

# *La Danse Parent Handbook*



**2022-2023**

Welcome to La Danse!

We are so happy that you have chosen to dance with us this season! We are really proud of our staff and the skills and experience they bring to our team, as well as the amazing and supportive families that we have the privilege of working with throughout the year.

Below, you will find information that will be helpful throughout the year. Please keep a copy of this booklet for reference. During the season, we will make updates to the Parent Handbook for sections that are not currently available. The Handbook can be found on our website for easy accessibility and any updates will be made known to families via email.

### **Emails**

Our primary method of communication with families is through email. Please read all of the emails from La Danse and, if you have questions, feel free to respond back or give us a call. If you are not receiving emails, please come in and talk to office staff to ensure that your email address is up to date.

At La Danse, we strive for clear and transparent communication throughout the year. Our website is updated regularly and we use email and social media (Instagram and Facebook) for achievements and announcements. During the months of September to June, our goal is to respond to all emails and inquiries within 48 hours. We will not be responding to emails on Sundays to allow ourselves a day off.

We suggest printing out our monthly newsletters to help you remember any important information for the month ahead!

Email: [ladanse.yxe@gmail.com](mailto:ladanse.yxe@gmail.com)

Website: [ladanse-yxe.ca](http://ladanse-yxe.ca)

Instagram: @ladanse\_yxe

Facebook: La Danse School of Dance Arts

### **Office Hours**

Our office is open Monday-Thursday from 5:00-9:00pm and Fridays from 5:00-8:00pm. Please note that we do not have a parent waiting room, but you are welcome to come in and talk to the office staff with any questions or concerns.

## **Fees**

Our goal is to be as transparent as possible regarding all our fees; we do not believe in hidden costs or fees. Our fee structure is posted on our website and office staff will always be happy to provide a full quote for individual dancers or families. We do this so families can budget and make an informed decision that is most beneficial for them. We have also outlined when a fee includes GST.

September class fees and the registration fee are non-refundable. Please note that a credit card is required to be on file, regardless of fee payment method. All fees are collected on the first of the month. We accept VISA, MASTERCARD, and E-TRANSFER as payment methods. Please send all e-transfers to [ladanse.yxe@gmail.com](mailto:ladanse.yxe@gmail.com). If a family chooses to pay for the entire dance year in September, this payment must be done in the form of a cheque (payable to 102148762 SK Ltd.) by September 10, 2022. This is the only time it will be acceptable to make a payment using a cheque.

Class prices will be charged by total time per week and separated by discipline as follows:

- Ballet & Pointe
- Jazz, Lyrical & Acro
- Grade Tap & Comp Tap
- Contemporary
- Musical Theatre
- Hip Hop

If it is necessary to leave the studio after February for a non-medical reason, additional time is needed by staff and dancers to re-choreograph routines for performance. At La Danse, we believe we are building a team, one that requires commitment. After February 1, 2023, the full year (September - June) dance fees are non-refundable.

All fees will be charged on the FIRST of each month. If a credit card is out of date, you will be contacted by email to update this information through your Parent Portal. If the payment is not made within 10 days, a late fee of \$25 will be applied to your account. This applies to both those paying through credit card and e-transfer.

Additional charges not covered in regular class fees or costume fees will be communicated by Mallory via email. These additional costs may include, but are not limited to: studio rental, private lessons, solos/duets/trios/small groups, exams, competitions, etc. These fees will all go through La Danse, but a payment plan will be created between the family and Mallory to best meet the needs of La Danse and our clients.

Fees are set and policies around fees are non-negotiable.

## **Attendance**

We believe that dance is a team activity and know that when dancers are on time and attend regularly, they gain many benefits from their dance classes. Attendance is important to the learning process in dance class! Advancement is contingent upon consistent instruction. Frequent absences, even in one student, delay progress of an entire class. Poor attendance will result in poor training.

