

evolution Dance Company

Policies 2009-2010

DRESS CODE

Creative Movement: Black short sleeved or sleeveless leotard (bodysuit) and tights, black gymnastic slippers.

Pre-Dance: Black short sleeved or sleeveless leotard (bodysuit) and tights, black gymnastic slippers. Black Tap Shoes with steel taps (not alloy as alloy taps will scuff the floor). ****New for 2009-2010: Tap shoes from Payless or Wal-Mart are not permitted. They damage our dance floors.***

Ballet: Solid black short sleeved or sleeveless leotard, pink tights, pink ballet slippers.

Jazz: Solid color leotard, black tights, black jazz shoes.

Tap: Solid color leotard, black tights, black low-heeled lace-up tap shoes. Taps must be solid steel (not alloy, as alloy will leave marks on the dance floor). ****New for 2009-2010: Tap shoes from Payless or Wal-Mart are not permitted. They damage our dance floors.***

Hip Hop: Loose clothing, no jeans, jazz shoes or runners, socks or bare feet. CLEAN indoor runners only please.

Musical Theatre: Loose comfortable clothing or dance leotard with black jazz shoes.

Adult Classes: Exercise wear, black jazz oxfords or aerobic runners

Other Dress Code Policies:

- *Students not dressed appropriately will participate at the instructors' discretion.*
- For students in multiple classes which include Ballet: Please wear your ballet outfit (even if you are taking another class). Ballet requires discipline, so it is important that the ballet dress code is followed.
- No jewellery is to be worn in class. Not only is it a distraction, it can be lost.
- Hair must be worn in a pony tail or bun (for ballet) in all classes, and away from the face. No loose objects that may distract the student or teacher.
- Evolution Dance Company is not responsible for lost or stolen items.

REFUND POLICY

Upon receipt of written notification to withdraw from classes, our refund policy applies as follows:

- Once classes have commenced, but prior to November 1st, 75% of the dancers' tuition may be refunded. No refunds after November 1. No exceptions without a doctors' note. All refunds after November 1st are issued at the Directors' discretion.
- Full refund within 7 days of contract signing

COSTUME FEES

All dances participate in the year end recital and require a costume that is ordered from the United States. A costume deposit of **\$40.00 per class requiring a costume** will be collected at the start of year. The balance of the cost of costume will be collected in February. Costumes will not be released until balance is paid.

FAMILY DISCOUNT

Families with more than one student will receive a 10% discount off of the per student tuition rate for the second and subsequent students. (The student taking the most class hours shall count as the first student)

NSF CHEQUES

A \$25 fee will be charged for cheques returned NSF. Interest will be charged on all accounts if payment arrangements are not made within seven days of the NSF Cheque.

LATE FEES

A \$25 (non-negotiable) late fee will be charged for all late payments. If you are unable to make a payment on time please contact the office prior to the due date. Interest will be charge on all accounts 30 days or more past due.

PAYMENT OPTIONS

If a dancer chooses a payment option in instalments, payments are due on the 1st of the month. Dancers choosing this option must include post-dated cheques with registration.

WEATHER CLOSINGS

As many of our faculty and dancers live outside of the City of Selkirk the studio may be closed due to poor weather or road conditions. In the event of inclement weather or poor driving conditions, please call the studio one hour prior to your scheduled class for a specific recorded message if classes are cancelled. Individual phone calls will not be made, so please be sure to call and listen to the recorded message.

There is no refund for cancelled classes due to bad weather as tuition is set at a rate that allows for several closings per year.

IMPORTANT DATES/HOLIDAY CLOSINGS

First day of classes	Monday September 14, 2009
THANKSGIVING	Monday October 12, 2009 – <i>STUDIO CLOSED</i>
REMEMBRANCE DAY	Wednesday November 11, 2009 – <i>STUDIO CLOSED</i>
CHRISTMAS BREAK	Sunday December 20 th – Saturday January 2nd <i>STUDIO CLOSED</i>
Studio Re-Opens	Monday January 4 th
Louis Riel Day	Monday February 15 th , 2009 - <i>STUDIO CLOSED</i>
SPRING BREAK	Monday March 29 th , 2009 – Saturday April 3 rd 2009 <i>STUDIO CLOSED</i>
Recital	Monday May 3 rd , 2010

ARRIVAL TIME FOR CLASS

Students should plan on arriving at the studio 10 minutes prior to their first lesson, dressed in appropriate attire. This will give students ample time to change into their dance shoes so that classes can begin promptly at the allotted time.

