



SQUAMISH DANCE CENTRE

Parent Handbook
September 2020 - June 2021

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Quick Reference

Address: Unit 3-38924 Queens Way, Squamish, B.C., V8B 0K8

Phone Number: 604-390-4440

Email: info@squamishdancecentre.com

Website: www.squamishdancecentre.com

Office Hours:

Mondays 1:00pm-7:00pm

Tuesdays 1:00pm-7:00pm

Wednesdays 1:00pm-7:00pm

Thursdays 1:00pm-7:00pm

Fridays 10:00am-1:00pm

Saturdays ****closed****

Sundays ****closed****

Owner/Director: Sara Constantin

Administration Manager: Briana Milia

Administration Assistant: Cierra Rohde

Acro Program Director: Ashara Xirkovia

Competitive Program Director: Cierra Rohde

Developmental Program Director: Sara Constantin

Preschool Program Director: Sarah Smith

Introduction

It's our absolute pleasure to warmly welcome you into our family at Squamish Dance Centre. Our team is thrilled to see many familiar faces return to the studio and even more excited to see new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the dance season, as well as answer a lot of questions you may have before the season begins. While we would love for you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

To start us off, it's important to us at Squamish Dance Centre that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the director, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Squamish Dance Centre is a place where children and adults of all ages, shapes and abilities learn to dance, perform and build life long skills that will carry on beyond their dance classes. Our goal is to create a positive and happy experience for all of our students and their family. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

We are committed to providing all students a place to grow with a safe, supportive, fun, creative and inclusive environment.

We are passionate about igniting and flourishing excitement, curiosity, confidence and creativity and much more amongst all of our students.

We are driven to take care of the needs of our dance families.

We embrace and celebrate every single dancer.

We love creating life long connections with our dance families.

We stand for kindness, positivity, self-esteem, leadership and inclusivity.

We promise to support your child's goals and dreams.

Programs

We are proud to offer four unique programs that allow us to create an inclusive dance experience for all ages, abilities and desires. From ages 18months all the way to 80 years old, from beginners to years of experience, we truly have something for everyone! We are always looking for ways to improve our programs in order to enhance all dancers' education and experience. Our team of directors are constantly using their knowledge, experience, as well as expanding their expertise by participating in seminars, teacher training, workshops, etc. to influence our teachers and our programming. Please see below for a brief of the programs we offer, the classes available and the age requirements.

Preschool Program — Director: Sarah Smith

We believe that combining dance with play is essential for fostering a love of dance, as well enhancing developmental progress. In our Preschool Program, we not only focus on the basics of dance technique and terminology, but also use colours, numbers, shapes, props, imagination, songs and so much more inside our classroom. Once a month we will have a theme week, which include story time, games, songs and more that pair with the theme.

Parent & Tot — ages 18months-2 years — ballet and play — 6 week sessions

Kinder Ballet — ages 2.5-4.5yrs — ballet foundations — recital performance

Kinder Combo — ages 2.5-4.5yrs — ballet, acro, tap and hip hop foundations — recital performance

Developmental Program — Director: Sara Constantin

In our Developmental Program, children and teens will focus on developing safe and adequate dance technique, while experiencing a fun, enthusiastic and supportive environment. We believe that giving dancers equal training and opportunity fosters a love and understanding of dance. In our Developmental Program, students learn technique, terminology, performance, choreography and everything else that dance provides.

Acro — ages 5-17yrs — recital performance

Aerial Hoop — ages 10-17yrs — no recital performance

Ballet — ages 5-17yrs — recital performance

Breaking — ages 5-17yrs — recital performance

Contemporary — ages 8-17yrs — recital performance

Hip Hop — ages 5-17yrs — recital performance

Jazz — ages 5-17yrs — recital performance

Lyrical — ages 7-17yrs — recital performance

Pointe — ages 12-17yrs: by invitation only — recital performance

Progressive Ballet — ages 9-17yrs — no recital performance

Song & Dance — ages 5-17yrs — recital performance

Tap — ages 5-17yrs — recital performance

Competitive Program — Director: Cierra Rohde

Our Competitive Program provides students the tools and opportunity to take their dance training to the next level. Dancers will set higher goals and meet higher expectations in a fast pace learning environment. Our Competitive Program provides dancers an intensive training experience with a variety of performance opportunities.

Mandatory Training Classes

Ballet — ages 6-17yrs — recital performance

Tech — ages 6-17yrs — recital performance

Performance Class Options

Acro — ages 6-17yrs — recital performance & competition

Breaking — ages 6-17yrs — recital performance & competition

Contemporary — ages 6-17yrs — recital performance & competition

Jazz — ages 6-17yrs — recital performance & competition

Lyrical — ages 6-17yrs — recital performance & competition

Song & Dance — ages 6-17yrs — recital performance & competition

Tap — ages 6-17yrs — recital performance & competition

Solos, Duos, Trios and Groups are available for our Competitive Program students by application.

