

Airdrie Dance Academy

Studio Handbook

Policies, Terms & Conditions

(403) 828-1037

This is a concise alphabetical list of additional things you need to know.

Director: Susan Laing airdriedance@gmail.com

Instructors: Susan Laing, Natasha Krochak-Mariam

Accts/Office Manager: Leanne Bohnsack airdriedanceleanne@gmail.com

Attendance – Dancers are expected to attend regularly, participating with effort and enthusiasm. They should arrive 5-10 minutes prior to their class time. They must be prepared in their Dress Code/Hair pulled back/No Jewelry/No gum. Please email us at airdriedance@gmail.com for any absences. If a dancer arrives late, they risk missing the warmup which could result in injury. In this situation, the instructor reserves the right to refuse participation and ask the dancer to observe that lesson.

Class Moms/Dads - are very valuable. They are the contact person for each class. Messages will be passed from the teacher/office to them, and they will fan the information out. This role has minimal commitment with a massive amount of fun.

Code of Conduct/Studio Rules-In order to provide a safe, respectful, and positive learning environment, we have a certain level of expected behaviour for all dance families. To ensure a positive experience for all, it's important that dancers, parents/guardians, teachers, staff, and all others understand and adhere to the Code of Conduct.

Dancers are expected to please....

- Be kind, honest, and respectful to teachers, assistants, staff, and fellow dancers.
 - Swearing, lying, inappropriate, disrespectful and disruptive behaviour and language, bullying, harassment, and intimidation will not be tolerated. Every dancer learns in different ways and at different paces. We never make fun of a fellow dancer.
 - If there is a problem in class, or with another dancer, please speak to the teacher quietly. Gossiping and spreading rumors with other dancers will not be tolerated.
 - Younger students are always watching. Always be a role model, including language, topics of conversation, and behaviour.
 - Address teachers as "Miss Susan" "Miss Natasha".

- Focus and listen to the teacher's instructions (there should be no talking while the teacher is talking or while others are dancing).
- Turn off or silence electronic devices. No electronic devices allowed in class. Any phones brought into class will be kept by the teacher until the end of the class. We are not responsible for stolen or misplaced items.
- Treat the studio's and others' possessions with respect and care.
 - No hanging or leaning on barres; no touching mirrors, or sound system.
 - Clean up any mess created while at the studio. Remove outdoor shoes once inside the building.
 - No Food or Drinks are allowed inside the building, except water in water bottles.
 - The yard/house is off limits
 - Absolutely no smoking, vaping, alcohol, or drugs are permitted on or around the studio premises/property.

Parents are expected to please...

- Be kind, polite, and respectful to teachers, assistants, staff, students, volunteers, and other parents. Remember actions and words set an example. Any person displaying inappropriate, disrespectful, or aggressive behaviour will be asked to leave.
- Support your child in honouring their commitment to classes, rehearsals, and performances.
- Read website, email updates and newsletters to keep up to date on important information.
- Email or text beforehand if a student will be late or absent from class.
- Communicate with your child's teacher through official studio channels.
 - Teachers or other studio personnel should not be asked to share their personal contact information, including email, phone number, or social media.
- Refrain from gossip. If you have a concern, please contact the studio directly.
- Focus on supporting your child in doing their personal best rather than comparing abilities and/or achievements.
- Parking is available. Do not park in front of the house or on the "inside" of the loop. Drive in the South side of the loop and exit the North side of the loop. This whole area is a **NON IDLE ZONE!!!**

Teachers & Staff are expected to please...

- Uphold and follow studio rules and provide quality class instruction.
 - Maintain a safe, structured, respectful, disciplined, and positive learning environment in the appropriate manner.

- Communicate the importance of enjoyment and personal improvement while providing positive, supportive feedback.
- Consider varying maturity, ability levels, and developmental stages in design of class activities and choreography.
- Ensure that any physical contact is professional and appropriate.
- Encourage students to reach their dance goals, while being honest and never misrepresenting the abilities or potential of a student.
- Never act in an abusive or discriminative manner.
- Respect students' right to privacy and requests for confidentiality.
- Follow medical advice for students returning to class after injury or illness.
- Direct all communication through official studio channels. No personal messages between teachers and students.
- Maintain professional behaviour and appearance, including punctuality and reliability. Avoid any behaviour that would bring disrepute to the Studio.
- Participate in regular professional development and stay informed on best teaching practices.
- Do not use classes or studio relationships to promote personal endeavours.

Code of Conduct Disciplinary Actions-

- **Dancers** who disrupt class will be given one warning-moved to the front of the class and then if the behaviour continues, asked to sit out and observe. The parent will be notified. Zero tolerance for anyone displaying unsafe or rude behaviour to another student, parent, teacher or staff. The dancer will be asked to immediately leave the studio, and the issue will be addressed with the student, parent, teacher and director. At this meeting, they will be asked to leave the studio permanently. Their enrollment will be immediately cancelled without refund.
- **Parents/Staff** who breach the Code of Conduct will receive one verbal warning. If the behaviour continues, a meeting will be called and will result in immediate cancellation of enrollment without refund, or termination of employment or contract.

Competition – ALL Full Season classes (except Creative Ballet) will participate in 3 competitions. These are usually local; however, a travel competition may be considered. ALL competition choreography and competition preparations are done in regular class time. Classes are run efficiently and are organized so all dancers/parents will be ready for the competition experience. **Recreational classes do not participate in competitions/recital.**

Competition Preparation Policy – Dancers' progress and attendance is noted throughout the year. Once choreography for the routines begin, the dancer's progress and attendance are vital. Any dancer falling behind may be "put on notice". They will have 2 weeks to show progress, or they will receive another "notice".