Attendance will be taken at the start of each class and can be viewed on the Parent Portal. If your dancer will be absent or late, please email the studio. Texting the instructor or a staff member is not acceptable. If a dancer misses too many lessons, we reserve the right to remove the dancer from the class and/or performance opportunities.

## **Dress Code**

You can find each specific dance class dress code listed on our website under the 'Classes' tab. Please note, that we strongly encourage dancers to follow the dress code, as being prepared for class benefits the learning occurring during lessons. If your dancer requires adaptations to the dress code, please talk to us directly.

Following the dress code is important in dance. It is structured for dancer safety in classes and allows our instructors the ability to see the body and muscles for proper postural coaching.

A dress code ensures that all dancers will have adequate mobility during class or rehearsal. Improper clothing can impact technique, precision, ability to grip the floor, and visibility. It shows respect to your fellow dancers and teachers to be prepared and ready for class.

## **Class Placement**

Students are thoughtfully placed in each class to provide a fun and challenging experience. Our instructors are experts in their fields and strive to make the best placement for each dancer. All of our classes, with the exception of 3 Year Olds, 4 Year Olds, and Beginners, are based on ability and experience, not age.

If you disagree with your dancer's placement, please email the studio with your concerns. Adjustments to class placement are not guaranteed and will only be made if the instructor and directors all believe it is what is best and safe for the dancer. Unacceptable reasons for requesting a change in placement include: dancer wanting to be with friends, dancer is too tall/short, dancer feels too old.

If a teacher believes a class placement needs to be changed, they will speak with us and an email will go out to the affected family. All students should be in an appropriate class by the end of September; no more changes can be made after that point.

## **Bullying**

Bullying is defined as targeted, repetitive, and harmful behaviour through mental, physical, or emotional abuse.

La Danse does not tolerate any form of bullying. Any bullying behaviour will be reported by staff to us and we will be responsible for contacting families to coordinate a plan with all affected parties on how to resolve the situation and appropriately move forward.

La Danse reserves the right to stop providing services if a situation can not be resolved between all parties.

## **Solos/Duets/Trios/Small Groups**

Solos are offered to students when the instructor feels that the student is capable of the challenge, as well as the solo being of educational and training value to the dancer. Solos can be used to give more performance opportunities and challenge a dancer artistically or technically, but must always remain a positive and fun experience. A dancer and family must be ready to have the dedication to practice regularly, spend additional hours at the studio, prepare costumes and music, and financially wish to support a solo before a solo offer should be accepted. We reserve the right for final decisions regarding all solo opportunities with dancers.

Solo offers will be emailed out to the appropriate dancers on September 14th. This email will include new choreography solos, as well as solos being repeated. Families will need to email the studio back confirming their selected solos by **November 1st** to allow time to process entries for competitions. There will be a Parent Info Night regarding solos on **Sunday, September 25th** from **5:30-6:30** pm for parents to find out the expectations around solos and ask any questions.

We are offering solos this year through the studio as a package so families have the ability to budget the cost of solos/duets/trios when agreeing to any offers their dancers receive. We also want to have some consistency/fairness for all our families about how much time each dancer gets with their choreographer. Our fees take into consideration all the hours that it takes to make a solos/duets/trios possible, with fees going directly to the choreographer and office staff who organize and plan all aspects of the process.

### **Solo/Duet/Trio Packages**

- 4hrs package of time in a La Danse studio with the assigned Choreographer.
- Studio time will be organized via the choreographer and Mallory. An email from the studio will be sent out to families to confirm availability.
- Fully choreographed solo (2.5-3 hours) with time for cleaning (1-1.5 hours) approximately.
- If a student struggles with picking up choreography, more time after this can be arranged and parents can privately hire the choreographer, another La Danse staff or senior

student to assist with cleaning and rehearsal. These private hours must be scheduled through the studio for studio time.