Adult Program

Our Adult Program provides adults of all ages and abilities a fun, inclusive and supportive dance experience. We believe that giving adults the space and support to explore movement creates self empowerment, body awareness, not to mention an amazing work out for both the body and mind. Did we mention how much fun our adult classes are?!

Ballet — ages 17yrs — recital performance optional

Hip Hop — ages 17yrs — recital performance optional

Jazz — ages 17yrs — recital performance optional

Tap — ages 17yrs — recital performance optional

For more information regarding our programs please email, call us or visit our front desk where we will be happy to answer all of your questions.

Registration

Before lacing up those dance shoes, it's important that all students, whether returning or new, complete our online registration process so we can ensure we have the most up-to-date contact and class enrolment details for you. This information includes your class selection, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / insurance contract.

Our **returning student** registration session ensures that current students have priority enrolment. All outstanding fees must be settled prior to registration. Prior to returning student registration, we email parents their child's pre-approved classes for the next level of their current classes. If you wish to add on a different style of dance to your registration, be sure to let us know so we can help guide your child into the best fit class where they will reach their full potential.

Our **new student registration** session opens after returning student registration. We encourage all new students to book an over the phone or in person registration meeting, where our team will ensure your child is placed in the best fit class where your child will reach their full potential. This will also ensure that we have time to go through our season details and answer any questions or concerns you may have.

If one or more of your desired classes are already full at time of registration, you will automatically be placed on the class waitlist and we will provide you with alternate options suitable for your family. If a spot comes available in a class you are waitlisted for, we contact parents by phone call in order of the date dancers were placed on the waitlist.

Our registration closes February 1st, which is when classes are progressing rapidly and we are also preparing costuming and choreography for recital.

Our dance year runs progressively from September-June. All classes are based by the full dance year, not by the tuition terms.

You can register in person at Squamish Dance Centre, please be sure to email or call us ahead of time so we can set up a day/time, providing our undivided attention for your family. You can also register by sending us an email or phone call. Or you can register online any time, any day until February 1st using the below directions.

- 1) Go to www.squamishdancecentre.com
- 2) Click 'Registration' on our menu bar
- 3) Click 'Register Online'
- 4) Select 'New To Squamish Dance Centre' or log in if you're a past or current family
- 5) Proceed to follow our automated system's instructions
- 6) If you are a returning family, please update your phone number and email address.

While registering, you will have created an account which you can log into anytime, anywhere to view your upcoming payments, schedule, performances, and more! Log in: <https://app.thestudiodirector.com/squamishdancecentre/portal.sd?page=Login>

Our non-refundable annual registration fee is \$30 per student and must be paid in full prior to the commencement of classes. Make sure you get your payment in via cheque, EFT, Visa or MasterCard, as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for dancers who are wanting to try something a bit different, but aren't sure if they'll enjoy the class. Please contact our reception if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not already reached capacity). There is a \$10 per class trial fee.

Fees, Tuition and Withdrawal

\$30 per student — Time Of Registration: Registration Fee — Non-refundable

\$40 per performing class — October: Recital Costume Fee — Non-refundable

\$10-20 per person — April/May: Recital Ticket — Admission Ticket

\$40-\$200 per child — May: Recital Photos — Optional. Price range is dependant on how many photos of your child in their recital costume you order. These are taken and processes with a profession photography company.

\$10-\$50 per student — Events — Optional. We offer a variety of hugely popular events throughout the year such as Movie Nights, Studio Sleep Over and more! Each event is priced differently.

\$25-\$100 — Studio Apparel — Optional. We sell a variety of hugely popular apparel which displays our season logo. Studio apparel is not mandatory, but available to those who wish to purchase and wear.

Class Tuition in Four Instalments — Please contact our office for a break down of our fee structure for our 2020/2021 dance year. Tuition and other fees vary from student to student, therefor it can be difficult to give everyone an across the board flat rate. Our tuition is calculated by the total class hours per week the student dances. Feel free to contact our office staff at any time if you have any fee related queries.

We offer the following options for tuition payment: Automated Process, Visa/MasterCard or E-transfer to: **info@squamishdancecentre.com**

You will receive reminders for your tuition and any other upcoming fees 14 days prior to their due date.

All tuition and other fees must be paid on time. Overdue fees will accrue a **late fee of 15% per 30 days** to the family's account and if fees remain unpaid, no exceptions. You can find your payment due dates on our calendar which is located in this hand book, on our website and posted in our lobby. You can also call, email or visit our front desk. As well as in your online account which you can log into anytime, anywhere to: <https://app.thestudiodirector.com/squamishdancecentre/portal.sd?page=Login>

Please note: All students are invoiced based on a 8-10 week term, so your invoice will be approximately the same each term unless you change classes or your class falls on a scheduled studio holiday. All scheduled cancelled classes/holidays, are automatically subtracted from your invoice.

