



SQUAMISH DANCE CENTRE

STUDIO HANDBOOK

FOR
PARENTS AND STUDENTS

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Website: www.squamishdancecentre.com

Owner/Director: Sara Constantin

Office Manager: Briana Milia

1 — 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.

2 — Registration

Before lacing up those dance shoes, it's important that all students and/or parents, whether returning or new, complete your 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 registration session from June-August offer not only means that you will be entered into our draw to win one of ten SDC back to dance goodie bags, but it also ensures that in the event of classes reaching capacity before our first Term kicks off, you will have a greater chance of a guaranteed a place in the class/es of your choice. 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.

You can register in person at Squamish Dance Centre during our summer office hours. You can also register by sending us an email or phone call. Or you can register online any time, any day until January 6th using the below directions.

- 1) Go to www.squamishdancecentre.com
- 2) Click 'Registration' on our menu bar
- 3) Click 'Register Online'
- 4) Proceed to follow our automated system's instructions

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 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. 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).

3 — 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 24-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 3:00pm-7:00pm
Tuesdays 3:00pm-7:00pm
Wednesdays 1:00pm-7:00pm
Thursdays 3:00pm-7:00pm
Fridays 2:00pm-5:00pm
Saturdays 10:00am-1:00pm

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 folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an email, an SMS 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.

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 SDC Parent Facebook group. This group can be found at https://www.facebook.com/groups/308999229823404/?hc_location=group and will be 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.

4 — 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.

DATE	EVENT	DESCRIPTION	WHO IT INVOLVES
September 3rd	STEP Training	Student Teacher Education Program	Teacher Assistants
September 9th-14th	Classes Begin	First week of classes	Everyone
September 9th	Tuition: Term 1	Term 1 Tuition due date	Parent/Guardian
September 16th-21st	Spirit Week	Wear purple, green and yellow to class	Everyone
September 23rd	Apparel Deadline	Last day to submit your apparel order	Parent/Guardian
October 14th	No Classes	Stat Holiday: Thanksgiving	All Effected Students
October 26th	Movie Night	Halloween themed movie on big screen projector	Students 3+
October 23rd-30th	Halloween Week	Wear your costume to dance class	Everyone
October 31st	No Classes	Holiday: Halloween	All Effected Students
November 4th	Tuition: Term 2	Term 2 Tuition due date	Parent/Guardian
November 11th-16th	Observation Week	Parents invited inside studio A classes to watch	All Studio A Students
November 18th-23rd	Observation Week	Parents invited inside studio B classes to watch	All Studio B Students
November 25th-30th	Observation Week	Parents invited inside studio C classes to watch	All Studio C Students
December 14th	Movie Night	Christmas themed movie on big screen projector	Students 3+
December 16th-21st	Pyjama Week	Wear your favourite pyjamas to class	Everyone
Dec 22nd-Jan 5th	No Classes	Winter Break: classes resume as usual January 6th	Everyone
January 27th	Tuition: Term 3	Term 3 Tuition due date	Parent/Guardian
February 10th-15th	Valentines Week	Valentines celebrations throughout the studio	Everyone
February 17th	No Classes	Stat Holiday: Family Day	All Effected Students
February 15th	Mock Competition	Competition rehearsal with judges and audience	Competitive Dancers
March 14th	Studio Sleepover	Dancers spend the night at the studio	Students 7+
March 15th-29th	No Classes	Spring Break: classes resume as usual March 30th	Everyone
April 10th-13th	No Classes	Good Friday - Easter Monday	All Effected Students
April 13th	Tuition: Term 4	Term 4 Tuition due date	Parent/Guardian
May 9th	Competitive Auditions	Auditions for students who would like to compete	Students 6+
May 16th-17th	Photo Weekend	Professional photos of your child in their recital costume	Students 3+
May 23rd	Rehearsal Show A	Stage rehearsal to work out kinks prior to recital	Students 5+
May 24th	Rehearsal Show B	Stage rehearsal to work out kinks prior to recital	Students 5+
May 28th-31st	Recital Weekend	Both casts perform on stage for the real deal	Students 5+
June 1st-6th	Last Week of Classes	Last week of classes before summer break	Everyone
June 7th	Year End Banquet	Dress up event to celebrate the dance season	Optional for Everyone
June 8th	Summer Break Begins	No regular classes until September	Everyone

5 — 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 taking 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 by the second week of class start date, the class will be cancelled and refunded. Registration closes January 6th, as we begin preparations for our year end recital.

FEES: Squamish Dance Centre accepts automated Visa/MasterCard payments, post dated cheques and E-transfers. All fees are to be paid by the scheduled due dates. There is a 15% late fee applied to any fees not paid by the due date. There is a NSF charge of \$30.00 applied to each NSF or returned cheque. Repayment of NSF cheques, are due two weeks from date of cheque. 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. There is a \$20.00 withdrawal fee per dropped class. Post dated cheques will be returned once withdrawal is complete. 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 behind with class progression. Please inform our office of any expected absence by using the form on our website. There are no refunds for absences.

DROP OFF AND PICK UP: Please let our office know if anyone other than a parent/guardian will be picking your child up. Squamish Dance Centre is not responsible for any children left unattended in between classes. The studio closes 15 minutes after the last class of the night. All students must be cleared out of the studio by closing time.

OBSERVATION: If the studio doors are closed, please do not open to peak thru. This is a distracted to both dancers and teachers. 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, allowing you to sit in 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 will result in the child being asked to leave the classroom. If negative behaviour is consistent, a private meeting will be set up outside of studio hours with the child's parent/guardian. Continual behaviour may result in expulsion.