Senior Teachers (Mrs. Stark, Mrs. Menon, Miss Kelsey, Mr. Senyo, Miss Courtney)

- \$305 plus GST

Junior Teachers (Miss Kaitlyn, Miss Alora)

- \$185 plus GST

Contract Choreographers (Kennedy/Luke/Tatum/Kaitlyn S/Other)

- Choreographer & solo must be approved by us by October 14th
- Dancers must pay a studio rental fee of \$35/hour and book all time slots through the studio email with Mallory. Dancers and choreographers can always use other studio space around the city.
- Dancer is responsible for paying choreographer the choreographer's set fee directly
- Dancer must book a free 30 min private with Shannon to show the clean and completed solo by the end of February. She reserves the right to adapt any solo due to challenge level or age appropriateness.

Solo costumes are the responsibility of the family to select, source, order, and alter. Choreographers will give style/thematic ideas, but are not responsible for sourcing and completing costume order forms for solos. Families must find costumes and check with the choreographer before purchase or performance. Deadline to show the choreographer your costume is **February 1st**. If a dancer wishes to order a new costume, they can privately source a costume or order through the studio. Catalogs are available from Mallory and all order forms for new solo costumes must be completed by **November 10th**.

If a student is repeating a solo for the second year, they must make arrangements with La Danse to have a La Danse teacher clean and adapt the solo before **the end of February**. The student must spend a minimum of one hour with the instructor. More time is available if the student and family request. This will be scheduled and paid for like a private lesson.

Important Information

- Solo package fees are paid directly to the studio.
- Families can work out a payment plan for solos privately with Mallory, but all solos costs must be paid to the studio by February 28th.
- Any extra time with the choreographer, La Danse instructor or senior student will be paid directly to the instructor and follow the La Danse private lesson policy.
- All fees paid after Oct 1st will have PST added
- Solo offer emails will include:
  - New Solos with style and choreographer
  - Repeating Solo with options for instructor to adapt/clean solo
  - Payment price

We will be hosting another solo/duet/trio showcase this season. It will be on Saturday, March 18, 2023 at LakeView Church.

### **Private Lessons**

Privates may be scheduled if families request additional time with an instructor. We may assign privates to students who have recently joined La Danse, moved levels, or added a style to help the student succeed in their regular class. Privates should not be necessary for the choreography of a solo, (except in pre-discussed circumstances with family and dancer). Privates can be requested by families for extra cleaning/practice.

All privates must be scheduled for studio time through Mallory. No rental fee will be charged for privates with current La Danse teachers.

Payment for privates must go directly to the teacher (cash or etransfer).

The set fee schedule for privates is as follows:

- Senior Teachers: \$70
- Junior Teachers: \$40
- Senior Students: \$20 + \$15 studio rental fee= \$35

### **Exams**

We are excited to be able to offer our students CDTA Tap Exams, entered under the direction of Ms. Myers, and RAD Ballet Exams entered under the direction of Mrs. Menon and Mrs. Stark. As the trained experts and accredited teachers, these teachers will make the final decision regarding examinations. La Danse will host exams at the studio.

Mallory will enter all candidates into the appropriate exams and communicate with families regarding exam expectations, fees, dates, and extras through the La Danse email. Each exam has a specific attire requirement that dancers need to abide by, as grooming is part of their overall mark. This information will be included in the email.

While specific dates for exams are scheduled through the regulatory associations, we hope to have our Tap Exams in early February and Ballet Exams in June.

Students will be expected to attend extra classes, beyond their regular classes, to prepare for their exam. The extras will be scheduled with as much notice as possible and communicated to families from Mallory through the studio email.

All fees for exams will be covered by the exam students and split up appropriately based on hours of extra instruction and the shared costs of hosting an exam. Once La Danse knows the total cost for the exams, families will get an email with their total payable to La Danse.

### **Keys Policy**

Each staff member will have a key to the studio. This is for personal use and is not to be lent out to any other person. Clients that wish to use the studio when it is not already open will need to make arrangements with us through the studio email.