If Squamish Dance Centre cancels a class due to emergency, i.e., inclement weather, teacher illness, the effected classes will be rescheduled. If the class cannot be rescheduled, a credit to your studio account will be applied.

Refunds will not be issued for missed classes due to student absence, a scheduled holiday, snow days, road closures or an act of god. If a class is cancelled unexpectedly, we will endeavour to arrange a make up lessons or apply a credit to your studio account.

Withdrawal must be submitted by email to Squamish Dance Centre. Word of mouth or student absence is not be considered notification. Tuition is not refundable after the first two weeks of a term start date. Automated card payment will be cancelled once withdrawal is completed. Registration and costume fees are not refundable.

Communication

By now you have probably noticed that we are BIG on communication here at Squamish Dance Centre. It is our promise to respond to all enquiries within 12-hours and we will never leave a query unanswered. Our friendly office staff can be contacted at **604-390-4440** during the following hours.

Mondays 1:00pm-7:00pm
Tuesdays 1:00pm-7:00pm
Wednesdays 1:00pm-7:00pm
Thursdays 1:00pm-7:00pm
Fridays 10:00am-1:00pm
Saturdays ****closed****
Sundays ****closed****

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like our correspondence sent to numerous recipients. Don't forget to add our email address **info@squamishdancecentre.com** to your contacts so we don't end up in the dreaded Spam/Junk folder! If you notice you are not receiving any emails from us, please let us know so we can add/update your email address.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an email, a text message and/or telephone call to all effected families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Opt in to receive text messages from us, which will keep you immediately updated with cancelled classes, tuition due date reminders, recital reminders and more! Not to worry, we won't be texting you all the time, just when something important comes around that you should have immediate knowledge of.

OPT IN NOW:

- Log into your account: <https://app.thestudiodirector.com/squamishdancecentre/portal.sd?page=Login>
- Select 'Edit Account Contact Info'
- Follow the 'To opt in to receive text messages, please text...' instructions which is just below the email section.
- Voila! You should receive your first text message from us on September 2nd.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed parent Facebook group called: **SDC Parents**. This group is monitored to ensure all content is appropriate and relevant. We also post frequent tips, articles and health benefits.

We always display important information, dates and studio details on our bulletin board in the main waiting area, so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 604-390-4440 to chat with one of our helpful members.

Important Dates

We understand wholeheartedly how busy the lives of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you, so you can plan other commitments. Below we have listed some of our most important dates with more information/details to be released as we get closer to the events. If you know ahead of time that your family will be unable to attend an event due to planned holidays or existing commitments, please let our reception know. We also have a Google calendar available which you can find on our website and sync to your own calendar for your convenience. Keep in mind our calendar is subject to change.

DATE	EVENT	DESCRIPTION	WHO IT
September 10th	STEP Training	Student Teacher Education Program	Teacher Assistants
September 14th	Tuition: Term 1	Term 1 Tuition due date	Parent/Guardian
September 14th-19th	Classes Begin	First week of classes	Everyone
September 21st-26th	Spirit Week	Wear purple, green and yellow to class	Everyone
October 3rd	Movie Night	Movie on big screen projector	All Students Invited
October 12th	No Classes	Stat Holiday: Thanksgiving	All Affected Students
October 26th-31st	Halloween Week	Wear your costume to dance class	Everyone
November 16th	Tuition: Term 2	Term 2 Tuition due date	Parent/Guardian
November 7th	Movie Night	Movie on big screen projector	All Students Invited
November 21st	STEP Training	Refresher, additional support and updates	Teacher Assistants
November 23rd-28th	Observation Week	Virtually tune into your child's class and	All Parents Invited
December 5th	Movie Night	Movie on big screen projector	All Students Invited
December 14th-19th	Pyjama Week	Wear your favourite pyjamas to class	Everyone
Dec 20th-Jan 3rd	No Classes	Winter Break: classes resume as usual January	Everyone
January 30th	Competitive Wind Up	Full preparations begin for our competitive team	Competitive Students
February 1st	Tuition: Term 3	Term 3 Tuition due date	Parent/Guardian
February 7th	Competitive Showcase	Mock Competition for Competitive Dancers	Competitive Students
February 8th-13th	Valentines Week	Valentines celebrations throughout the studio	Everyone
February 15th	No Classes	Stat Holiday: Family Day	All Affected Students
March 20th	Studio Sleepover	Spend the night at the studio and have a blast	Ages 8 and older
March 21st-April 5th	No Classes	Spring Break: classes resume as usual March	Everyone
April 19th	Tuition: Term 4	Term 4 Tuition due date	Parent/Guardian
May 1st	STEP Training	Recital jobs, support and information to know	Teacher Assistants
May 15th	Competitive Auditions	Auditions for students who would like to compete	Students 6+yrs
May 24th	No Classes	Stat Holiday: Victoria Day	All Affected Students
May 28th-30th	Rehearsals & Photos	Stage rehearsal and costume photos	All Performers
June 14th	Awards Night	Awards and Scholarships presented to recipients	Recipients Only
June 15th-20th	Recital Week	All casts perform on stage for the real deal	All Performers
June 21st	No Classes	Summer Break Begins	Everyone