ATTIRE: Our dress code is in place to allow teachers to properly and safely apply corrections to students. Any dancers that do not follow the dress code may be asked to sit out during class. No loose jewelry is to be worn during class for the safety of the dancer. All dancers are expected to wear their hair off the face in a secure tight bun or pony tail.

LOST AND FOUND: There is a Lost & Found bin in our front entrance and the upstairs waiting area. 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.

ELECTRONIC DEVICES: Electronic devices are to be turned put on silent mode inside the classroom and not attended too, unless there is an emergency. Any dancers who tend to their electronic devices during class will be asked to leave the classroom. Any dancers found using their electronic device for negative purposes inside and outside the studio, may result in expulsion.

7 — Safety

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.

The directors and staff at Squamish Dance Centre are educated in the negative impact of inappropriate music and costume selection when it comes to 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.

Our main staff members have all been trained in first aid.

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.

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.

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.

8 — 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 utmost 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.

9 — 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.

VISIT OUR WEBSITE FOR OUR 2019/20 SCHEDULE

9 — 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

Please refrain from loose and dangly jewelry as it can cause injury. All hair should be off the face in a secure ballet bun for all ballet and jazz classes. All hair should be off the face in a secure pony tail for all other classes. Loose/baggy clothing is not appropriate as teachers cannot safely apply corrections.

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	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 Feet	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 Boys	T-Shirt or Tank Top	Moveable Shorts	Bare Feet	Natural
Ballet 1 & 2	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 3, 4 & 5	Leotard in any colour and style	Pink ballet tights, no skirts	Pink Leather Ballet Slippers	Ballet Bun
Ballet 6, 7 & 8	Leotard in any colour and style	Pink ballet tights, no skirts	Pink Canvas Ballet Slippers	Ballet Bun
Pointe	Leotard in any colour and style	Pink ballet tights, no skirts	Pointe Shoes	Ballet Bun
Jazz	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	Leotard in any colour and style or Tank Top	Footless tights, tight fitting shorts or leggings	Bare Feet	Ballet Bun or Pony Tail
Street	Tank Top or T-Shirt	Loose fitting pants or capris. No skirts or dresses.	Black Leather Jazz Shoes	Pony Tail
Breaking	Tank Top or T-Shirt	Loose fitting pants or capris. No skirts or dresses.	Indoor Runners	Pony Tail

10 — Fees and Tuition

Please contact our office for a break down of our fee structure for our 2019/2020 dance year. Tuition and other fees vary from student to student, therefore it can be difficult to give everyone an across the board flat rate. Feel free to contact our office staff if you have any fee related queries.

We offer the following options for tuition payment: Automation, Visa/MasterCard, post date cheques or E-transfer.

You will receive your tuition and any other upcoming fee invoice prior to the payment due date and have until 14 days to pay these fees in full. Payment options include cheque, E-transfer or Visa/MasterCard.

If you would like to pay by E-transfer, please use the following information.

Send to: info@squamishdancecentre.com

Use the security question: What town do we live in?

Use the answer: Squamish

Overdue fees will accrue a late fee of 15% and if fees remain unpaid.

Automated Payments— New this dance year! You can adjust your method of payment to automation via your studio account: <https://app.thestudiodirector.com/squamishdancecentre/portal.sd>

Please note: All students are invoiced based on a 9-10 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 you decide to withdraw from classes after two weeks into a term for any reason, you will still be charged for the entire invoiced period, this includes Automated Payment customers.

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

Casual payment for studio merchandise, drop in classes, workshops, snacks, etc can be completed via cash, cheque, Visa/MasterCard or E-transfer.

Please refer to page 7 for policies regarding withdrawal.

11 — 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 ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team via the Absence Form on our website as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Absence Form: <https://forms.gle/zLbPFxZyHjPGY3t39>

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.

12 — 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.

— 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.

13 — 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 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.

This year, we have adjusted our recital casting in our effort to lessen the recital schedule for your family. All dancers ages 3-4yrs old in our preschool program, will perform in their own showcase in house at the studio. Dates and times TBA.

All dancers ages 5yrs old and up, will be split into two separate casts, Show A and Show B. Each show will perform a total of three performances, see dates and times below.

Rehearsal

May 23rd @ 2:00pm-6:00pm — Show A

May 24th @ 2:00pm-6:00pm — Show B

Recital Show A

May 28th @ 7:00pm

May 30th @ 7:00pm

May 31st @ 2:00pm

Recital Show B

May 29th @ 7:00pm

May 30th @ 2:00pm

May 31st @ 7:00pm

The above dates are subject to change.

Confirmed recital dates will be released by June 3rd.

Please refer to our Recital Handbook for Parents and Students for all details regarding our annual year end performances.

14 — Instructors

Finally, it's our pleasure to introduce our handpicked instructors for 2019/20! 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.

Sara Constantin

Owner/Director, Competitive and Preschool Program Co-Director
Parent & Tot, Kinder, Tap and Jazz

Ashara Xirkovia

Acrobatic Program Director
Acro, Contortion & Balance and Aerial

Cierra Rohde

Competitive Program Co-Director
Tap, Contemporary, Lyrical and Song & Dance

Jane Runnals

Street

Jenny Yoo

Ballet and Pointe

Kirsten Koronko

Acro

Magnus Futrell-Fruhling

Breaking (breakdance)

Sarah Smith

Kinder Ballet and Kinder Combo

Trishya Perera

Jazz and Conditioning