

Thank-you so much for joining us at the DanceWorks Studios. We look forward to this upcoming season. To help establish a fair system to run classes and events with the studio, the following policies have been developed over the last decade. As a studio, we are aware of many other dance studios, however we have tried to establish a system which best suits who we are and seems to be the best fit with the communities we work with. Please contact us for questions.

#### Cancelled Classes (Weather, etc.)

- ◆ **PLEASE ensure your contact information with us is correct** - if we need to contact you short notice on a class cancellation, this is appreciated.
- ◆ If roads or weather conditions are bad, or worsen as the day progresses, DanceWorks will act in accordance with the school division in that studio location's area. **If schools are cancelled, dance classes will also be cancelled and parents and students will NOT receive a phone call.**
- ◆ If classes are cancelled, an email will be sent out. The email will request that you send a reply or contact us if you received the email. If we do not receive a reply, we will try to text or call if able. Please note that EMAILS are our most efficient way of contacting everyone in a short amount of time.
- ◆ Weather conditions are beyond our control, and weather-related cancellations will not be made up. DanceWorks takes into consideration 1 snow day when planning our class schedule. If there are multiple weather cancellations, makeups will be arranged.
- ◆ If schools are not cancelled in the morning, and harsh weather conditions are forecast, DanceWorks management and staff will make a decision whether or not to cancel classes for the safety of students and teachers. In this situation, we will use the same cancellation policy as noted above.
- ◆ If you have a question, the best way to contact us is to email [danceworks.mb@gmail.com](mailto:danceworks.mb@gmail.com) or text Vanessa 204-825-4271.
- ◆ Morden Studio will be cancelled if Western School Div. is cancelled. Manitou studio will be cancelled if Prairie Spirit School Div. classes are cancelled.
- ◆ If the instructor is sick or suddenly unavailable due to weather conditions or other emergencies, we will first try to find a suitable substitute for the class. If a substitute is unavailable, the class will be cancelled and made up at the same studio location within the school year. Parents and students will be notified by email/then if necessary by phone in hopes of informing everyone ASAP. Every effort will be made to reschedule the class at the most accommodating time for the majority of the participants. Refunds will not be given.

#### Class Changes:

- ◆ After **December 7, 2018**, students will not be allowed to "switch" classes, even if the class is in the same discipline at the same level. This is to protect the flow and learning process of all the students within this class. By December, the teachers at DanceWorks have already started choreography planning for Recital, and costume preparation.

#### Class Length:

- ◆ All scheduled classes will start at their designated time and run for 55minutes (45 minute classes run 40 minutes). This allows 5 minutes to switch classes, questions, and for the instructor time. If you have a brief question for the teacher, please ask it at that time. We appreciate your concerns and questions for teachers – if your question is too long to discuss during this time, please set up a time to call, meet, or email.

#### Dancewear:

- ◆ Students are required to abide by DanceWorks' Dress Code Uniform. DanceWorks carries both New and Used dancewear or we can direct you to Winnipeg retailers. DanceWorks maintains a basic supply of dance shoes, body-suits, and uniforms which are available for purchase throughout the year.
- ◆ If a particular size or item is not in stock, DanceWorks can order in or have items made, please be advised that your order may take up to 2 weeks to receive dancewear.
- ◆ Please come to all classes with the appropriate footwear.
- ◆ Prices for these items are at cost plus shipping (for individual specialty items – you will pay for the item at cost, all shipping fees, plus applicable taxes)
- ◆ Those wishing to sell dancewear can bring in used dancewear and shoes in - please make sure it is clean and in good condition and labeled with your name and phone number.

#### Discipline

- ◆ All students should be respectful of the studio, others' belongings, other students, and dance/drama classes that are in progress.
- ◆ It is our desire to create a positive and safe environment for the students to grow - unruly or disrespectful behavior, comments, or attitudes are unacceptable.
- ◆ Any misconduct situations will be given two warnings and then brought to the attention of the parents.
- ◆ **No cell phones or electronics** allowed during a dance class. If cell phones are brought in, they must be turned to mute and left with the instructor.
- ◆ DanceWorks believes that dancing should not be forced. If it is the student's idea to dance, then a life-long love and respect for the art is meant to be developed. Therefore, if a student is disrespectful of the class or the teacher, or refuses to participate adequately, they will be asked to sit down until they decide they are ready. Parents to be notified after.