Classroom Rules

To ensure the smooth, safe running of Squamish Dance Centre and an enjoyable experience by all, below you will find our classroom rules. These rules ensure our students, teachers, staff, parents and others inside our dance home know and understand what is expected of everyone at all times. We hope to not only foster a passion for dance, but life skills as well: time management, preparedness, professionalism, respect, independence, self control and so much more!

Before Class

- Stay home if you're feeling ill — call or email to let us know of your absence.
- Masks are optional, please provide your own.
- Be punctual and arrive 5 minutes before class.
- Wash/Sanitize your hands.
- Give your friends and others in the studio six (6) feet of distance.
- Put your shoes, bag and other belongings inside a cubby, NOT on the ground.
- GO PEE OR POOP BEFORE CLASS.
- Fill up your water bottle.
- All hair must be pulled entirely off the face in a secure bun or pony tail.
- All jewelry, except studded earrings and medical tags, must be taken off.
- Appropriate attire and shoes must be on and secure. Double check those shoe laces!
- Turn up your listening ears and turn down your voices.
- Stand in a line and wait for the teacher to open the door to enter the classroom.

During Class

- Stay inside your student square.
- Positivity, team work, following instruction and best efforts at all times.
- No talking unless asked by the teacher.
- Always ask smart questions! Raise your hand.
- Only drink your water bottle when your teacher has signalled a 10 second water break.
- Always contribute to the class, not distract the class.
- Always strive for progression, not perfection.
- Be courteous, inclusive and respectful to your dance friends and teacher.

After Class

- Slowly exit the classroom by direction of your teacher, giving your friends lots of space.
- Wash/sanitize your hands.
- Grab your belongings from your cubby and wait for your parent before leaving the studio.
- HAVE A FANTASTIC REST OF YOUR DAY/NIGHT!

Between Classes *(for dancers who have more than one class a night)*

- No students behind the desk at any time, no exceptions.
- Keep yourself busy with a QUIET (no phone) activity: homework, read, colour, etc. The office will no longer be providing colouring utensils and paper, please provide your own.
- Clean up after yourself before heading to your next class.
- Keep track of the time. Do not be late for your next class.

We don't just hold high standards for our students and their families, but also our teachers. Our director, Sara Constantin, does frequent and random check ins inside the classrooms while they are in session (without significant disruption of course) to ensure classes are running smoothly, positively and both the teacher and students are happy campers. Here's our Classroom Rules which our teacher and staff demonstrate.

Before Class

- Stay home if you're feeling ill.
- Masks are optional, please provide your own.
- Arrive at least 10 minutes before class to prepare music, equipment, lesson plans, etc.
- Wash/Sanitize your hands.
- All hair must be pulled entirely off the face in a secure bun or pony tail.
- All jewelry, except studded earrings, wedding bands and medical tags, must be taken off.
- Appropriate attire and shoes must be worn.
- Welcome students into the classroom. Give parents a quick hi.

During Class

- Take attendance.
- No Phones. Unless being used for educational purposes: slow mo videos, pictures of recital placements, video of choreography, etc.
- Give students physical distance of up to 6 feet and practice hands free teaching.
- Have a positive, enthusiastic and engaging attitude at all times.
- Never teach a skill that is above the students ability and is unsafe.
- Always teach with patience and have the ability to adapt to each child's individual needs.
- Keep your lesson plan exciting, fun, engaging and progressive.
- Always use appropriate language; no swearing, demeaning, etc.
- No sitting for long periods of time unless injured.
- Treat every child equal with love, support, patience, kindness, respect and inclusion.

After Class

- Signal your student to line up and exit the classroom.
- Give parents a quick bye and message on how class went. Answer any questions or concerns they may have.
- Wash/sanitize your hands.
- Sanitize high touch surfaces.
- Prepare for your next class.

Policies

To ensure the smooth, safe running of Squamish Dance Centre and an enjoyable experience by all, below you will find our policies. As always, we are open to feedback, so if any of our policies outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's policies.