Families, as needed, will be able to sign out a studio key to use for their approved studio rental. A parent will need to come into the studio and sign out a key, then bring the key back at an agreed upon date. For every day that the key is late, the family will be charged a late fee of \$5.00.

### **Studio Rentals/Studio Booking**

All studio rentals must be scheduled via the studio email and confirmed to work for both the families and teachers involved. Please aim to book studio time at least one week in advance. Mallory will email out the schedule (Monday-Sunday) for the following week by Thursday to affected families and staff. Please note that changes and cancellations may occur, but we do our best to not make too many last minute changes.

Studio time with a La Danse instructor (private lesson) between September and June is free. The teacher or choreographer must be the one in possession of a La Danse studio key and may not lend it out to families. If a family or other party privately rents studio space while there are no other staff in the building, they must make arrangements with Mallory and sign out a key.

If a family or other party wishes to rent studio space, the cost is \$35 (GST is included in this price), payable in cash or through JackRabbit. A studio will be assigned to you based on availability. A parent or guardian must be present to supervise the dancers ages 12 & under. If a studio is being rented by more than one family, the cost is split equally between all parties.

At La Danse, regular classes rotate studios weekly to provide equal access to different studio sizes. We will have a sign posted for each week announcing to which studio classes are assigned. Please check with the front desk if you need assistance. We may change the rotation periodically to help provide access to larger spaces closer to competition or exam dates.



### **Competition Expectations**

When a dancer is in a competitive group, attendance at competitions is non-negotiable. As dance is a team activity with a dance specifically choreographed for the exact number of students in a group, all members of the team need to be there. The only exception for this would be a medical situation in which the dancer has an injury or becomes ill.

Dancers are expected to arrive at set warm up times. They need to be in the assigned change room with hair and make-up completed. Being ready at the assigned time is extremely important; it shows dedication to the team and helps with the dancer's nerves and mental well being to know they are not going to be rushed and will have plenty of time to prepare.

Information for makeup and hair styles will be sent out to everyone in February. We will be hosting two sessions at the studio for hair and makeup tutorials in early March.

Each group will have parent helpers assigned to keep the dancers together and help with any last minute hair/makeup/costume adjustments. Once your dancer has been dropped off with the parent helper, we ask that you leave the change rooms. There is limited space available and this is needed for the dancers to get changed, stretch, and warm up.

Solo/duet/trio/small group dancers will be expected to get ready, warm up, and practice without the teacher or choreographer present. Teachers will be backstage playing music during this time, so it is the dancer and/or parent's responsibility to prepare for the performance.

As a friend or family member of a La Danse student, you are a representation of our studio. We encourage everyone to be supportive of all dancers and studios, clap after every performance, and be mindful when voicing opinions.

We encourage cheering, but not at an inappropriate level. Please cheer equally and provide encouragement for all dancers.

More information regarding competitions will be provided via email as we get closer to competition time.

Mar 30-Apr 2nd	Performer (Saskatoon)
April 12-16th	Gravity Dance Challenge (Sherwood Park)
April 27-30th	Evolve (solo/duo/small group only - Saskatoon)
May 3-7th	Danspiration (Moose Jaw)

### **Picture Days**

La Danse's picture days are May 23-25, 2023. All regular classes will be canceled during this week to allow for set up and changing area. A specific schedule for pictures will be sent out two weeks in advance through email.

Our official photographer is Kerri McLaren. She provides online photo access to everyone directly through email once it is available. All photos will be shared digitally, giving parents the choice to download and print their favourites. When posting any of the professional pictures to social media, please be mindful to give credit to Kerri as the photographer.

### **Recital and Dress Rehearsal**

We use TCU Place as the location of our year end showcase. We consider this the most important performance of the year and what all our lessons and rehearsal time should work towards. Recitals should be a fun, supportive, and positive performance opportunity for our dancers. We want to make sure all our dancers are well prepared so that they can succeed onstage. More information regarding dress rehearsal and recital will be available in May. It takes many people to make the recital run smoothly, so please consider volunteering to help out backstage and have a lot of fun supporting your dancer!

