



2011/2012 STUDIO INFORMATION

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DATES TO REMEMBER

Sept 10	(Saturday) Used DanceWear and Shoe Sale and Exchange at the Morden Studio location from 1-4 pm . Drop off any used items BEFORE this date		
Sept 19 - 24	Morden / Manitou - All Classes Begin	February TBA	ADAPT Jazz and Tap Exams and Workshops
Sept 26 – 30	All 10-week Fall Session Classes Begin	February 20	Louis Riel Day - No Regular Classes
Oct 3 – Oct 8	“Bring a Friend Week”	March 19 – 24	Presentation Classes - family invited
Oct 10	(Monday) Thanksgiving Day – No Regular Classes	March 26 – April 1	Spring Break - No Classes
Oct 11 - 17	All students in their DW Dress Code / Uniform	March	RAD Ballet Examinations and Presentation Classes
Oct 25 -31	(Tues - Mon) Masquerade Party - Dress in costume!	April 2 - 7	Classes Resume
Oct 31	Costume Fees due (\$65)	April 6	Good Friday – No Regular Classes
Nov 11	Remembrance Day – No Regular Classes	April 12/13	Manitou Xplor Drama & Dance Recital
Nov 11 – 13	“Tales From The Toyshop” Performances	May 1-7	Last week of Classes for the MORDEN STUDIO
Dec 12 – 16	Presentation Classes - family are invited	May 11	(Friday) MORDEN Dress Rehearsal and Picture Day at the P.W. Enns Concert Hall (schedule TBA)
	Into the studio to watch their child's dance class.		(Saturday)MORDEN RECITAL at the P.W. Enns Concert Hall (3 pm and 7 pm)
Dec 19	Monday make up classes	May 12	Morden Xplor Drama Theatrical Presentation
Dec 20 - Jan 8	Christmas Holidays (note reduced office hours)	May 15- 18	Pick up Recital Pictures and Videos
Jan 9 - 14	All Classes Resume at All Location	June 18 & 21	Summer Registrations begin
Jan 16 - 21	10-week Winter Session Classes Begin		
Feb 13 – 18	Valentine’s Week, “Wear What You Want” week		

STUDIO POLICIES

Student Withdrawal:

- ◆ A full refund (minus a \$25 administration fee and individual class fees) will be issued to students when they withdraw on or before OCTOBER 3, 2011.
- ◆ If a student withdraws AFTER this date, two week's notice must be given and will be subject to a \$25 administration fee, class fees, and half the applicable costume fees.
- ◆ No refunds will be processed after DECEMBER 5, 2011, 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..

NSF Cheques:

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

Class Changes:

- ◆ After **December 16, 2011**, 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.

Costume Fee:

- ◆ Each student requires a costume for recital. For each recital piece an individual/specialized costume is prepared. To ease year-end stress, the studio is applying \$65 full costume fee (including taxes, shipping, tariffs, construction fees, materials, etc.). This applies for each dancer in each recital piece.
- ◆ Due by Oct 31, this fee is non-refundable after this date as costume material may have been purchased and labor begun. Please see our Withdrawal policy above.
- ◆ Costumes will belong to the dancers however they will not be distributed until the week of recital.
- ◆ Theatre students are not subject to a costume fee, however theatre students do not keep costumes.

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.
- ◆ Prices for these items are at cost plus a small shipping fee (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.

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.

Food and Drink:

- ◆ Chewing gum and eating is NOT permitted in the Dance Studio.
- ◆ We ask that those who bring food & drink into the foyer to please dispose of garbage appropriately
- ◆ Students may bring a small water bottle into the Dance Studio if needed.

Foyer Policies:

- ◆ Parents are invited to **quietly** observe their child in class through our one-way mirror in the Morden lobby and thus freeing the class from distraction and inhibition.
- ◆ Please refrain from any negative talk in the foyer as we wish to create a positive and safe environment for our students, teachers, and other observers. Please see our Mission and Studio Goals for further explanation. Bring any/all concerns to studio administrators Richard or Vanessa Klassen by calling the studio office or sending us an email.
- ◆ Parents, family & friends are invited to observe their child in the actual classroom during presentation classes (see below). All are welcome!
- ◆ **SATELLITE LOCATIONS:** We ask that parents wait for their dancer's in the lobby or return when it is time to pick them up. This will limit distractions in class and will aid all students in demonstrating their full attention, while limiting any inhibitions, on their dance class.

Class Length:

- ◆ All scheduled “One hour classes” are 55 minutes in length. Classes will start at their designated time and run for 55 minutes. This allows for 5 minutes to switch classes. 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.

Tardiness:

- ◆ PLEASE BE ON TIME, so there is no disruption to the class.
- ◆ Absentees and those always late may be restricted in performance/recitals involvement. Preference given to those who show commitment/respect to the class/students.

Discipline

- ◆ All students should be respectful of the studio, others' belongings, other students, and dance 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, pagers, 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 will 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.

Pre-school Parents

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

Holidays and Make-ups

- ◆ DanceWorks will be closed during statutory holidays. Students who are registered for classes that fall on statutory holidays may take any equivalent class during the week to obtain full instruction.
- ◆ Students who have an excused absence from a class can also make-up the missed class.
- ◆ The make-up class must be taken during the student's registered session in the same level or lower level class at any location. Make-ups are not transferable between disciplines or students. DanceWorks recommends that student's make-up for any missed classes as quickly as possible to help the student's progression in the class. In order to "make up" a class, students will need to call the office so the instructors can be informed of any new students attending a class.