REGISTRATION: Our dance year runs progressively from September-June. All classes are based by the full dance year, not by the tuition terms. Registration can be completed on-line, by visiting our front desk, or sending an email or phone call. There is a \$30.00 non-refundable registration fee per child. If a class is full, you will automatically be put on our waitlist and we will help place your child in an alternate option. If a class is not at minimum capacity of four students by the second week of class start date, the class will be cancelled and refunded and the affected students will be placed into an alternate class. Registration closes February 1st, as we begin preparations for our year end recital.

FEES: Squamish Dance Centre accepts automated Visa/MasterCard payments and E-transfers. All fees are to be paid by the scheduled due dates. There is a monthly (every 30 days) 15% late fee applied to any fees not paid by the due date. Tuition is not refundable after the first two weeks of the term start date. There are no refunds for a student absence.

WITHDRAWAL: Withdrawal must be submitted by email to Squamish Dance Centre. Word of mouth or student absence is not be considered as notification. Tuition is not refundable after the first two weeks of a term start date. Automated card payment will be cancelled once withdrawal is completed. Registration and costume fees are not refundable.

CANCELLED CLASSES: If Squamish Dance Centre cancels a class due to emergency, i.e., inclement weather, teacher illness, the effected classes will be rescheduled. If the class cannot be rescheduled, a credit to your studio account will be applied. All classes are in session as usual during Pro-D Days and holidays unless stated otherwise on our calendar.

ATTENDANCE: Dancers are expected to attend all scheduled classes. Our programs are progressive, any missed classes will result in the dancer being behind with class progression. Please inform our office of any expected by calling or emailing. There are no refunds for absences.

WASHROOM BREAKS: All dancers should use the washroom BEFORE they enter the classroom to avoid disruptive washroom breaks during class. If a child does have to use the washroom during class time; teachers, teacher assistants and other Squamish Dance Centre staff are not allowed to undress a child to use the washroom, nor are they allow inside the washroom with the child as they pee/poop. Teachers, Teacher Assistants and other Squamish Dance Centre staff have the responsibility to help the child into the washroom, make sure they are safe, wait outside of the washroom until the child has signalled they are done and their clothing is back on and then the staff member may help the child flush the toilet, wash & dry their hands and get back to class. If your child struggles to use the washroom independently, we ask that you stay on site at the studio to help them.

WATER BREAKS: Water bottles are allowed inside the classroom. However, students are not allowed to sip their water until the teacher has signalled a 10 second water break.

DROP OFF AND PICK UP: Please let our office know if anyone other than a parent/guardian will be picking your child up. Dancers are to be dropped off no earlier than ten minutes before class. Dancers are to be picked up no later than five minutes after class. Squamish Dance Centre is not responsible for any children left unattended in between classes.

OBSERVATION: We have a closed door policy for all of our classrooms. This ensures an uninterrupted, manageable and positive learning environment for our students and teaching environment for our teachers. Please do not open our classroom doors at any time. With that being said, sometimes our teachers may be feeling extra nice and will open the door for our students to showcase a routine they've been working on, skill they've mastered, etc. We have observation TV's in both our upstairs and downstairs waiting areas, where you can watch your child's class in progression. We also host Observation Week, November 23rd-28th (which will be virtual on Zoom this year only) allowing you to tune into class and see your child's growth and accomplishments first hand.

BEHAVIOUR: Squamish Dance Centre strives to provide an inclusive, caring and respectful environment. Our dancers are expected to demonstrate the same qualities towards themselves and others. Any behaviour considered unacceptable and consistent will result in the child being asked to leave the classroom. If negative behaviour continues into the next class, a private meeting will be set up outside of studio hours with the child's parent/guardian to plan a positive solution moving forward. Continual behaviour may result in expulsion.

COMPLAINTS: If you have a concern or complaint regarding Squamish Dance Centre's services, please let us know! We are huge on striving to provide the most magical experience for all of our dance families. In order for us to ensure we are on the right path, it's important we know of anything that you may not be happy with, so we can fix the problem quickly and positively. Parent feedback is the driving force to our success!

ATTIRE: Our dress code is in place to allow teachers to properly and safely apply corrections to students. It also ensure students are safe. It also teaches dancers to be prepared and professional: you wouldn't show up to work with out your work clothes would you...? No loose jewelry is to be worn during class for the safety of the dancer. All dancers are expected to wear their hair entirely off the face in a secure tight bun or pony tail. Any dancer that do not follow the dress code may be asked to sit out during class and will also be sent home with a reminder slip. See page 20.

LOST AND FOUND: There is a Lost & Found table at our front desk. At the end of each month, all unclaimed items will be donated. Squamish Dance Centre is not responsible for any lost, broken or stolen belongings. It is recommended to label all shoes, ballet skirts, water bottles and other belongings.

