. mini, junior, intermediate or senior then any solo, duet or trio that is in the same category (Ballet, Jazz etc) is subject to the “95” rule.

A solo, duet or trio exists when there is a competitive group entry that qualifies an individual or individuals to compete in a solo, duet or trio.

The ‘qualifying group’ policy refers to the policy that one must compete in a group routine in order to compete in a solo, duet or trio of the same category (Ballet, Tap, Jazz etc.).

An entry of one, two or three is not necessarily considered a solo, duet or trio. So, for example, if we enter a group of three where there is no larger group then that group of three is considered, for the purpose of showcase eligibility, to be a group not a trio.

Port Perry Dance Academy