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.** However, if you have given the studio an updated email address, you will receive an email reminder. You may also call the studio to listen for updates on our answering service or check out the DanceWorks website. The DanceWorks answering machine and website will be updated by 1 PM for that evening's classes. Weather conditions are beyond our control, and weather related cancellations will not be made up. DanceWorks' curriculum takes into consideration snow days when planning our classes to ensure that all material is covered within our dance year.
- ◆ 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, parents and students will receive an email to notify them of this cancellation. If you suspect class may be cancelled, you may call our machines after 3:30 PM to listen for class cancellations and be sure to check your emails!!! (As instructors and administrators are often en route traveling just prior to this - we suggest this time so to reflect their experience on the roads).
- ◆ Students who have had a class cancelled due to weather conditions are invited to "make-up" their dance class at any studio location. Please refer to the "make-up" policy above. It is not mandatory to make up classes due to weather conditions unless classes are cancelled on a regular basis.
- ◆ Morden Studio will be cancelled if Western School Division or Garden Valley School Divisions are cancelled. Manitowish classes will be cancelled if Prairie Spirit School Division classes are cancelled. Carman classes will be cancelled if Prairie Rose School Division is 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 telephone AND email 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. If you are unable to "make-up" the class at this rescheduled time, you may follow the make-up policy above. Refunds will not be given.

Communication

- ◆ To conserve on paper for environmental reasons, we will send all newsletters and handouts by email! If you do not have access to the internet you can request a paper copy of the Newsletter available either 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 lobby frequently for updates and other Dance School related information.
- ◆ DanceWorks' receptionist, Mrs. Vanessa Klassen, holds regular office hours at Morden & Manitowish locations. 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 **Email:** danceworks.mb@gmail.com OR richard@candlewick.ca OR info@dwstudio.ca **Phone:** 204-822-9981

Presentation Classes

- ◆ Parents, friends are family are invited to observe their special dancer in their actual dance class during two specific times throughout the dance year. Please refer to the studio calendar for dates. Bring your cameras!
- ◆ The Presentation classes will be held at their regularly scheduled class times. If it is a one-hour class, the students will dance and present what they have learned to date for the first 40 minutes of class. The remaining 15 minutes will be open as a meet and greet with the teacher and other parents. This is your opportunity to learn more about the curriculum, and talk with your child's dance teacher.
- ◆ Public Recitals and Performances held by the dancers/theatre students will require further specific instructions regarding dress rehearsals, performance expectations, arrival & departure times, cleanup, etc. Information will be sent out closer to those times to help everyone to present as enjoyable and 'professional' a performance as possible.

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 (no non-studio filming at any time).
- ◆ Opportunities for filming will include Presentation Classes and during Recital. If you wish to film your child doing dance solos, a private class must be scheduled and arranged.
- ◆ ALL FOOTAGE MUST BE KEPT FOR PRIVATE USE ONLY UNDER THE COPYRIGHT ACT.

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.

DRESS CODE / UNIFORM

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. DanceWorks will hold "Wear What You Want" days throughout the year. No jeans, stretchy or otherwise, will be permitted and discretion should be used that clothes chosen are non-restrictive and dance appropriate. Please refer to our calendar for dates. It is recommended that dance students should have a "Dance Binder" with loose-leaf: to jot down choreography, store handouts, and for written practice homework.

DANCE EXPLORATION

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

BOYS: T-Shirt, shorts and bare feet or white ballet slippers.

PRE-PRIMARY & PRIMARY BALLET

GIRLS: blue short-sleeve bodysuit, blue semi-sheer gathered skirt, pink ballet slippers, and pink ankle socks. 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 navy shorts, white ballet shoes and white ankle socks

BALLET / CONTEMPORARY

BOYS: white short-sleeve fitted T-shirt with navy shorts, white ballet shoes and white ankle socks

GRADE 1 & 2: pink short-sleeve bodysuit, pink ballet slippers, pink ballet tights, hair in a classical bun (pink wrap skirt optional)

GRADE 3, 4, & 5/Pointe: navy tank bodysuit, pink ballet slippers, pink ballet tights, hair in a classical bun

TEENS/ADULTS: navy tank bodysuit, pink tights, pink ballet slippers, skirt or small shorts may be worn.

CHARACTER (Grade 1-8): Girls - character shoe (heeled, closed-toe shoe)
Boys shoes - oxford, no-slip shoe

JAZZ / TAP / MUSICAL THEATRE

All classes are required to have the appropriate jazz oxford or tap shoe plus:

PRIMARY/ PRE TEEN: Black short-sleeve bodysuit or fitted black t-shirt, Black footed tights, Black jazz pants or tighter pants or shorts; Hair is securely off the face in a high pony-tail

ADVANCED: Black tank bodysuit or fitted black t-shirt, black Bicycle shorts may be worn, Black footed tights, Hair is securely off the face in a high pony-tail or high bun

BOYS: Black T-shirt, Black Jazz pants

HIP HOP / STREET 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.

PILATES, YOGA, AND STRETCH

Stretchy, comfortable clothing (bring a sweater if you are cold), Sock or bare feet