NO PHONE ZONE: We are proud to create a no phone environment, where our dance family can connect, engage and make new friends without the distraction of technology. Yes parents, this includes you and our staff! Let's set the example for our children. Electronic devices are NOT allowed inside the classroom. They must be turned off or on silent mode inside the studio and not attended too, unless there is an emergency, a dancer needs to communicate with a parent or they are using it for homework purposes.

PARKING: We provide TWO complimentary parking lots. The first one is our drop off parking lot, located onsite of our facility. Please be courteous and do not stay parked in our drop off lot for more than ten minutes. Please be courteous and do not park in front of our business neighbours. Our second parking lot is located across the street on Resolution Way. This is where our staff and parents who are staying for longer than ten minutes should park. Please practice road sense when crossing the street. Please do not park in any other businesses parking lots, in respect of their operations and customers.

ANIMALS: We are a no animal facility. Please leave your fur babies at home or in the car for the safety and health of our dance family. Many of our younger dancers can be fearful of animals, dogs especially. We also have many dancers and family members who have allergies to animals.

Safety and Health

With the safety of our families a number one priority, Squamish Dance Centre is very serious about upholding our policies and safety procedures within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a CCTV cameras monitoring each dance studio and the reception which can be checked by parents and family members from the comfort of our waiting areas. Our CCTV system also holds recordings for up to 14 days, which we can retract footage from that time period if necessary.

The directors and staff at Squamish Dance Centre are educated in the negative impact of inappropriate music and costume selection when it comes the classroom and also performing dance routines, and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

At least one teacher or staff member who has completed and is up to date with First Aid is on site at all times while classes are in session.

We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events. Please let us know if your child has any other allergies so we can help keep your child safe and healthy.

Squamish Dance Centre takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

We check our equipment, props, chairs, cabinets and all other property inside the studio regularly, replacing anything expired or damaged.

Our studio is deep cleaned three times a week by a professional commercial cleaning company and our staff keep up with basic cleaning/tidying/sanitizing.

If your child has a behavioural issue or special need, please advise the front desk. If your child has an injury or illness that a physician has suggested he or she be limited from physical activity, you must provide a doctor's note to hold a space in a class without billing

AND your child must be cleared by the same physician in writing to return to dance. If your child has a cast, crutches, brace etc., your child will not be allowed to participate in dance without written clearance from a physician. No refunds or credits will be given for injuries after the child is authorized to return to class.

You will find within our enrolment process a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

Staff procedure if an emergency were to occur, such as an Earthquake, Fire, etc. :

1. Grab the emergency backpack located inside your classroom at the teacher station.
2. Vacate the building immediately, leaving **NO** child behind unless your life is severely threatened.
3. Lead all children to the studio's main parking lot. If the main parking lot is unsafe, head directly to our gated parking lot across the street. If that parking lot is unsafe, find an alternate location that is suitable.
4. Check all children are present.
5. Check that all children are healthy and uninjured. If there is a life threatening injury to a person, tend to them immediately. If there is a non life threatening injury, call for help before tending to the injury.
6. Call 911 if a child is injured, the building is on fire, the building has clasped, etc.
7. Call Sara Constantin if she is not there.
8. Sara Constantin, Briana Milia or Cierra Rohde will inform parents that children are safe and where to pick up.
9. Sara Constantin, Briana Milia or Cierra Rohde will accompany the ambulance if a child needs emergency care and the parent is not present.
10. Calm yourself and children until help arrives.
11. Do not leave until every single child has been picked up by their parent.

COVID-19 SPECIFIC

If you are showing symptoms of COVID-19 or any other illness, we ask that you stay home. Please only return when your symptoms have passed and your doctor has given you the thumbs up.

Masks are optional. Please provide your child with their own mask.

Anyone who enters and exits our building should sanitize their hands. We have touchless hand sanitizer dispensers in our upstairs and downstairs waiting areas, as well as in all four studios.

We follow social distancing (currently 6ft distance) as recommended by health and government officials to ensure the health and safety of our families.

Students are required to stay in their Student Squares during class. If the teacher moves to across the floor, the students are to follow the teacher's instructions on how to wait their turn, time their floor travel, etc.

We will be practicing hands free teaching to ensure ample safety for our students and their families. If there is a situation where safety is a concern to a student (student hanging on the barre, student running out of the classroom, etc.) SDC staff may be required to physically interact with the child to keep the child safe.

Any props or equipment used during class will be sanitized before and after use.

We have scheduled a fifteen minute break between each class to allow our staff time to sanitize high touch surfaces and also keep person capacity at minimum. If COVID-19 regulations are to lift at any time during our 2020/21 dance year, all classes will increase in length by ten minutes.

If COVID-19 regulations are to lift at any time during our 2020/21 dance year, we will gradually remove our COVID-19 specific procedures. If this were to happen, we will ensure we lift our procedures with care and consideration of our dance family's comfortability.

Teachers will sanitize the studio between each class.