ABSENTEEISM/TARDINESS

Absences are strongly discouraged as a dancer may miss out on training and choreography that is important to the routine and to the development of the dancer.

If a dancer will be away for any reason, please phone the school at least one hour before the scheduled class to let us know.

If a dancer is more than 10 minutes late they will participate at the teacher's discretion. The beginning of class is very important as it is when the dancers stretch and warm-up their muscles for the class to reduce the risk of injury.

Please see the Competitive Handbook for the Absenteeism policy for Competitive students.

FOOD/DRINK

Due to serious allergies Evolution Dance Company is a **PEANUT-FREE FACILITY. Absolutely no nuts or nut products are allowed in the studio.**

Only water bottles will be allowed in the dance studios - *please no other food or drink in the studios.*

In the waiting room, please keep the snacks to a minimum, and please clean up after yourself. Water is available for purchase for parents and students to enjoy in the lobby area.

A microwave is available if students wish to heat up food.

OBSERVATION

All classes are closed to observers. At the teacher's discretion parents may be invited in to watch for the last 5 minutes of class.

Parent Observation week is held the Week of December 7 – 12th, 2010.

DANCE BAG SUPPLY LIST

All dancers should have a dance bag that they bring to every class. Suggested contents include:

- Hair ties
- Bobby pins
- Hair nets
- Water bottle
- Dance shoes
- Gel/Hair spray

Dancers are encouraged to **label everything** they bring to class. Evolution Dance Company cannot be held responsible for lost or stolen items.

VOLUNTEERS

In order to maintain the cost effective dance program at Evolution Dance Company, we rely on all parents to volunteer in various ways throughout the year. This can be in many different forms such as helping to take kids measurements for costume orders, to assisting backstage at the recital, to volunteering at the Manitoba Dance festival. There are many different opportunities to help out that will be presented to you throughout the year.

MEETING ATTENDANCE

Parents should be in attendance at all dance meetings, recital meeting and costume meetings. If you are unable to attend please make arrangements to get the information missed.

LEVELS and MOVING UP

Students progress to the next level of dance based on their individual abilities. Students do not move up to the next level according to the amount of years that they have studied dance. They must be able to execute proper technique for each movement to the fullest for that level. Once the teacher or director has determined that the student is ready to move up, then and only then will the student be moved to a higher level. Some students may take several years and others only one, according to natural ability, effort, and practice. POOR ATTENDANCE WILL AFFECT PROGRESSION.

SUITABLE BEHAVIOUR

While instances of disruptive behavior or derogatory comments about others are extremely rare, we must point out that such behavior will not be tolerated at Evolution.

Continued issues with a dancer's behaviour will result in the dancer being invited to leave the class, along with their parents, and may include permanent exclusion from the studio. Students will be expected to take corrective action before being allowed back in to the class.

Similarly, in the unlikely event that there is an issue with the parent, **both the dancer and parent** will be asked to leave the school until the parent's behaviour is corrected, and suitable reconciliation has been made.

CLASS CANCELLATIONS

At the Directors' discretion classes may be cancelled or combined with other classes due to insufficient enrollment. In all cases, we will do our best to place students in a similar class. The schedule is subject to change.

NEWS/INFORMATION

The best way to find out information or new announcements is to check the website under **NEWS** or the information board in the lobby. Students and parents should check these weekly.
www.evolutiondance.ca

COMMENTS/CONCERNS

Evolution Dance Company has an open door policy. Please contact the Directors' at the studio with any concerns or comments.

We do ask however that for the sake of the students, instructors not be contacted during class time. Please call ahead to schedule a meeting time.

Welcome to Evolution!