Dress Rehearsal- June 11th @ TBD

Recital- June 18th @ 1:00 pm

### **First Aid and Emergency Procedures**

Students are under our explicit care while in the building. All staff must work as a team to ensure the safety of our dancers while in classes or in the waiting areas.

Parents are responsible for emailing the studio with important medical information or entering the information for their student in JackRabbit under the 'medical' tab. We will have a binder at the front desk with Emergency Contact information for each dancer, as well as Health Plans for any students that have an existing condition that we have been informed of by families.

#### **In the case of:**

##### **A Medical Incident**

- Office Staff will contact parent or emergency contact
- Students in medical distress or injury will be supervised at all times, either by the Teacher or Office Staff.
- Follow Health Binder's Plan for any student with existing medical condition

##### **Minor Injury**

- Student will be taken to the front and put under the care of the office staff
- Staff member assesses injury and uses first aid knowledge to either clean the wound and apply a bandaid, provide an ice pack, or ask the dancer to have some water and rest.

- If a dancer has an existing medical condition the staff member will reference the Health Binder to follow the procedure from the family.
- Once the dancer has been assessed to be better, they may return to class to either sit and watch or dance.
- If the minor injury needs more attention, the staff member will contact parents/guardians to come and pick up the student to get further medical attention.

#### Major Injury

- The teacher will stay with the injured student and send another student to get the help of other staff if they are in the building.
- Remaining dancers in the class can be moved to the student lounge to provide privacy for the injured dancer.
- Staff members will determine if 911 needs to be called.
- If 911 does not need to be called, then the staff member will contact the dancer's emergency contact. The parent/guardian will need to come to the studio and pick up their dancer to get them more medical assistance.
- Class may resume once the injured dancer has all necessary medical assistance and the teacher is no longer needed to help with first aid.
- An incident report will be filled out and kept on file.
- The studio will follow up with the family within 24 hours.

#### Fire

If the fire alarm goes off, all dancers and staff will exit out the closest emergency exit and proceed to the front lawn as far away from the building as possible. Teachers are responsible for closing all fire doors and making sure dancers are out of the bathrooms. Office Staff are responsible to take any dancers in the waiting areas to the front lawn. Friday and Saturday teachers should check the waiting areas to make sure everyone is out of the building. Teachers will take attendance via JackRabbit once dancers are on the lawn.

Parents/Guardians will be contacted to come pick up dancers.

#### Dangerous Weather

If bad weather starts during the day, we will make a decision to close the dance studio for the evening by 3:00 pm. An email will be sent to all parents and a posting will be made on social media. If possible, a makeup class will be arranged.

If weather develops throughout the evening, we may decide to cancel the remainder of classes that night. An email will be sent to all parents and a posting will be made on social media. If possible, a makeup class will be arranged.

In the case of a power outage, classes will continue for 30 mins. If the outage has not been fixed or more details are not available, parents will be contacted and dancers will be sent home.

### **Photo Release**

You will sign a photo release via JackRabbit, giving La Danse permission to use your dancer's image on social media and our website. If this approval has not been given or if you are concerned with the use of your dancer's image, please email the office and speak to Mallory directly.

### **Overview**

The purpose and intent of this Handbook is to have as much information at your fingertips as possible, as soon as possible. The dance season runs for a full 10 months, so this offers more advanced planning and scheduling opportunities for families, as well as a clear idea of what to expect throughout the year.

Having these policies laid out helps to reduce ambiguity and makes clear how we operate, what you can expect, as well as our expectations. If you have any questions regarding policies and procedures in this Handbook, please feel free to contact us through email.

Please note that the Parent Handbook will be reviewed and updated throughout the year. An email will be sent out to notify all La Danse clients and an updated version will be posted on our website.