Front desk personal will sanitize high touch surfaces frequently during our office hours.

If Squamish Dance Centre has to cancel classes due to COVID-19 (potential second wave) at any time, all classes will continue as usual: same day, same time, same teacher virtually by Zoom. No refunds, credits or discounts will be given in the case our facility closes and we continue to provide our services virtually.

Privacy

When you purchase or hire a product or service with Squamish Dance Centre, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you have a unique situation that requires monitoring and/or immediate action on Squamish Dance Centre's behalf, such as legal custody rights, adoption, etc. Please let us know, so we can ensure measures are put in place for the upmost safety of your child. This includes any persons who does not have authority to have access/contact to your child. Please also ensure we are informed if we need to refrain from using your child's picture and/or their name on our social media outlets for their safety.

All private meetings held between students, parents and staff are considered confidential. At no time, will we release information to another person, unless authorized by the effected individual.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on telephone at (604) 390-4440.

Class Schedule

Coordinating our classes is a huge task and we take all care to ensure that children are given classes at an age appropriate time without long hours that may lead to fatigue or disrupt home and school life. Please proceed to the below link for our class schedule and please contact us if you have any questions at all.

We cannot guarantee that friends will be enrolled in the same class schedule. All students are placed by level and as close to the same average age as possible. Placing dancers by level, ensures all students are receiving progressive training where they can reach their full potential.

A copy of our class schedule is posted in both upstairs and downstairs waiting areas and all four classroom.

You can view our class schedule on our website on the page Class Schedule under the Parent Info tab. www.squamishdancecentre.com

If you have any issues finding your child's class on the schedule, please give us a call or send us an email and we'll be happy to help!

Dress Code

We recommend the following dance stores to equip your dancer in time for their first class start date. All of our recommend stores have our dress code on file for reference to help make your shopping trip a breeze.

Squamish: Kaos Kids @ 38068 Cleveland Avenue, Squamish, BC, V8B 0B5

North Vancouver: Duck Feet @ 1079 Marine Dr, North Vancouver, BC, V7P 1S6

Coquitlam: Dance Box @ 435D North Rd, Coquitlam, BC, V3K 3V9

Our dress code is in place to allow teachers to properly and safely apply corrections to students. It also ensure students are safe. It also teaches students to be prepared and professional: you wouldn't show up to work with out your work clothes would you...? No jewelry, except studded earrings and medical tags, is to be worn during class for the safety of the dancer. All dancers are expected to wear their hair entirely off the face in a secure tight bun or pony tail. Any dancer that does not follow the dress code may be asked to sit out during class and will also be sent home with a reminder slip.

CLASS	TOP	BOTTOM	SHOE	HAIR
Parent & Tot	Body suit, Tank Top or T-Shirt	Tights. Skirt, Shorts or Leggings	Ballet Slippers or Bare Feet	Ballet Bun or Pony Tail
Kinder Ballet	Leotard in any colour and style	Pink ballet tights and circular skirt or tutu which is just above the	Pink Ballet Slippers	Ballet Bun or Pony Tail
Kinder Acro	Leotard in any colour and style or Tank Top	Footless tights, tight fitting shorts or leggings	Bare Fee	Pony Tail
Kinder Tap	Leotard in any colour and style or Tank Top	Footed tights or socks, shorts or leggings	Black Tap Shoes (rentals available)	Ballet Bun or Pony Tail
Kinder Hip Hop	Leotard in any colour and style or Tank Top	Footed tights or socks, shorts or leggings	Indoor Runners	Ballet Bun or Pony Tail
Ballet 1-3	Leotard in any colour and style	Pink ballet tights and circular skirt which is just above the knee	Pink Leather Ballet Slippers	Ballet Bun
Ballet 4-10	Leotard in any colour and style	Pink ballet tights, no skirts	Pink Leather or Canvas Slippers	Ballet Bun
Pointe	Leotard in any colour and style	Pink ballet tights, no skirts	Pointe Shoes	Ballet Bun
Progressive Ballet	Leotard in any colour and style or Tank Top	Shorts or tights tights	Bare Feet	Ballet Bun or Pony Tail
Jazz	Leotard in any colour and style or Tank Top	Footed tights or socks, shorts or leaqinas	Black Leather Jazz Shoes.	Ballet Bun or Ponv Tail
Song & Dance	Leotard in any colour and style or Tank Top	Footed tights or socks, shorts or leggings	Black Leather Jazz Shoes.	Ballet Bun or Pony Tail
Tap	Leotard in any colour and style or Tank Top	Footed tights or socks, shorts or leggings	Black Tap Shoes	Ballet Bun or Pony Tail
Acro & Aerial	Leotard in any colour and style or Tank Top	Footless tights, tight fitting shorts or leggings	Bare Feet	Low Pony Tail
Contemporary & Lyrical	Leotard in any colour and style or Tank Top	Footless tights, tight fitting shorts or leggings	Bare Feet or Foot Undies	Ballet Bun or Pony Tail
Hip Hop	Tank Top or T-Shirt	Loose fitting pants or capris. No skirts or dresses.	Indoor Runners	Pony Tail
Breaking	Tank Top or T-Shirt	Loose fitting pants or capris. No skirts or dresses.	Indoor Runners	Pony Tail

Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week. Not only do absences impact the recital routines we create, it also impacts the social and confidence building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know in advance so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team by phone or email as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Phone Number: 604-390-4440

Email: info@squamishdancecentre.com

Unfortunately we are unable to accommodate make up sessions for students who miss classes, but will make every endeavour to schedule a catch up class in the unlikely event that Squamish Dance Centre needs to cancel a lesson.

Social Media

Squamish Dance Centre's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with Squamish Dance Centre's policies as outlined in page 7 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Squamish Dance Centre staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online. It is expected that you will respect a staff member's request to not post choreography on social media for copy right reasons. If the choreographer gives permission, please give credit to the choreographer.
- While affiliated with our studio, (for example, images of your child in Squamish Dance Centre's uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
- Videos taken from performances or rehearsals may NOT be posted online.
- You may NOT post photographs/videos that feature Squamish Dance Centre's dancers other than your own online without the proven consent of their parent/guardian.

Recital

The opportunity to perform in a recital is an exciting, empowering and confidence building part of the training process. This is where we love to watch our students of all ages and abilities learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Recitals are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved.

Recital is mandatory. If you have an unavoidable conflict, please notify our office as soon as possible so your teacher can plan accordingly.

We split our school into four separate casts Competitive, Preschool, Show A and Show B. Each show will perform at different days and times, see dates and times below. Our recital casting coordinator does an outstanding job each year ensuring that our casts are as balanced as possible. Also doing their absolute best to ensure dancers who are in more than one performing class is only cast into one or two Shows. We cannot accommodate siblings into the same cast, although we do our best.

Aerial Hoop does not perform at recital for safety reasons. We host an in house show case at the end of the year for all Aerial Hoop students, where we celebrate their successes with their family and friends.

This year, we will be doing photos during the same day as your child's scheduled rehearsal. Once dancers have practiced their routine on stage, they will be ushered into the Green Room where their group and individual photo will be taken. No parents are allowed in the Green Room during photos.

The following events and dates are subject to change due to the ongoing regulations of COVID-19. We will keep you informed as more information comes available to us from the Eagle Eye Theatre. Please keep in mind that there is the possibility of our recital not happening, which is unfortunately out of our hands. We will do everything in our power to create an alternate recital solution if the Eagle Eye Theatre is not open for May-June 2021.

Our Recital Handbook is released November 1st. It includes absolutely EVERYTHING you need to know about our recital preparations and events. We ask that you stay tuned for the release of our Recital Handbook which we're sure will answer all of your burning questions.

All of the below recital events take place at the Eagle Eye Theatre located inside Howe Sound Secondary School.

There are no classes during Rehearsals, Awards Night and Recitals.

Rehearsals & Photos

Friday, May 28th @ 4:30pm-8:30pm — Competitive

Saturday, May 29th @ 10:00am-12:30pm — Preschool & 2:00pm-8:00pm — Show A

Sunday, May 30th @ 2:00pm-8:00pm — Show B

Awards Night (recipients and family only)

Monday, June 14th @ 6:00pm

Competitive Recital

Tuesday, June 15th @ 6:00pm

Preschool Recital

Saturday, June 19th @ 11:00am

Sunday, June 20th @ 11:00am

Show A Recital

Thursday, June 17th @ 7:00pm

Saturday, June 19th @ 7:00pm

Sunday, June 20th @ 2:00pm

Show B Recital

Friday, June 18th @ 7:00pm

Saturday, June 19th @ 2:00pm

Sunday, June 20th @ 7:00pm

Instructors

Finally, it's our pleasure to introduce our handpicked instructors for 2020/21! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mould this generation of talented, confident, genuine and unique artists.

Ashara Xirkovia

Acro Program Director

Acro and Aerial Hoop

Briana Milia

Administration Manager

Hip Hop

Cierra Rohde

Administration Assistant and Competitive Program Director

Contemporary, Lyrical and Song & Dance

Jenny Yoo

Ballet and Pointe

Magnus Futrell-Fruhling

Breaking (breakdance)

Sara Constantin

Owner/Director and Developmental Program Director

Parent & Tot, Kinder Combo, Tap, Jazz and Competitive Conditioning

Sarah Smith

Preschool Program Director

Kinder Ballet

TBA

Secondary Ballet Teacher

TBA

Secondary Acro Teacher