#### Food and Drink:

- ◆ Chewing gum and eating is NOT permitted in the Dance Studios.
- ◆ Students are asked to bring a water bottle to their classes.

#### Holidays and Make-ups

- ◆ DanceWorks will be closed during statutory holidays. Makeup classes are factored into the existing schedule.
- ◆ Classes are **not** cancelled for Halloween as it is not a statutory holiday. We ask parents and youth to coordinate their activities accordingly.
- ◆ If a class is cancelled by the teacher, a makeup class will be arranged at a later date.
- ◆ If students are missing classes, please contact the studio so that teachers can be made aware.

#### Tardiness, Absences, and Pickup:

- ◆ **PLEASE BE ON TIME**, so there is no disruption to the class.
- ◆ Absentees and those always late may lose opportunity in performance/recitals involvement. Preference given to those who show commitment/respect to the class/students.
- ◆ Students must remember that when absent, choreography plans and rehearsing for performances is significantly affected.
- ◆ After class, please make sure to have arrangements for student pickup, especially in scenarios where teachers need to close up at the end of a schedule to move onto other classes in other locations. We do not wish to have students locked outside or in venues without adult supervision.

## FEES & FINANCES

#### Costume Fee:

- ◆ Each student requires a costume for recital. A fee of \$65 has been set for each costume for students 11 & under and \$75 for students 12+.  
(includes taxes, shipping, tariffs, construction fees, materials, etc.)
- ◆ Due by Oct 31, this fee is non-refundable after DEC 7, 2018 as costume material may have been purchased and labor begun (as per Withdrawal Policy).
- ◆ **After December 7, late costume payments are subject to a \$5 late fee.**
- ◆ Costumes will belong to the dancers however they will not be distributed until the week before dress rehearsal.
- ◆ Xplor Drama and Musical Theatre students are not subject to a costume fee, however theatre students do not keep costumes.

### **NSF Cheques:**

- ◆ A \$25 charge will be applied to all NSF cheques. Follow-up payment must then be made by registered cheque or cash.

### **Student Withdrawal:**

- ◆ A refund (minus a \$25 administration fee and individual class fees of \$12 per class) will be issued for students.
- ◆ Costume fees cannot be refunded after DECEMBER 7, 2018
- ◆ No refunds will be processed after DECEMBER 7, 2018 without a medical note, or because of relocation.
- ◆ ALL WITHDRAWALS MUST BE RECEIVED IN WRITING AND WILL BE CONSIDERED FROM THE TIME THEY ARE RECEIVED.
- ◆ Refunds will be processed through the administrative process, refunds will be returned to the payee by cheque.

### **Optional Costs:**

- ◆ Other costs that may be associated with your child's dance education (but are **optional**) are: Dance Exams and Workshops, and Recital/Performance related expenses such as: Tickets, Pictures, DVD's, Flowers, etc.

## **OTHER POLICIES**

### **Pre-school Parents**

- ◆ Parents with small children should supervise their child in the waiting area until the time that the class starts, even if the teacher is already in the studio.
- ◆ Parents need not wait in the lobby while their child is in class however parents are asked to be on time at the end to greet their child as they exit the Studio.

