

“The Place You Start. The Place You Stay.”



16050 Old Simcoe Road, Port Perry, Ontario L9L 1P3
E-mail: office@portdance.com Web: www.portdance.com
Tel: 905-985-5081

Policies & Procedures 2012 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.

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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.**

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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.

ClassType	Level	Bodysuit Style# (Mondor)	Tights Style# (Mondor)	Shoes	Hair	Other
Creative (Beginner Dance)	All	3035/1635 Colour: 01	310 Colour E6	Full-sole soft-pink leather ballet slipper with elastics	Bun	Skirt: Mondor:16207 Colour: 01 Colour: E6
Ballet	Pre-Prim, Primary, Grade 1	3035/1635 Colour: LP	310 Colour E6 Or Pink Ankle Socks	Full-sole soft-pink leather ballet slipper with elastics. Character Shoes (Low heel).	Bun	Skirt: Mondor: 16207 Colour: LP Colour: E6 Navy blue Character Skirt with Ribbons *
Ballet	RAD Grade 2,3,4,5	1633 or 1645 Colour 53/03	310/314 Colour E6	Full-sole soft-pink leather ballet slipper with elastics. Boys: Black ballet shoes. Character Shoes (Low heel).	Bun	Navy blue Character Skirt with Ribbons * Boys wear black t-shirt ,black shorts, white or black socks
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 Pointe Shoes* Character shoes (higher heel).	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
Combo Classes: Jazz & Tap Acro & Ballet	All	3045/1645 Colour 52	310/314 Colour 74	Jazz Shoe: Black Tap Shoe: Black Acro: Bare feet or Dance Paw Ballet: Pink	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)

***Please refer to school office for additional info**

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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 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 1st.
- 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
- HST is due and payable on all fees.
- 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.

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ANNUAL YEAR END PERFORMANCE

All students have the opportunity to participate in our exciting Year End Performance held in Oshawa at the beautiful Oshawa Little Theatre (see our on-line calendar for rehearsal and show dates).

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/costume 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: On line at our store www.portdance.com.

Please note: there will be 2 performances. Ticket sales are first-come-first-served.

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

PICTURE DAY

All students are welcome to participate. Bookings must be made with the photographer.

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.

YEARBOOK

The Academy produces a yearbook annually. The books are available for purchase and generally become available three weeks after the Showcase.

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.*

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.

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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. See specific guidelines in the Competitive Dancer’s Handbook available at <http://portdance.com/registration/policies/>.

Port Perry Dance Academy