



ACADEMY OF CLASSICAL BALLET AND MODERN DANCES 2019-2020

STUDIO POLICIES AND PROCEDURES

It is understood that, by attending the Academy of Classical Ballet and Modern Dances, students and parents comply with all Policies & Procedures as set out by the Academy. It is also understood that parents and students cannot hold their instructors or the Academy liable or responsible for any type of injury, damages, lost or stolen items.

Age requirement

- Typically divided by age group, but also depends on progress and development. Teachers will assess the student and will place them in the proper level. Please be advised that the administration will notify you if a change of level is required.

Minimum of students per class

- A minimum of seven students is needed to open a class.

Appropriate dancewear

Dancewear is available through our online dance store on our website www.plie.ca under the “shop” tab. Everything required for class can be ordered online!

- **Creative Movement:** pink leotard (t-shirt style), pink tights, pink ballet shoes
- **Pre-Ballet 1 & Pre-Ballet 2 :** pink leotard (spaghetti straps), pink tights and pink ballet shoes
- **Ballet 1:** light blue leotard (spaghetti straps), pink tights and nude ballet shoes
- **Ballet 2:** navy blue leotard, pink tights and nude ballet shoes
- **Jazz / Contemporary:** Black tights and black bodysuit

Requirements

- Appropriate dancewear and hairstyle are required for all students in all classes. Students are also required to have proper equipment for any performances.
- Instructors have the right to deny active participation to a student who is not properly attired for classes. Students may be told to watch the class only or be asked to change into proper attire; as dance is a discipline, this is an integral part of the experience.
- Jewelry, chewing gum, food, street clothes & street shoes are forbidden in the studios for safety reasons and to protect the dance studio facilities. We strongly urge that all jewelry be removed and left safely at home.

Communication

- The Academy website, at www.plie.ca, and our Facebook page are regularly updated with our special events, so that everyone can have easy access to information about the busy life of our dance studio.
- We require your email address to provide extra information to you and to answer any questions.
- A bulletin board is also set up in the studio featuring our policies and special events.
- Newsletters will be sent by email.
- Invoicing and receipts are done through the Academy's office.

- Discussions between instructors, parents and students can be arranged by appointment only, not before, during or between classes. Thank you for understanding that this allows our teachers to stay focused on their class, tasks and students.
- Please do not hesitate to contact the office to schedule an appointment at your convenience. We want to establish an Open Door policy at the studio so that students, instructors and parents feel welcome to discuss any questions or concerns. If you have any questions or concerns, please contact the studios by telephone or email to make an appointment or visit us in person during office hours.

Stormy Weather

- The Academy will be closed whenever schools are closed due to inclement weather.
- Call the Academy number for weekend storms (853-7543).
- Extra classes may be offered if over two classes are missed because of stormy weather, or student can take another class in the schedule to compensate for missed classes.

Change rooms

- Students should change in the washrooms or change room and leave all belongings either in the change room or stored safely in a locker – not in the waiting room, on the floors or in the corridors.
- They may bring their dance shoes with them into the studios if they have a shoe change.
- The Academy and its employees are not liable for lost or stolen items.

Cleanliness, Food & Drink

- No food or chewing gum is allowed in the studios or change rooms. Students are allowed, however, to bring water. Please refrain from bringing nut products to the Academy as we have students with severe allergies.
- All students must properly use garbage and recycling cans.

ZERO Tolerance for Bullying

- Our anti-bullying policy is strictly enforced to ensure a positive environment for all students to learn and enjoy the classes and activities at the studio.
- Bullying includes any physical or emotional abuse as well as criticizing and gossiping about other students in any form, either vocally, in gesture and body language, in writing or on the Internet.
- No whispering is allowed in the changing rooms.
- All students, parents and instructors at the Academy are expected to behave with good sportsmanship and have a supportive attitude towards instructors, choreographers and all students. Failure to comply will result in the dancer's expulsion from the studio without reimbursement.

FINANCIAL POLICIES

It is understood that any student attending classes at the Academy – or their parents/guardians - are obligated to pay all tuition and related expenses incurred by the Academy for that student by that season's year-end.

Terms, Refunds, Withdrawing from Classes and Trial class:

- Payments may be made by cheque payable to ABCDM or by cash.
- All NSF cheques will carry a service charge of \$10.
- No refunds will be granted after 1 month into the class.

- Withdrawals, cancellations or change from classes must be made in writing. It is the client's responsibility to contact the studio if they wish to withdraw from classes prior to the end of the first month of the session.
- One or two classes are allowed as a trial.

PAYMENT METHODS:

Payment time:

- There are two registration sessions per year, fall and winter.
- Check for office hours to bring your payment.
- Place cheque under office door or at the front desk of the Arts and Culture Center.
- Register online at www.plie.ca

Payment methods:

- Cash or cheques are accepted at this time.

Discounts:

- 10% Family Tuition Discount off 2ND (or more) family member. Discounts only apply to regular classes; there is no discount for summer camp.

Invoicing and receipts:

- Primarily done through the Academy's registrar.

RECITALS, COSTUMES AND VIDEOTAPING:

Recitals:

- The recital will take place at the end of year. There will be an in-house demonstration after first semester (December). The theatre is booked a year in advance.
- If a student is not intending to participate in the recital, we require notification in writing prior to February first.

Costumes:

- Costumes are owned by the Academy. Please care for them as you would your own.

Videotaping:

- A videographer is hired by the studio to record our formal performances in any theatre. This is for the safety of the children, since our recital is open to the public.
- Videotaping and photography at our formal performances are not permitted.
- Videotaping and photography of classes may only be done with permission from the instructor.
- It is also understood that students may be photographed and have their names published in advertisements and promotional materials (Facebook, Instagram, Twitter, Google, etc).

Absentees

- We ask that all clients call our office when missing a class. This is for the safety of our students and as a courtesy to let the dance instructor know why a child is not attending class.

It is the clients' responsibility to contact the studio if the child is going to be absent, either once or for several weeks for any reason.

Thank you for your support and understanding. We hope you enjoy your experience with us!
Management of the Academy of Classical Ballet and Modern Dances

If you have questions or comments, please email us at plieballet@gmail.com