

Policies 2010-2011

Dress Code

- Students not dressed appropriately will participate at instructors' discretion.
- Dance attire may be purchased from any dancewear supply store. We recommend Dance Plus (1-844 McLoed Ave, Winnipeg 669-1606) or Harlequin (375 Hargrave St, Winnipeg 943-6400). Please refrain from purchasing shoes at Wal-Mart or Payless. These shoes are not permitted as they damage the studios' custom dance floors.
- 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.

CREATIVE MOVEMENT

Girls—Black short sleeved or sleeveless leotard (bodysuit) and black tights, black gymnastic slippers. A colourful skirt is permitted but not required.

Boys—Black short sleeved T-shirt, black shorts, black socks, black gymnastic slippers.

PRE-DANCE 1 & 2 (*Students begin the class wearing tap shoes. Please bring a small dance bag with gymnastics slippers into the studio. Students will change shoes halfway through the class.*)

Girls—Black short sleeved or sleeveless leotard (bodysuit) and black tights, black gymnastic slippers. Black Tap shoes. A colourful skirt is permitted but not required.

Boys—Black short sleeved T-shirt, black shorts, black socks, black gymnastic slippers. Black Tap shoes.

JAZZ

Girls—Black short sleeved or sleeveless leotard (bodysuit) and black tights, black jazz shoes.

Boys—Black short sleeved T-shirt, black shorts, black socks, black jazz shoes.

TAP

Girls—Black short sleeved or sleeveless leotard (bodysuit) and black tights, black low-heeled tap shoes.

Boys—Black short sleeved T-shirt, black shorts, black socks, black tap shoes.

BALLET

Girls—Black short sleeved or sleeveless leotard (bodysuit) and pink tights. Pink ballet slippers.

Boys—White short sleeved T-shirt, black shorts, black socks, black ballet slippers.

HIP HOP

Girls & Boys—Loose clothing (no jeans), jazz shoes or runners, socks or bare feet. CLEAN indoor runners only please. Students may be required to purchase a specific runner or shoe for the year-end recital.

MUSICAL THEATRE

Girls & Boys—Loose comfortable clothing or dance leotard with black jazz shoes.

ADULT CLASSES

Exercise wear, black jazz oxfords or aerobic runners. Tap shoes for Tap. Ballet slippers for Ballet.

Refund Policy

Upon receipt of written notification to withdrawal 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. There will be no refunds on costume deposits once costumes have been ordered.
- 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. Additionally, any student with an outstanding tuition balance will not receive their costume until tuition balance is zero.

Payment Plans

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.

NSF Cheques

A \$25 (non-negotiable) 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.

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/ Studio Closings

First Day of Classes	Mon. September 13 th , 2010
Thanksgiving – Studio Closed	Mon. October 11 th , 2010
Remembrance Day – Studio Closed	Thurs. November 11 th , 2010
Parent Observation Week	Mon. December 6 th – Sat. December 11 th , 2010
Last Day of Classes before Christmas Break	Sat. December 19 th
Christmas Break – Studio Closed	Sun. December 20 th , 2010 – Sun. January 9 th , 2011
First Day of Classes 2011	Mon. January 10 th , 2011
Louis Riel Day – Studio Closed	Mon. February 21 st , 2011
Spring Break – Studio Closed	Sun. March 27 th – Sun. April 3 rd , 2011

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. **Please note that the studio opens one half hour before the start of the first class for that day.**

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.**

Please be sure to send your child with water for class to ensure they stay hydrated. Evolution does not have a water fountain. Bottled water may be purchased for \$1. **Only bottled water** 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.

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 6 – 11th, 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.

New If your child is in multiple numbers in the recital, you may be required to volunteer backstage to assist your child with quick-changes. You will be contacted in March.

Suitable Behavior

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, Compliments & 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!

Directors

Sonja Brown & Andrea Myers

Faculty

Melissa Michalski

Jenny Zaretski

Heather Taschuk

Jaclyn Kurceba

Celene Ganske

Danielle Wazny

Crystal Brokke

Madison Sutherland

Michaela Finch