### **Communication**

- ◆ All newsletters and handouts are sent by email! If you do not have access to the internet you can request a paper copy of the Newsletter at the Morden Studio or through satellite instructors. This is also meant to ensure that 'notes' do make it home after classes.
- ◆ Please ensure that you notify the studio of any change in your email address so that you don't miss out on important information.
- ◆ Please check our Studio Bulletin Board in the Morden lobby frequently for updates and other Studio related information.
- ◆ DanceWorks' receptionist, Mrs. Vanessa Klassen, holds regular office hours at Morden. Please call either studio for updated office hours or email us questions/comments at ANY time!
- ◆ We encourage constructive communication with the studio on ideas or concerns so we can continue to better serve you. We remind everyone that each email and call is taken seriously and will be considered within the context of improving the entire studio.
- ◆ We also remind those in contact with us that we will give each concern due consideration and research and in some circumstances it may take time for us to contact instructors and any other parties involved before we can reply back to an issue.
- ◆ **Website:** [www.dwstudio.ca](http://www.dwstudio.ca) **Email:** [danceworks.mb@gmail.com](mailto:danceworks.mb@gmail.com) OR [richard@candlewick.ca](mailto:richard@candlewick.ca) **Phone:** 204-822-9981

### **Video Taping**

- ◆ Non-studio cameras and video taping are not permitted during regular class time so that the teacher may keep the class moving without any distractions and so that classes may be kept on schedule. This is also to avoid privacy concerns.

### **Volunteers**

- ◆ For those interested in supporting their youth or the studio, opportunities exist for volunteers to help with recital, performances, marketing, etc. Opportunities may come up throughout the year and highlighted at the studio or in newsletters. Please contact Vanessa at the office to communicate your availability.

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## **DRESS CODE / UNIFORM**

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DanceWorks requires a dress code / uniform at both our dance studios. These uniforms will be required for all exams and workshop participation as well as for weekly classes. As a studio, we believe in a dress code/uniform because it: instills a respect for the art form, promotes a disciplined environment, provides uniformity so that students are judged on their ability and not on their fashion, encourages every child to feel equally included in the class, provides a professional atmosphere, helps build individual self-esteem, allows the teacher to make and see corrections easier, prepares students for examinations.

### **DANCE EXPLORATION & TINY DANCERS**

**GIRLS:** pink ballet slippers, pink tights, bodysuit and optional skirt. Hair must be securely off the face in a high pony-tail or bun.

**BOYS:** T-Shirt, dark shorts or jazz pants, and bare feet or white ballet slippers.

### **PRE-PRIMARY & PRIMARY BALLET (Ages 5& 6)**

**GIRLS:** blue short-sleeve bodysuit, pink ballet slippers, and ballet tights (skirt optional). Hair must be securely off the face in a high pony-tail or bun. If short hair, a matching hair band can be worn.

**BOYS:** white short-sleeve fitted T-shirt with dark shorts or jazz pants, white ballet shoes, and white socks

### **BALLET / CONTEMPORARY**

**BOYS:** white short-sleeve fitted T-shirt with dark shorts or jazz pants, white ballet shoes, and white socks

**AGES 7 - 8:** pink short-sleeve bodysuit, pink ballet slippers, pink ballet tights, hair in a classical bun (pink wrap skirt optional)

**AGES 9 and up:** navy tank bodysuit, pink ballet slippers, pink ballet tights, hair in a classical bun, skirt or shorts may be worn

### **JAZZ / TAP / SWING**

All classes are required to have the appropriate shoe (*Jazz – Oxford shoe / Tap – Tap Shoe / Swing - TBD*) plus:

**PRIMARY/ JUNIOR 1:** Black bodysuit, Black tights; Hair is securely off the face in a high pony-tail

**PRE-TEEN/TEEN:** Black bodysuit or fitted black t-shirt, black Bicycle shorts or Jazz Pants may be worn, Black tights, Hair is securely off the face in a high pony-tail or high bun

**BOYS:** Black T-shirt, Black Jazz pants

### **HIP HOP / BREAK DANCE**

Dark pants (Jazz or Sweat), T-shirt free of writing or symbols, In-door– non-marking Running shoes

### **CELTIC**

Black or White fitted t-shirt, shorts or ¾ length fitted pants, white socks, Celtic soft shoes, Hair securely off the face in a pony-tail. Celtic hard shoes are required for older classes.

### **XPLOR DRAMA & MUSICAL THEATRE CLASSES**

Please wear respectable, comfortable clothing in which you are able to move about freely.