Anyone still on "notice" during competition time will not be able to participate and fees are non-refundable. Regular attendance and consistent practice will build confidence in your student and contribute to a healthy dance experience. Students missing classes due to family vacations may also fall behind. Communication with your instructor prior to your trip may avoid any unnecessary consequences afterwards. Decisions to put a student on notice will not be taken lightly!!!!

Competition Prizes -Will be handled under the discretion of Miss Susan.

Costumes – Costume choices are non-negotiable. Parents are responsible for alterations. Costume Measuring will happen in October during class.

Costume/Competition/Studio Fees/Media Fees - Invoices for these fees will be sent on the 15th of October and are due on **October 30th**. Late fees of \$50 will be added after October 30th. Costumes start at \$195 plus tax. Competition/studio fees (including room rentals at competition) start at approximately \$140 +GST/dancer per class per competition. Costume/Competition/Studio Fees and Media Fees are non-refundable. Amounts are subject to change according to current rates/import fees etc. Please note that Costumes will not be handed out to Accounts with a balance owing.

Dance Account/Payments –

*We accept Visa or Mastercard for payments.

*Tuition is based on the number of classes for the season, divided by 8 months and averaged for the monthly tuition.

FULL SEASON PAYMENT OPTIONS:

1. FULL PAYMENT - Sept to April - paid at time of Registration plus the \$40 Registration Fee.
2. MONTHLY PAYMENTS - The first and last month, September and April Tuition, plus the \$40 Registration Fee are due at the time of Registration. Invoices for the remaining monthly tuition, October to March, will be sent on the 25th of each month and are due to be paid on the 1st of each month. Late Fees of \$50 will be applied after the 1st.

*Fees not received by the dates due, will result in suspension of Account/Classes.

Once the Registration Form is received, classes will be assigned and invoiced as per payment option chosen during registration. Once the payment is received, class

confirmation will be sent by email. *Please be advised that the Registration and September/April fees are non-refundable.

OTHER PAYMENT INFO:

- Costume/Competition/Studio/Media Fees will be invoiced on the 15th of October and are due to be paid on October 30th. Late fees will be applied after the 30th.
- KidSport and Jumpstart Funding is accepted. The tuition must be paid up front and once the KidSport/Jumpstart fee is received, it will be refunded to the account.

RECREATIONAL/TODDLER SESSIONS - must be paid in full by credit card at the time of registration. These classes are non-refundable.

ALL CLASSES - Upon receipt of payment, the registration process is considered complete.

Dance Music – Parents are responsible for acquiring the music for their dancer's routines.

Dress Code-Information will be included in your class confirmation email once your registration process is complete. Dancers must be dressed properly for every class. Hair must be out of their face and no jewelry.

Emails - Will be sent out to parents on a regular basis. Check your junk/spam folder. If you are not receiving any, please contact airdriedance@gmail.com to update your personal information. All information will be posted on our website and in emails sent on a regular basis.

First Week Procedure - Orientation/Introductions - Each class will begin with an introduction of the instructor and staff. Studio rules and expectations will be reviewed.

F.O.I.P. - During the dance season, Airdrie Dance Academy will normally make the parent's/guardian's name, phone number and e-mail address, as well as each dancer's name, available to the "Class Parent" for contact purposes to pass on relevant class/studio information to you.

Liability - As the legal parent or guardian of any student, you release and hold harmless Airdrie Dance Academy, its owners, operators, instructors and volunteers from any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage or injury that may be sustained by the participant and/or the undersigned, while in or upon the premises of Airdrie Dance

Academy, its owners and operators or in route to or from said premise or to and from competition/dance-out/exam locations.

Personal Info - It is the Parents/Guardian's responsibility to keep their personal information updated (phone numbers and emails). Please contact the office by email with updates.

Photos/Videos for Studio Use - Photos and/or videos of students/parents/guardians in publications (such as flyers/brochures), advertisements (such as newspapers or online ads), our Studio Website, or on social media sites (such as Studio's Facebook, Instagram or private YouTube Channel) may be used. No financial compensation will be provided for the use of these photos/videos. In some cases, a child's first name and/or parent/guardian name may be used.

Private Lessons - Private Lessons are available at a cost of \$95 plus GST per half hour block. Bookings will be made through airdriedanceleanne@gmail.com

Recital – FOLLIES 2026, May 2nd at the Bert Church Theatre. Performance details TBA.

Snow Day Policy - Cancellation of classes will be sent out via email and text by 2 pm the day of the cancellation. Snow days will be observed according to the local schools and makeup classes will not be rescheduled.

Solos/Duets Guidelines - Dancers are chosen by Miss Susan. Criteria for selection includes: a strong technical base in the area of solo selection, a true love of dance, regular attendance, hard work in class, enthusiasm and most important, a positive attitude. Selection for this is a privilege.

Studio Website - www.airdriedance.ca

Upcoming Dates - check the website's bulletin board on a regular basis as well as the "Calendar" page on the Website for upcoming dates.

Texting Option for Dance Info - During the Dance Season, we like to have options available to be in contact with you. We generally always send an email, however, if something is time sensitive - for example a closure due to weather - we like to send a text out. We require permission from you for this option. To do this please send a text to us at 587-842-5341 with the message "START". This number is unmonitored and replies are not received.

Watching Week - Parent watching week for the 2026/27 Season will be posted here. Details to be announced. Valuable information for the Season is also provided at this time.

Withdrawals - One month's written notice is required prior to withdrawal. Failure to give sufficient notice will forfeit the next month's payment. If payment was made in full the remaining fees will be refunded. (Registration fees and September/April and any Costume/Studio/Competition/Media fees paid are non-refundable).

Thank you for following the rules and expectations of Airdrie Dance Academy. With everyone's cooperation, we will have a fun and successful dance season.

Yours in Dance,

Miss Susan and Staff